




DEPARTMENT OF HUMAN SERVICES

Wes Moore, Governor · Aruna Miller, Lt. Governor · Rafael López, Secretary

Policy Number:	SSA/CW #25-02
Policy Title:	Resource Home Licensing Standards
Release Date:	August 5, 2025
Effective Date:	September 2, 2025
Approved By:	Dr. Alger M. Studstill, Jr.  Executive Director Social Services Administration
Revision Date(s):	July 31, 2025
Supersedes:	SSA/CW #21-09, Resource Parent Home Standards SSA/CW #11-10, Window Covering Safety for Resource Homes – Angel's Law SSA/CW #11-07, Background Checks for Prospective Resource Parents SSA/CW #10-16, Smoke Free Environment for Children in Foster Care SSA/CW #10-20, Compliance with Federal and State Technical Requirements for Criminal and Protective Services Background Checks
Originating Office:	Out-of-Home Care
Summary of Change:	The changes in this policy reflect an alignment with the changes made to COMAR 07.02.25 .
Required Actions:	Assess, train, license, and support resource parents in accordance with the requirements outlined in this policy and COMAR 07.02.25 .
Key Words:	Resource parents, licensing requirements, home study, background clearances, annual reconsiderations, reasonable and prudent parenting standard, window covering safety – Angel's Law .
Related Federal Law	The Social Security Act of 1935 §§ 471 (a)(8), (20)(A), (22), (24), (36) and 472(c)(1) ; 45 CFR 1355.20 ; and 45 CFR 1356.21(m)
Related State Laws	Md. Ann. Code, Fam. Law Art. §§ 5-504, 5-505, 5-506, 5-525, 5-525.1, 5-529 , and 5-532 (2019). Md. Ann. Code Crim. Law Art. § 14-101 (2024).

COMAR	COMAR 07.02.25
State Plan Implications?	Yes

PURPOSE AND SUMMARY

This policy provides direction to the LDSS on requirements for assessing, training, licensing, and supporting resource parents.

RELATED LAWS AND REGULATIONS

The [Bipartisan Budget Act of 2018, Pub. L. No. 115-123 \(2018\)](#) includes the Family First Prevention Services Act (FFPSA) in Division E, Title VII. Section 50731 of the FFPSA directs the Secretary of Health and Human Services to “identify reputable model licensing standards with respect to the licensing of foster family homes” (as defined in section 472(c)(1) of the Social Security Act). In response to this directive, in February 2019, the Children’s Bureau issued the [National Model Foster Family Home Licensing Standards](#) that were in effect as of April 1, 2019. Maryland’s regulations related to the Resource Home Program Standards can be located in COMAR [07.02.25](#).

DEFINITIONS

Administration – The Social Services Administration of the Department of Human Services.

Adoption – The legal proceeding by which an individual becomes the child of an adoptive family and has all the legal rights and privileges to which a child born to that family would be entitled.

Guardianship – An award by a court, including a court other than the juvenile court, of the authority to make ordinary and emergency decisions as to the child’s care, welfare, education, physical and mental health, and the right to pursue support.

Household member – An individual who lives in or is regularly present in a household.

Kin – An individual who is related to the child through blood or marriage, adoption, tribal law or custom, or cultural custom or practice; or an individual who is unrelated to the child, but has a strong familial or significant bond with the child, or is a person identified by the child’s parent.

LDSS – A local department of social services in a county, Baltimore City, or the Montgomery County Department of Health and Human Services.

Licensed – Approved by an LDSS as a resource parent and a resource for custody and guardianship or adoption of a child.

Monthly care stipend – Financial support that an LDSS provides a resource parent to assist the resource parent with caring for a child-in-care placed in the resource home.

Out-of-home care – An out-of-home placement and the monitoring of and services provided to a child in aftercare following a child's out-of-home placement.

Respite care – A short-term service consisting of daily or overnight care to children who reside in a resource or kinship home.

Reunification – Reuniting the child in care with the child's parents or legal guardian.

Resource home – The residence of an individual that a LDSS has licensed as a resource parent.

