

5. Notify the department when there is a change in the executive of the institution and/or the board chairman.

6. Notify the department of any major changes pending or occurring in the corporate structure, organization or administration of the agency.

(3) APPLICATION. (a) All applications shall be on forms prescribed by the department, shall be signed by the chief officer of the board and the institution executive and shall be submitted to the department.

(b) If the board is applying for a license for the first time a written notification indicating intent to operate shall be submitted at least 60 days prior to the date on which it proposes to begin operation.

(c) The formal application for the initial license shall be submitted before a first license is issued. The institution shall not begin operation as an institution until it receives such a license.

(d) The following material shall accompany the first application for a license:

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 institution through the first year of operation.

3. A statement of purposes 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 description of the job responsibilities for each type of position proposed for the institution.

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 the board members.

(e) 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 facility or new program which is subject to licensing is to be opened.

3. When the address of the facility is to be changed.

4. When ownership of the institution is changed.

(f) The following material shall accompany subsequent applications for a license:

1. Copies of the annual reports published since the last license was issued.

2. The budget for the current fiscal year and the financial audit of the past year.

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.

(g) 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.

(h) When a license is issued, the board shall display the certificate of license in a prominent place in the institution.

(i) Within 60 days after receiving a complete application for a child care institution license, the department shall either approve the application and issue the license or deny the application. If the application for a license is denied, the department shall give the applicant reasons, in writing, for the denial.

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

(b) Each institution shall:

1. Have sufficient funds assured to carry a new institution 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 welfare 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 institution shall be based on an annual budget approved by the board. This budget shall reflect anticipated expenditures and sources of income.

History: Cr. Register, October, 1957, No. 22, eff. 11-1-57; r. and rec. Register, July, 1970, No. 175, eff. 2-1-71; renum. from PW-CY 40.51, Register, August, 1982, No. 320, eff. 9-1-82; cr. (3) (i), Register, October, 1985, No. 358, eff. 11-1-85.

HSS 52.03 Personnel administration. (1) PERSONNEL POLICIES. (a) Each institution 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:

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