

September 6, 2023



Hello,

I am writing to share changes to the foster home renewal process being implemented by ODDS that will impact your next foster home renewal. Whereas during the COVID-19 Public Health Emergency (PHE), extensions to foster home licenses became a necessary element of the renewal process, the PHE has ended. In a return to pre-pandemic expectations that the licensure process be completed prior to the expiration date of the license, ODDS is implementing a change to the licensure timeline.

Beginning with foster home licenses that expire in January 2024, **you will now be receiving your renewal packet at least 120 days prior to expiration** (January renewals just received their packets last week.) The previous practice was for ODDS to send those packets 90 days prior to expiration. The expectation remains that you submit your completed packet within 30 days of receipt to Susan Stansbury at the Lane County DDS Office.

Foster Home Licensors will also begin scheduling your AFH renewal inspection sooner that we have in recent years with a goal of having your completed POI accepted and submitted to ODDS one month prior to your license expiration. We will have limited ability to reschedule inspections because of this expectation by ODDS – especially during the initial implementation of this new timeline.

While I fully expect that there will be some growing pains during the initial implementation, your support and attention to this process change will be crucial to avoid renewal delays that could impact your billing for the vital work you do.

Sincerely,

**Tad Larez (He/Him)**  
**Program Manager**  
**Lane County Developmental Disabilities Services**  
**Phone: (541) 682-3918**  
**Fax: (541) 682-3879**