Resource parent – An individual whom an LDSS licenses to provide 24-hour care for a child-in-care in the resource home.

Structured Analysis Family Evaluation (SAFE) – Consortium for Children's home study framework approved by the Administration for an LDSS to use when completing assessments, home studies, references, and annual reconsiderations.

PROCEDURES AND TIMEFRAMES

1. Requirements for Resource Parents and Household Members

1.1. General Requirements

1.1.1. All applicants seeking to be licensed as resource parents must meet the following requirements:

1.1.1.1. A resource parent must be a resident of the state of Maryland.

1.1.1.2. A resource parent must be a United States citizen or non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act.

1.1.1.3. A resource parent must be at least 21 years old.

1.1.1.4. A resource parent must be able to communicate with the child, the LDSS, health care providers, and other service providers. At least one parent in the home must have functional literacy, such as the ability to read medication labels.

1.2. Background Clearances

- 1.2.1.** The LDSS must complete and review the following background clearances for resource parents and all household members age 18 and older. Resource parents and household members must sign a consent for CPS clearances. Consent forms do not have to be notarized. Based on the review of background clearances, the LDSS will either approve, deny, suspend, or revoke a resource parent's license.

1.2.2. State and Federal Fingerprint Background Clearances

- 1.2.2.1.** The LDSS will not license a resource home if any household member has a felony conviction for:
- 1.2.2.2.** Child abuse or neglect; spousal abuse; a crime against a child or children, including child pornography; a crime of violence as enumerated in [Md. Ann. Code, Crim. Law Art. § 14-101](#), including rape, sexual assault, or homicide, but not including other physical assault or battery;
- 1.2.2.3.** Human trafficking; or
- 1.2.2.4.** A felony conviction within the prior 5 years, involving physical assault, battery, or a drug-related offense.

1.2.3. Child Protective Services (CPS) Clearances

- 1.2.3.1.** The LDSS will not license a resource home if:
- 1.2.3.1.1.** There is a pending CPS investigation. The LDSS must defer the decision until the investigation is completed.
- 1.2.3.1.2.** Any household member has been indicated for child abuse or neglect, in Maryland or another state or jurisdiction, unless the local director grants an exception in writing after considering the following criteria in the decision to license:
- 1.2.3.1.2.1.** the nature and severity of the maltreatment;
- 1.2.3.1.2.2.** the number of indicated findings;
- 1.2.3.1.2.3.** any factors that might indicate that the maltreatment was a one time incident including the circumstances surrounding the maltreatment and the number of years that have passed since the maltreatment; and
- 1.2.3.1.2.4.** any evidence that the applicant or household member has changed since the most recent maltreatment.

1.2.4. Child Support Clearances

- 1.2.4.1.** The LDSS must review the result of a child support clearance for the resource parent applicant only. If the applicant has a child support arrearage, the LDSS shall provide the applicant with the opportunity to correct

the arrearage. The applicant may either pay the arrearage in full or enter into a payment agreement with the Child Support Administration that is acceptable to the LDSS.

- 1.2.4.2.** The LDSS may deny the application if the applicant cannot, within the 120 day application process either make a full payment or enter into an acceptable payment agreement.

1.2.5. Motor Vehicle Administration Driving Record

- 1.2.5.1.** The LDSS must review the Motor Vehicle Administration driving record for all applicants and household members 18 years or older who possess a driver's license, to ensure it is valid.

1.2.6. Maryland Judiciary Case Search

- 1.2.6.1.** The LDSS must review the [Maryland Judiciary Case Search](#) for all household members age 18 and older to identify the existence of investigations, findings, charges, or convictions related to any crimes to determine their possible effect on:

- 1.2.6.1.1.** the safety of any child-in care;
- 1.2.6.1.2.** the applicant's ability to execute the responsibilities of a resource parent; and
- 1.2.6.1.3.** the LDSS's ability to achieve its goals in providing services to any child-in-care.

1.2.7. Maryland Sex Offender Registry

- 1.2.7.1.** The LDSS must review the [Maryland Sex Offender Registry](#) for all household members age 18 and older to ensure they are not on the registry.

