

89019 Application for Licensure

(a)

A new application from a public agency shall be signed by the chairman of the Board of Supervisors of the county, and a copy of the resolution of the Board authorizing the chairman to sign the application shall be attached. In authorizing the application, the Board shall show its intent to operate the adoption program in full conformity with the statutes and the Department regulations.

(b)

A new application from a private agency shall be signed by the presiding officer of the Board of Directors and the executive officer of the agency, if already appointed, or a second officer of the Board of Directors if the executive officer has not yet been appointed. A copy of the authorization by the Board to its representative to apply for such a license shall accompany the application.

(c)

An adoption agency application shall be in the legal name of the agency, stating the geographic area to be served and the adoption services for which the license is requested. A licensed county adoption agency may regularly serve children, parents and applicants in an unlicensed county subject to prior approval from the Department and a written agreement between the Boards of Supervisors of the counties concerned. A copy of such agreement shall be filed with the Department with the request for approval. However, the request for approval shall be

unnecessary if the adoption service provided in another county is performed only occasionally and infrequently.

(d)

Every new application for an adoption agency shall be accompanied by: (1) A written plan of operation, covering the following: (A) Statement of program goals and description of services. (B) Administrative organization--narrative and chart of total agency. (C) Personnel--number, classification, qualifications and duties. (D) Physical facilities and office arrangement--diagrams. (E) Budget and financing, by item. (F) Forms and clerical system--samples. (2) Statement of facts on which need for service was determined and plans for coordination with other community welfare services. (3) If a private agency, a copy of its constitution and bylaws and, if it is incorporated, a list of membership of the governing board and any advisory committee showing lengths of term and interest or qualifications on which selection was based and indicating which persons serve as officers and in which position, a copy of the Articles of Incorporation and bylaws, a copy of the proposed budget and plan for financing the agency. (4) For a private adoption agency, a statement as to how the agency will provide for: (A) Assistance with maternity care for mothers not eligible for Medi-Cal benefits or other means for paying for medical care. (B) Services and assistance to mothers not eligible for public services and funds. (C) Coordination and utilization of public social services as required by policy and procedures of Department.

(1)

A written plan of operation, covering the following: (A) Statement of program goals and description of services. (B) Administrative organization--narrative and chart of total agency. (C) Personnel--number, classification, qualifications and duties. (D) Physical facilities and office arrangement--diagrams. (E) Budget and financing, by item. (F) Forms

and clerical system--samples.

(A)

Statement of program goals and description of services.

(B)

Administrative organization--narrative and chart of total agency.

(C)

Personnel--number, classification, qualifications and duties.

(D)

Physical facilities and office arrangement--diagrams.

(E)

Budget and financing, by item.

(F)

Forms and clerical system--samples.

(2)

Statement of facts on which need for service was determined and plans for coordination with other community welfare services.

(3)

If a private agency, a copy of its constitution and bylaws and, if it is incorporated, a list of membership of the governing board and any advisory committee showing lengths of term and interest or qualifications on which selection was based and indicating which persons serve as officers and in which position, a copy of the Articles of Incorporation and bylaws, a copy of the proposed budget and plan for financing the agency.

(4)

For a private adoption agency, a statement as to how the agency will provide for: (A) Assistance with maternity care for mothers not eligible for Medi-Cal benefits or other

means for paying for medical care. (B) Services and assistance to mothers not eligible for public services and funds. (C) Coordination and utilization of public social services as required by policy and procedures of Department.

(A)

Assistance with maternity care for mothers not eligible for Medi-Cal benefits or other means for paying for medical care.

(B)

Services and assistance to mothers not eligible for public services and funds.

(C)

Coordination and utilization of public social services as required by policy and procedures of Department.

(e)

Denial of License. An applicant may contest the denial of a license by filing a written petition with the Department as provided in Section 1526 of the Health and Safety Code. The proceedings to review such denial shall be conducted pursuant to the provision of Chapter 5 (commencing with Section 11500), Part 1, Division 3, Title 2 of the Government Code.

(f)

Amended License. Proposed major changes in program or organization shall be submitted to the Department for review and possible issuance of an amended license.