### Documentation that must be Submitted to DFPS to Apply for a License

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for a license to operate a residential child-care facility, or child-placing agency</td>
<td>2960</td>
</tr>
<tr>
<td>Floor Plan of the building and surrounding space to be used, showing the dimensions and the purpose of all rooms</td>
<td>NA</td>
</tr>
<tr>
<td>Request for Criminal History and Central Registry Check</td>
<td>2971</td>
</tr>
<tr>
<td>Controlling Person Form</td>
<td>2760</td>
</tr>
<tr>
<td>Personal History Statement for each applicant that is sole proprietor or partner unless you are also a licensed administrator</td>
<td>2982</td>
</tr>
<tr>
<td>Proof the for-profit corporation or limited liability company is not delinquent in paying the franchise tax. For information on the franchise tax, see §745.245.</td>
<td>NA</td>
</tr>
<tr>
<td>Verification of liability insurance or documentation that you are unable to obtain liability insurance and a copy of the written notice informing the parents that there is no insurance, see §745.249 and §745.251.</td>
<td>2962</td>
</tr>
<tr>
<td>Residential Child Care License Fee Schedule and Fee (with payment sent to Austin &amp; a copy submitted with the application)</td>
<td>3011</td>
</tr>
</tbody>
</table>

Policies, procedures, and documentation required by the minimum standards that are listed in this table, *as applicable:

- **Documentation operation is legally established** §749.101(1)
- **Agency Plan** §749.101(6)
- **Policies stating responsibilities of governing body** §§749.101(3)-(4); 749.131
- **Personnel policies and procedures** §749.105
- **Conflict of interest policies** §749.107
- **Adoption fee policies** §§749.161(c); 749.197; 749.273(1) and (2)
- **Fiscal requirements** §749.163(1)-(3)
- **Adoption payment policies** §749.241(b)

- **Admission and placement policies**
  - All: §§749.333; 749.335
  - Foster care services only: §§749.1101(a); 749.1113(b)(2)(A)-(C); 749.1865

- **Child-care policies** §§749.339; 749.1009(a)(1)

- **Emergency behavior intervention policies**
  - All: §749.341
  - Foster care services only: §§749.1863; 749.2051; 749.2231(a)(1); 749.2233(a)(1)

- **Discipline policies**
  - All: §749.343
  - Foster care services only: §749.1951(b)(1)

- **Foster care policies and services** §§749.345; 749.347; 749.349; 749.351; 749.353

- **Legal risk placement program policies** §749.355

- **Adoption policies** §749.357

- **Volunteer policies** §749.359

- **Appeal Process** §749.425

- **Electronic records policies and protecting all records** §§749.531(a) and (c); 749.533

- **Professional staffing plan** §§749.601; Subchapter E, Divisions 2, 3, 4, and 5; 749.1311; 749.1317

- **Tobacco use policies, for foster care services only** §749.2931

- **Weapons, firearms, explosive materials and projectiles, for foster care services only** §749.2961(a)(2) and (b)

- **Drug testing policy** §745.4151

* Subchapters B-G (§§749.41-749.1021) are applicable for all child-placing agencies;
* Subchapters H-O (§§749.1101-749.3221) are applicable only if the child-placing agency offers foster care services;
* Subchapters P-S (§§749.3301-749.3761) are applicable only if the child-placing agency offers adoption services; and
* Subchapter T (§§749.3801-3897) is applicable only if the child-placing agency offers an assessment services program.