



OFFICE OF LICENSING AND MONITORING

Temporary Amended License Procedure for Residential Child Care Providers (RCC)

There are occasions when a child requires placement with a RCC provider that is not licensed for the child's age. In order to ensure that the license can be amended temporarily to accommodate the needs of that child, the Office of Licensing and Monitoring (OLM) is implementing the following procedure immediately:

The Local Department Must:

1. Complete the **Local Department Placement Exception Request** and forward the request to the identified provider. (exhibit A)

The Identified Provider Must:

1. Complete the **Temporary Amended License Request**. Ensure that the request clearly explains how the provider will meet the child's needs and maintain the child's safety. (exhibit B)
2. Forward the completed **Temporary Amended License Request** and the completed **Local Department Placement Exception Request** to OLM by email to olm.provider@maryland.gov with a subject line of "Temporary Amended License Request". This process must be completed and the placement approved prior to the child being placed with the provider.

The Office of Licensing and Monitoring will:

1. Review the request based on the established guidelines on the same business day that the request is received. (exhibit C)
2. Approve or deny the request on the same business day that the request is received and notify the provider and SSA of the decision.

For OLM APPROVED REQUESTS

The Social Services Administration will:

1. Review and approve or deny the **placement** of the child with the provider.
2. Notify the Local Department of its decision to approve or deny the **placement** exception.



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Temporary Amended License Guidelines

In order to approve a Temporary Amended License based on a child's age, one of the following must be true:

- The child will meet the licensed age requirement within 6 months of the request if the upper age limit of the current license is more than 3 years above the current age of the child

OR

- The child will meet licensed age requirement within 12 months of the request if the upper limit is 3 years or less above the current age of the child

OR

- The child has exceeded the age limit while in placement and needs to remain in their current school for continuity of educational services (can only be extended to the end of the current school year)

OR

- The youth has aged out of foster care and is awaiting a DDA placement

OR

- The youth has exceeded the provider age range is awaiting a placement

AND

All of the Following Must Be True

- The child has no developmental or cognitive delays that would decrease their functioning age level (DDA exempt)
- The provider's request has a clear plan to maintain the safety of the child
- The provider has not been subject to a corrective action plan concerning the health and safety of children for at least 1 year prior to the request