

## MATERIALS REQUIRED PRIOR TO ISSUANCE EMERGENCY SHELTERS

Licensing staff will develop a plan to evaluate an operation's compliance with minimum standards and the law before issuance of a permit. The plan will include guidelines provided in policy, 3324, Conducting Inspections During the Application Phase for a License or Certification Permit, and in addition, the standards listed below will be evaluated before issuance.		
STANDARD	REQUIRED MATERIAL	GUIDELINES
1100.1 1100.2	Documentation of legal basis for operation	<p>Emergency shelters (other than those owned by a sole proprietor) must provide documentation of their legal basis for operation. The emergency shelter must notify Licensing of any changes in the legal basis for operation. Documentation must be provided in <b>one</b> of the following ways:</p> <ol style="list-style-type: none"> <li>a. An incorporated emergency shelter must state its purposes in the Articles of Incorporation. A corporation must make available to Licensing a copy of the Articles of Incorporation and Certificate of Incorporation.</li> <li>b. Emergency shelters operated by state agencies or other governmental entities must make available to Licensing documentation of enabling legislation and a copy of a constitution or bylaws, if they exist.</li> <li>c. Emergency shelters operated by a partnership or association must make available to Licensing partnership agreements or documents reflecting the existence or creation of an association.</li> </ol> <p>In addition, churches and corporations must make available to Licensing a copy of the resolution authorizing the operation of the facility.</p>
1200.1	Names, addresses, and titles (as applicable) of the officers or executive committee of the governing body	<p>The governing body is responsible for and has authority over the policies and activities of the emergency shelter.</p> <ul style="list-style-type: none"> <li>• Emergency shelters that are owned jointly or individually must provide Licensing with a list of names and addresses of the partners or owners.</li> <li>• Corporately owned emergency shelters must provide Licensing with a list of names, addresses, and titles of the governing body, the officers, and/or executive committee.</li> </ul> <p>The governing body of the emergency shelter must notify Licensing of any changes.</p>

## MATERIALS REQUIRED PRIOR TO ISSUANCE EMERGENCY SHELTERS

1200.2 1200.3 1200.4	Policy stating the governing body's responsibilities	The governing body is responsible for policies and programs, for ensuring adequate financing and compliance with minimum standards. The governing body must establish policies, such as personnel policies and policies in compliance with Appendix V of the minimum standards, Criminal History and Central Registry Background Checks for Administrators. The governing body is responsible for ensuring that copies of policies required by the minimum standards are available to facility staff. The emergency shelter must operate according to its written policies.
1210	Behavior Intervention Policies and Procedures	All facilities must have a written behavior intervention policy consistent with sections 720.1001 to 720.1013 of the Texas Administrative Code (TAC).
1500.4 1500.5	Policy and procedures for handling absence without permission	The policy must include: time frames for determining when a child is absent without permission, the specific steps staff will take to locate the child and who is responsible for taking those steps, and time frames for notifying the child's parents/managing conservator and law enforcement and who will be responsible for those notifications.
2100.1	Organization chart and job descriptions	The organization chart and job descriptions must address all staff positions, including contract staff or consultants. There must be a job description for every position on the organization chart. Each job description must include the minimum qualifications.
2100.2	Volunteer policy	The policy must state whether the facility plans to use volunteers and describe how volunteers will be used. If volunteers will have contact with children, the policy must cover selection and screening criteria, orientation prior to service, and supervision. If children will be allowed overnight visits with volunteers or sponsoring families, the policy must address how the facility will ensure that children's needs are met during such visits.
2200.1	Requirement for licensed child care administrator	Application materials must show how this requirement will be met. The Department will not grant a provisional license to operate until a licensed administrator is in place.
3200.3	Documentation of responsibility for admissions	The job descriptions must show what position will have responsibility for making admission decisions. The Department will not grant a provisional license to operate until a qualified person is available to the shelter for this position.

**MATERIALS REQUIRED PRIOR TO ISSUANCE  
EMERGENCY SHELTERS**

4200.1 4200.3 4200.4	Policy on family contact	If the facility's policy permits any limitation on family contact (other than court ordered limitation), this must be described. If the facility may limit family contact on the basis of the child's best interests, the policy must describe how "best interests" are determined. Limits in the policy may not exceed those allowed by Standards 4200.1 and 4200.3.
4200.11	Policy on incorporating input from children into program development and evaluation	The policy must include a description of how the shelter will regularly gather input from children in care. The policy must include the procedures for regular evaluation of children's input and the way this input will be incorporated into program development.
4300.1 4300.3	Medical and dental care policies	The policies must clearly state the procedures for obtaining routine and emergency medical and dental care, including what medical facilities will be used and how children will be transported.
5100.2	Disaster and emergency plans and procedures	The plans must include specific procedures for fire evacuation, power outages, tornado alerts, etc. Other emergency plans depend on the facility's location. If there is a flood hazard, for example, the facility must have plans for dealing with that kind of emergency. The plans must focus on how children will be protected.