

	<p style="text-align: center;">Department of Human Services Online Directives Information System</p>	<p style="text-align: center;">Index: Revised: Next Review:</p>	<p style="text-align: center;">POL1705 04/03/2019 04/03/2021</p>
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CONDUCTING RELICENSURE INSPECTIONS

It is the policy of the Residential Child Care Licensing (RCCL) Unit to conduct inspections of all licensed child welfare agencies, at a minimum annually, pursuant to O.C.G.A. §§ 49-5-12. RCCL will inspect (as applicable) documented files and program related materials, the physical plant, and a percentage of foster homes to ensure compliance with the Rules and Regulations of the Department of Human Services during relicensure visits.

The RCCL Unit Director is responsible for monitoring requirements for updating this policy. The RCCL Training and Policy Specialist will update this policy according to state requirements.

Authority

[O.C.G.A. §§ 49-5-12](#)

References

OIG-RCCU-TCS-POL - Time Frames for Completing Surveys
OIG-RCCU-CIF-POL - Closing Inspection Files
OIG-RCCU-POC-POL - Plan of Correction
OIG-RCCU-FHV-POL – Conducting Foster Home Visits

Definitions

1. Child Welfare Agencies: Licensed Child Caring Institutions (CCI), Child Placing Agencies (CPA), Outdoor Child Caring Programs (OCCP), Children’s Transitional Care Centers (CTCC), and Maternity Homes (MH).
2. Relicensure: An inspection of a currently licensed child welfare agency.

Related Forms

Guidance Form: Plan of Correction
Guidance Form: Preliminary RCCL Inspection Report
RCCL File Checklist

PowerPoint Presentation: Conducting the Relicensure Inspection
Residential Child Care Licensing Enforcement Actions