1.2.8. National Sex Offender Registry

- 1.2.8.1.** The LDSS must review the [National Sex Offender Registry](#) for all household members age 18 and older to ensure they are not on the registry.

1.2.9. Out-Of-State CPS Clearances

- 1.2.9.1.** The LDSS must review out-of-state CPS clearances for all household members age 18 and older who lived in other states during the 5 years prior to licensure.

1.2.10. Additional Clearances After a Resource Home is Licensed

- 1.2.10.1.** The LDSS must conduct background clearances when a household member turns 18 or individuals 18 years and older join the household.
 - 1.2.10.1.1.** The LDSS must implement a process to ensure that clearances are completed as household members turn 18.
 - 1.2.10.1.2.** Resource parents are to notify the LDSS when someone 18 or older joins their home while the resource home license is active.

- 1.2.10.1.3.** LDSS workers who learn of a new household member during required monthly visits must notify the resource parent's family worker.
- 1.2.10.1.4.** All clearances must be completed as soon as possible but no later than 30 days after an individual age 18 or older joins the household or a household member turns 18.

1.3. Physical Health, Mental Health, and Substance Use

- 1.3.1.1.** Resource Parents and household members must provide a medical exam completed by a licensed healthcare practitioner to the LDSS prior to licensure and every two years thereafter.
- 1.3.1.2.** The initial medical exam must be conducted within the 12 months before licensure, and be documented on the [Medical Form for Resource Parents and Adult Household Members](#) and the [Medical Form for Children in Resource Homes](#).
- 1.3.1.3.** For household members age 18 and older, the initial medical exam must include an assessment for risk of tuberculosis, and, if indicated, the result of any tuberculosis test.
- 1.3.1.4.** Resource parents and household members age 18 and older who will care for children-in-care under the age of 1 year must provide proof of an up-to-date [pertussis vaccination](#) and keep this immunization up-to-date.
- 1.3.1.5.** Exceptions may be granted on religious grounds or if the immunization is contrary to the individual's health as documented by a licensed healthcare professional.
- 1.3.2.** Resource parents are not required to provide proof of immunizations for children who are household members.
- 1.3.3.** Resource parents and household members must disclose information regarding their current and past physical health, mental health and substance use issues, including diagnoses, treatment, and recovery.
- 1.3.4.** The LDSS may request additional documentation when resource parents and household members have symptoms or a history of physical or mental health concerns, or a condition that may be contagious or injurious to the child-in-care's physical or emotional health.
- 1.3.5.** Resource parents and household members must not use illegal substances.
- 1.3.6.** If an individual moves into the resource home, the LDSS must obtain the required medical documentation based on the factors discussed in this section.

1.4. Resource Parent Rights, Responsibilities, and Standards

- 1.4.1.** The LDSS must assess the resource parent applicants'

willingness and ability to meet the complex needs of children-in-care, support reunification or another permanency plan, and work cooperatively with the LDSS as outlined in COMAR [07.02.25](#).

1.5. Financial Stability

1.5.1. Resource parents must have sufficient income and financial stability to provide reasonable living conditions for their family group without depending on the monthly care stipend. Prior to the addition of a child in out-of-home care, applicants must have income or resources to make timely payments for housing, food, utilities, and other personal and household expenses. The LDSS must assess the resource parent's financial stability by obtaining a completed Resource Family Financial Statement and a copy of their most recent W2 form or two most recent pay stubs.

1.5.2. A resource parent receiving government assistance may not be disqualified solely on this basis.

1.6. Transportation

1.6.1. A resource parent must ensure that reliable, legal, and safe transportation is available for transporting the child-in-care.

1.6.2. Reliable transportation includes a properly maintained vehicle or access to and utilization of other reliable transportation.

1.6.3. If a privately-owned vehicle is used to transport the child-in-care, the driver must possess a valid driver's license and auto insurance.

1.6.4. Child passenger safety laws must be followed.

1.7. Prior Agency Confirmation

1.7.1. The LDSS must obtain a consent to release information from resource parent applicants with a prior license, approval, or certification from another foster care or adoption agency.

