

**Child-Placing Agency
Documentation Required at Application**

Documentation that must be Submitted to DFPS to Apply for a License	
DOCUMENT	FORM
Application for a License to Operate a Residential Child-Care Facility, Child-Placing Agency or Maternity Home	2960
Floor Plan of the building and surrounding space to be used, showing the dimensions and the purpose of all rooms	NA
Request for Criminal History and Central Registry Check	2971
Controlling Person Form	2970
Personal History Statement for each applicant that is sole proprietor or partner unless you are also a licensed administrator	2982
Proof the for-profit corporation or limited liability company is not delinquent in paying the franchise tax. For information on the franchise tax, see §745.245.	NA
Verification of liability insurance or documentation that you are unable to obtain liability insurance and a copy of the written notice informing the parents that there is no insurance, see §745.249 and §745.251.	2962
Licensing Fee Schedule and Fee (with payment sent to Austin & a copy submitted with the application)	2988

Policies, procedures, and documentation required by the minimum standards that are listed in this table, *as applicable:

Documentation operation is legally established	§749.101(1)
Agency Plan	§749.101(6)
Policies stating responsibilities of governing body	§§749.101(3)-(4); 749.131
Personnel policies and procedures	§749.105
Conflict of interest policies	§749.107
Adoption fee policies	§§749.161(c); 749.197; 749.273(1) and (2)
Fiscal requirements	§749.163(1)-(3)
Adoption payment policies	§749.241(b)
Admission and placement policies	All: §§749.333; 749.335 Foster care services only: §§749.1101(a); 749.1113(b)(2)(A)-(C); 749.1865
Child-care policies	§§749.339; 749.1009(a)(1)
Emergency behavior intervention policies	All: §749.341 Foster care services only: §§749.1863; 749.2051; 749.2231(a)(1); 749.2233(a)(1)
Discipline policies	All: §749.343 Foster care services only: §749.1951(b)(1)
Foster care policies and services	§§749.345; 749.347; 749.349; 749.351; 749.353
Legal risk placement program policies	§749.355
Adoption policies	§749.357
Volunteer policies	§749.359
Appeal Process	§749.425
Electronic records policies and protecting all records	§§749.531(a) and (c); 749.533
Professional staffing plan	§§749.601; Subchapter E, Divisions 2, 3, 4, and 5; 749.1311; 749.1317
Tobacco use policies, for foster care services only	§749.2931
Weapons, firearms, explosive materials and projectiles, for foster care services only	§749.2961(a)(2) and (b)
Drug testing policy	§745.4151

- * Subchapters B-G (§§749.41-749.1021) are applicable for all child-placing agencies;
- * Subchapters H-O (§§749.1101-749.3221) are applicable only if the child-placing agency offers foster care services;
- * Subchapters P-S (§§749.3301-749.3761) are applicable only if the child-placing agency offers adoption services; and
- * Subchapter T (§§749.3801-3897) is applicable only if the child-placing agency offers an assessment services program.