

1. A copy of the articles of incorporation and if existent, a copy of the constitution and by-laws.
2. Evidence of the availability of funds to carry the agency through the first year of operation.
3. A statement of purpose which includes a description of the geographic area to be served, the types of children to be accepted for care, the services to be provided and the program objectives.
4. A general description of each type of position proposed for the agency.
5. A proposed organization chart insuring that there will be staff in number and qualifications for the scope of the agency services.
6. A list of board members including the addresses of the officers of the board.

(d) Subsequent applications shall be submitted to the department:

1. At least 3 weeks prior to the expiration of the current licensing.
2. When an additional office is to be opened.
3. When a new program subject to licensing is to be initiated.
4. When the geographic area served is to be extended.
5. When the address of the agency is to be changed.
6. When the name of the agency is to be changed.

(e) Subsequent applications shall be sent with the following materials:

1. Copies of the annual reports published since the last license was issued.
2. The budget for the current fiscal year and the most recent financial audit.
3. A list of the current members of the board of directors and its committees.
4. The number, names, qualifications and classifications of current staff.
5. A copy of the current staff organization chart.
6. A description of any program review and evaluation and changes in program content and purpose which have occurred since the last license was issued.
7. If the expiring license is provisional, a statement showing whether the requirements on which a provisional license was based have been met, or if not, plans for meeting them.
8. A copy of any revisions of personnel practices that have been made since the last license was issued.
9. Upon the request of the department, a copy of the current staff development and in-service training plan.

(f) A written amendment to the license shall be secured from the department by the board of directors prior to any changes in the conditions of the current license.

(g) When a license is granted, the board shall display the certificate of license in a prominent place in the agency.

(4) **FINANCING.** (a) The board, with the executive, shall be responsible for the safety and judicious use of the funds of the agency. Policies and practices shall be in accord with sound budgeting, disbursement and audit control procedures.

(b) Each agency shall:

1. Have sufficient funds assured to carry a new agency through its first year of operation and be able to furnish evidence to that effect.

2. Have a sound plan of financing to assure sufficient funds to enable it to carry out its defined purposes and to provide proper care for children, as required by the administrative rules relating to licensing child placing agencies.

3. Provide for annual audit of all accounts by a certified public accountant who is not in the employ of the agency nor a member of the board.

4. On request, provide the department with financial records or financial statements.

(c) The financial operation of the agency shall be on the basis of an annual budget approved by the board. This budget shall reflect anticipated expenditures and sources of income.

**History:** Cr. Register, August, 1957, No. 20, eff. 9-1-57; r. and recr. Register, September, 1970, No. 177, eff. 4-1-71; renum. from PW-CY 40.41, Register, September, 1982, No. 321, eff. 10-1-82.

**HSS 54.03 Personnel administration.** (1) **PERSONNEL POLICIES.** (a) Each agency shall have a written statement of personnel practices adopted by the board. The board shall review personnel practices at least every 2 years.

1. The following items shall be included in personnel practices and shall be submitted to the department for approval with the original application:

a. Job specifications for all positions of 6 months or longer duration in the agency.

b. Staff pattern. There shall be a staff sufficient in number and qualifications for the scope of the agency's services.

2. There shall be written policy statements available to all employes and made known to each employe at the time of employment including:

a. The method of wage adjustments.

b. Retirement program.

c. Health and other insurance programs.

d. Vacation, sick leave, holidays and leaves of absence.