1.7.2. The LDSS must obtain written confirmation from the previous agency(s) that the applicant was in good standing while licensed by the LDSS

1.8. Plans for Child Care and Alternative Supervision

1.8.1. If a resource parent requires child care services for a child-in-care while the resource parent is employed or in school, the resource parent must:

1.8.1.1. Discuss the child care plan with the LDSS and obtain approval for the plan.

1.8.1.2. Unless the LDSS approves a plan for informal child care, the child care provider must be certified by the [Maryland State Department of Education Office of Child Care \(OCC\)](#) or another agency that provides child care services consistent with the OCC licensing standards.

- 1.8.1.3.** Nothing precludes a resource parent from arranging appropriate child care on an occasional basis for a child-in-care. The LDSS does not need to complete background clearances on these individuals.

2. Requirements for Resource Homes

2.1. Home Health and Fire Safety

- 2.1.1.** The LDSS must assess the home for safety using the [Home Health and Safety Survey](#) and the [Fire Safety Survey](#) prior to licensure, on an annual basis thereafter, and for a new residence. If concerns are identified, the LDSS may request that the local health department, fire marshal, or other certified inspector inspect the home, which may include water and lead testing.
 - 2.1.2.** Firearms: Unless required because a state, federal, or local law enforcement officer lives in the household and maintains and stores their service-issued firearm(s) in accordance with state, federal, and local law enforcement safety procedures, all firearms in the resource home must be unloaded, stored in a locked storage area, and inaccessible to children. All ammunition must be stored separately from the firearms in a locked storage area, inaccessible to children.
 - 2.1.2.1.** When a firearm and ammunition are being transported from the place of storage to a location outside of the resource home, they must be kept inaccessible to children to the greatest extent possible.
 - 2.1.2.2.** The resource parent is responsible for taking all safety precautions to ensure that firearms are not used to injure children in the resource home. The worker must obtain assurances from the resource parents that no loaded firearms will be kept in the resource home.
 - 2.1.2.3.** Potentially Dangerous Items: A resource parent must ensure that prescription and non-prescription medication, dangerous household supplies, tools, and any other potentially dangerous items, including alcohol, are inaccessible to children.
 - 2.1.3.** Smoke Free Environment: The resource home must be free from exposure to secondhand smoke for children-in-care. The resource parent may not smoke in a vehicle while transporting the child in care.
 - 2.1.4.** Window Coverings: Any window covering installed before October 1, 2010 must not have exposed or unsecured cords, beads, ropes or strings. Window coverings installed on or after October 1, 2010 must be cordless¹.
 - 2.1.4.1.** The LDSS caseworker must review window covering

¹[Md Ann. Code, Fam. Law Art. § 5-505](#) (2019)
Supersedes SSA #21-09

safety with the resource parent, assess the home and ensure that all windowing cover safety requirements are met.

2.1.4.2. If the resource home has window coverings with looped or single cords, ropes, chains, or beads the resource parent must ensure that the cord is secured (i.e. clamping, cleating, tying the cord, using a tie down device) and is out of reach of children².

2.1.5. A resource home with a swimming pool, hot tub, spa, waterfront property, fish or duck pond, or a similar body of water must comply with local and state laws, ordinances, and COMAR [07.02.25.04](#). The LDSS may approve a variety of safety mechanisms. Swimming pools must be equipped with a life saving device, such as a flotation device. If the swimming pool cannot be emptied after each use, the pool must have a working pump and filtering system.

2.2. Sleeping and Living Areas

2.2.1. The resource home must provide the child-in-care space for privacy, studying, and storage for clothing, toys, and other personal possessions. In addition, the resource home must provide a safe sleeping arrangement for the child-in-care as follows:

2.2.1.1. A sleeping arrangement may include a bunk bed, trundle bed, or another safe permanent arrangement the LDSS deems appropriate. A child-in-care under two years old must sleep in a crib or other secure bed that will ensure their safety.

