

Nancy K. Keeling
Authorized Signature

Number: CW_IM_07_013
Issue Date: 06/18/2007

Topic: Foster Care

Subject: Issuing Provisional and Biennial Certificates of Approval

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message:

It is important to have proper documentation of the date a biennial Certificate of Approval is issued based on full compliance with certification standards. Full compliance allows the Department to claim federal IV-E resources for foster care.

The dates on the [Certificate\(s\) of Approval](#), when issuing first a Provisional and then a Biennial certificate must follow the process outlined in the attached document.

If there are any questions regarding this memorandum, please contact one of the persons listed below.

If you have any questions about this information, contact:

Contact(s):	David Cummings 503-945-6635 Donna Haney 503-945-5971 Catherine Stelzer 971-673-2120 Janet Williams 503-945-5722 Sherril Kuhns 503-945-6679	
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