

	<p align="center">Department of Human Services Online Directives Information System</p>	<p align="center">Index: Revised: Next Review:</p>	<p align="center">POL1705 4/01/2024 4/01/2026</p>
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SUBJECT: CONDUCTING RELICENSURE INSPECTIONS

POLICY:

It is the policy of Residential Child Care Licensing (RCCL) 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, 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.

A. Authority

[O.C.G.A. §§ 49-5-12](#)

B. 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
- 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

C. Applicability

This policy applies to all RCCL staff and licensed Child Welfare Agencies.

D. Definitions

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

E. Responsibilities

1. The RCCL Director is responsible for monitoring requirements for updating this policy.
2. The RCCL Publisher and Training and Development Supervisor will update this policy according to state requirements.

F. History

Replaces Conducting Relicensure Inspections POL1705, last reviewed on 4/01/2024.

G. Evaluation

The RCCL Director, Program Director, Surveyor Manager and RCCL Surveyor Supervisors will evaluate this policy when:

1. Conducting monthly data analysis of RCCL reports.
2. Conducting random monthly quality assurance audits of survey reports.