2.2.1.2. Except for children in care younger than 2 years, children in care of the opposite sex may not sleep in the same room unless otherwise approved by the local department. When children of the opposite sex must share a bedroom, the LDSS will take into account the children's age, abilities, needs, and history when determining what is appropriate.

2.2.1.3. A child-in-care two years old or older must not share a bedroom with an adult unless approved by the LDSS. A child-in-care must not share a bed with an adult or another child.

2.3. Pets

2.3.1. When the child is interacting with the pet, a resource parent must provide age-appropriate supervision.

2.3.2. Pets must be up to date on rabies vaccinations.

2.3.3. If the LDSS has concerns regarding a pet's temperament or the children's safety, the LDSS may request additional

² [Ms. Ann. Code. Fam. Law Art. § 5-505](#) (2019)
Supersedes SSA #21-09

documentation or an assessment from an animal behaviorist or the veterinarian that oversees an animal's care.

- 2.3.3.1.** If the documentation or assessment indicates the pet poses a threat to children, the LDSS may request that the resource parent remove the pet from the home in order to move forward with the licensing process.

2.4. Number of Children in the Resource Home

- 2.4.1.** Resource parents may not have more than six children in the resource home and this limit includes the resource parent's children. The LDSS may grant an exception and approve up to eight total children in the resource home:

- 2.4.1.1.** To allow a parenting youth in out-of-home care to remain with the child of the parenting youth;

- 2.4.1.2.** To keep siblings together;

- 2.4.1.3.** To allow a child in care with an established meaningful relationship with the family to remain with the family; and

- 2.4.1.4.** To allow a family with special training or skills to provide care to a child in care who has a severe disability.

- 2.4.2.** Under COMAR 07.02.25.05B(2) & (3), a LDSS director or their designee may only approve a maximum of eight children in a resource home only if none of the children in care residing in the home are receiving Title IV-E funding.

- 2.4.3.** Unless approved by the LDSS, resource parents may not have more than two children under the age of 2 in the resource home. This limit includes the resource parent's children.

2.5. Resource Parents Who are Licensed Child Care Providers

- 2.5.1.** A resource parent who is licensed as a child care provider must not exceed the Office of Child Care certificate of registration child capacity number. A resource parent must follow the OCC age and child-to-adult ratio requirements. and provide to the LDSS, a signed copy of the dual license agreement between the resource parent, the OCC, and the LDSS.

2.6. Education of a Child-in-Care

2.6.1. Home Schooling

- 2.6.1.1.** Resource parents may not homeschool children-in-care without court approval. If such approval is granted, the resource parent must utilize a homeschool program approved by the Maryland State Department of Education. The resource parent will be required to provide homeschool progress reports at a frequency established by the LDSS or the court.

2.6.2. Private or Parochial School Enrollment

- 2.6.2.1.** Prior to enrolling a child-in-care in a private or parochial school the LDSS, and/or the parents or guardians of a child-in-care must give approval unless such enrollment is ordered by the court.
- 2.6.2.2.** The LDSS must not pay any costs associated with the private or parochial school. The LDSS must not supplement the monthly care stipend to pay these costs.
- 2.6.2.3.** If a child enters out-of-home care and is already enrolled in a private or parochial school, the resource parent must enroll the child in a public school unless:
 - 2.6.2.3.1.** The resource parent has permission to leave the child enrolled in the private or parochial school from whoever is legally responsible for making educational decisions for the child; and
 - 2.6.2.3.2.** The resource parent or the child's parents or guardian assume financial responsibility for the child's continued enrollment in the private or parochial school.

3. Resource Parent Home Study

- 3.1.** The LDSS must complete a SAFE home study for every resource family approved for licensure. The following items constitute the home study process.

3.2. Applying for Resource Home Licensure

- 3.2.1.** Prospective resource parents must complete and sign the Administration approved [Resource Parent Application](#) and consents to release confidential information, to apply for a resource home license.
- 3.2.2.** The 120 day home study period begins when the LDSS conducts the initial home study visit at the resource home, and an application is officially accepted.
- 3.2.3.** The LDSS must not require prospective resource parents to complete additional questionnaires and assessment forms.
- 3.2.4.** Whenever possible, the LDSS must initiate the required background clearances for prospective resource parents and household members age 18 and older prior to the resource parents beginning the pre-service training program.

3.3. Reviewing Applications and Completing a Resource Parent Home Study

- 3.3.1.** The LDSS must prioritize initiating a home study based on the applicant's flexibility in the children they can parent, and the needs of the children-in-care for whom the LDSS needs homes.
- 3.3.2.** The LDSS must use the [SAFE home study framework, assessment tools, and home study template when licensing a resource family.](#)

- 3.3.3.** The LDSS must conduct at least three visits with the applicant, one of which may be conducted by videoconference.
- 3.3.4.** If an individual moves into a resource home to become part of a couple licensed as resource parents, the individual shall meet the resource home licensing requirements, including completing the [resource parent application](#), the [resource parent and kinship caregiver agreement](#), background clearances, and pre-service training.
- 3.3.5.** The LDSS worker must review the home study with the resource parents and provide them with a signed copy of the approved home study if requested. Prior to sharing a copy of the home study, the LDSS must mark the pages of the home study as property of the LDSS and not for use for private or international adoptions.
- 3.3.6.** Applicants who solely wish to adopt from out-of-home care, including through [AdoptUSKids](#), must not be denied a home study.
- 3.3.7.** Fertility treatment and pregnancy are not reasons to refuse or delay initiating a home study.

3.4. Pre-Service Training

- 3.4.1.** Each resource parent applicant must complete the pre-service training program approved by the Administration.
- 3.4.2.** Completed pre-service training is valid for 3 years from the date of completion. The resource parent applicant must initiate the application process within 3 years of completing the pre-service training.
- 3.4.3.** The LDSS may consider another nationally recognized pre-service training program, which must also be completed within the prior 3 years, as meeting the pre-service training requirement.
- 3.4.4.** Resource parents who provide proof that they have had an active resource home license within the prior 3 years, may be exempt from pre-service training requirements at the LDSS's discretion.
- 3.4.5.** In addition to the pre-service training program approved by the Administration each resource parent applicant must complete infant, child, and adult CPR and first aid training. A resource parent applicant with proof of current CPR and first aid training does not have to participate in this training prior to licensure.

3.5. Personal and School References

- 3.5.1.** Prior to licensure, the LDSS must follow the requirements below to conduct a review of personal and school references.
 - 3.5.1.1.** Obtain contact information for three personal

references per resource family using the [Request for Personal References](#). One reference must be a relative and two references must be non-relatives. The LDSS must obtain a written SAFE reference form from each reference and must conduct interviews with each reference. Two interviews must be in-person or by video conference and the third interview may be conducted by telephone.

- 3.5.1.2.** The LDSS must obtain a written reference from a school staff member or homeschool monitor for each school-aged child in the applicant's home using the [School Reference Form](#).

3.6. Resource Parent and Kinship Caregiver Agreement

- 3.6.1.** The LDSS must review the [Resource Parent and Kinship Caregiver Agreement](#) with the resource parent and obtain their initials and signature acknowledging their understanding and agreement. This document must be reviewed and signed during the initial licensure process and on an annual basis thereafter.

3.7. Monthly Care Stipend

- 3.7.1.** The monthly care stipend begins the day the child is placed in the resource home. Resource parents are eligible to receive the emergency care rate for a maximum of 60 days or until adjudication, whichever comes first.
- 3.7.2.** Resource parents are eligible for the monthly care stipend at the regular rate, the intermediate rate, or the intermediate rate with the difficulty of care stipend based on the child's level of need.
- 3.7.3.** The LDSS must obtain the Administration's initial approval before issuing the difficulty of care stipend and submit for reapproval on an annual basis.

3.8. Respite Care

- 3.8.1.** Resource parents may use LDSS approved respite care services from an informal respite care provider or a licensed resource family.

3.9. Confidentiality

- 3.9.1.** Resource parents must protect confidential information about children-in-care and their families. Confidentiality applies even when the children are no longer in their care. The requirements pertaining to confidentiality can be found in the [Resource Parent and Kinship Caregiver Agreement](#).

3.10. Reasonable and Prudent Parent Standard

- 3.10.1.** The LDSS must discuss the Reasonable and Prudent Parent Standards with resource parents and requirements for the resource parent to follow these standards in making age and developmentally appropriate decisions regarding activities,

- dating, and overnights with friends for children-in-care.
- 3.10.2.** Caregivers must consider the child's maturity, safety and normalcy in making such decisions. If caregivers are unsure or unclear about making a decision, they must be advised to consult with the LDSS.
- 3.11. Behavior Management of Children-in-Care**
- 3.11.1.** Only resource parents and other adult caregivers approved by the LDSS and known to the child may discipline children-in-care. It is the resource parent's responsibility to communicate behavioral concerns to the LDSS.
- 3.11.2.** Resource parents must agree to refrain from the prohibited punishments outlined in COMAR [07.02.25.14](#).
- 3.12. Recommendation of Resource Home for Licensing**
- 3.12.1.** Once a home study has been completed the LDSS must notify an applicant in writing within 120 days of the date of the initial home study visit, of the decision to approve or deny licensure.
- 3.12.2.** An individual licensed as a resource parent is dually licensed for both foster care and adoption. If approved, the LDSS must issue a [Family Home License](#) to the resource parent.
- 4. Reconsideration of Resource Home Licensing Status**
- 4.1.** Every licensed resource home must be recertified on an annual basis at a minimum. Some resource homes may require more frequent recertification. Both situations are discussed below.
- 4.2. Requirements for Resource Home Reconsiderations**
- 4.2.1.** At least 60 days prior to the reconsideration due date, the LDSS must provide written notice to the resource parent using the [Annual Reconsideration Notice Letter](#). Reconsiderations must include:
- 4.2.1.1.** One home visit. In two parent homes, if both resource parents cannot be present on-site for the home visit, the worker must conduct a phone call or video conference with the resource parent unable to be on-site.
- 4.2.1.2.** A resource home inspection and completion of a [home health and safety survey](#) and a [fire safety survey](#).
- 4.2.1.3.** A review of the resource home record and an interview with the worker for each child in care placed in the resource home.
- 4.2.1.4.** Reviewing and obtaining an updated signed copy of the [resource parent and kinship caregiver agreement](#).
- 4.2.1.5.** Obtaining written verification of each resource parent's income, if applicable.
- 4.2.1.6.** Obtaining written verification of an updated medical examination every two years from the date of licensure for all household members or when there are

indications of serious health problems.

4.2.1.7. Obtaining documentation of updated rabies vaccinations for any pets.

4.2.1.8. Obtaining documentation of continuing training hours as follows:

4.2.1.8.1. Each resource parent shall complete at least 10 hours of continuing training approved by the LDSS annually.

4.2.1.8.2. Every two years, each resource parent shall complete at least two hours of behavior management training through the Child Welfare Academy.

4.2.1.8.3. Every two years, each resource parent shall complete at least two hours of medication management training through the Child Welfare Academy.

4.2.1.8.4. Prior to licensure and every two years thereafter, each resource parent must complete infant, child, and adult CPR and first aid training.

4.2.1.8.5. All training hours must be documented on training certificates that list the training title, date, and number of training hours awarded.

4.3. Updating the CPS, Motor Vehicle Administration, Maryland Judiciary Case Search, and Maryland and National sex offender registry clearances for the resource parent and household members age 18 and older.

4.4. Updating Child Support clearances for the resource parents.

4.5. Completion of the SAFE Update Questionnaire.

4.6. The worker must complete the annual reconsideration process and share the reconsideration status with the resource parents, in writing, within 30 days of the reconsideration date using the [Annual Reconsideration Approval Letter](#). A new [family home license](#) does not need to be issued each year.

4.7. Reconsideration Prior to the Annual Reconsideration Process

4.7.1. The LDSS may initiate a reconsideration prior to the annual reconsideration when the following situations occur:

4.7.1.1. The resource parents experience a major change in their lives that may affect their ability to care for children-in-care. The LDSS must discuss each major change and determine whether to complete a reconsideration.

4.7.1.2. If the resource parent moves to a new residence, the LDSS must assess the home by completing a [fire safety survey](#) and [home health and safety survey](#).

5. Investigations of Abuse and Neglect in Resource Homes

5.1. If the LDSS receives a report of suspected abuse or neglect by a

resource parent and initiates an investigation, the LDSS's CPS unit must respond to the report as required in [MD Ann. Code, Family Law Article, § 5-706](#) and [COMAR 07.02.07.05](#) and [COMAR 07.02.07.06](#).

- 5.2. The LDSS must follow the steps outlined in [COMAR 07.02.25.15](#) as it pertains to the resource home and the children-in-care who are placed in the home.

6. Changes in Resource Home Licensure Status

- 6.1. The process and requirements for placing a resource home on hold, relicensing a closed resource home, and resource home closure, suspension and revocation is outlined in [COMAR 07.02.25](#).

7. Liability Insurance and Reimbursement for Loss to Resource Parents

- 7.1. The Administration provides liability insurance for resource parents who care for children under certain conditions. The insurance covers the following:

- 7.1.1. Bodily injury and property damage caused by a child-in-care to a person or a person's property other than the resource parent; and
- 7.1.2. Actions taken against a resource parent by a child-in-care's parent due to an accident affecting the child-in-care.

- 7.2. Subject to the provisions of this section, the LDSS must reimburse a resource parent for costs of bodily injury or property damage that the child-in-care causes to the resource parent and that are not covered by insurance.

- 7.2.1. Before reimbursement under this section, the LDSS must be satisfied that the resource parent's actions did not substantially contribute to the bodily injury or property damage sustained.

- 7.2.2. Reimbursement under this section must be made for all costs to a maximum amount of \$5,000. All payments in excess of \$2,000 require the Board of Public Works approval.

- 7.3. The Department must advise the resource parent of this coverage and that it will not cover claims related to:

- 7.3.1. Injury or damage to which the resource parents substantially contributed;
- 7.3.2. Injury or damage covered by the resource parent's insurance;
- 7.3.3. Claims of alienation of affection;
- 7.3.4. Accidents involving vehicles that are licensed or intended for road use;
- 7.3.5. Claims exceeding \$5,000; and
- 7.3.6. injury or damage that was otherwise covered by insurance.

8. Interstate Compact for the Placement of Children (ICPC)

- 8.1. A home study for a relative, foster care, or adoption placement from another state under the ICPC shall be:

- 8.1.1. Forwarded to the appropriate LDSS within 5 calendar days of

- receipt at the Maryland ICPC Office;
- 8.1.2.** Completed by the LDSS and returned to the Maryland ICPC Office within 45 calendar days of receipt; and
- 8.1.3.** Forwarded to the requesting state within 60 calendar days from the date of the receipt of the request at the Maryland ICPC Office.

DOCUMENTATION

LDSS staff must use the forms outlined in this policy to ensure that the requirements in this policy and COMAR [07.02.25](#) have been completed. LDSS staff must document all contacts in the electronic system of record. The resource parent must receive a copy of all signed documents for their records.

FORMS AND ATTACHMENTS

[Resource Home Licensing](#)
[Resource Parent Application](#)
[Resource Parent and Kinship Caregiver Agreement](#)
[Medical Form for Resource Parents and Adult Household Members](#)
[Medical Form for Children in Resource Homes](#)
[Home Health and Safety Survey](#)
[Fire Safety Survey](#)
[Request for Personal References](#)
[School Reference Form](#)
[Family Home License](#)
[Notice of Denial of License](#)
[Notice of License Revocation](#)
[Checklist for Annual Reconsiderations](#)
[Annual Reconsideration Notice Letter](#)
[Annual Reconsideration Approval Letter](#)
[Emergency Phone Numbers List](#)
[Emergency Escape Plan Template](#)

RELATED INFORMATION

[SAFE Templates and Assessment Tools](#)
[CJAMS Child Welfare How-To-Guides](#)