Chapter 1-000 Administration
  1-001 Legal Basis
    1-001.01 Federal Law
    1-001.02 State Statute
  1-002 Agency Organization
    1-002.01 Central Office
    1-002.02 Local Offices
      1-002.02A Case Management
      1-002.02B Resource Development
      1-002.02C Service Administration
  1-003 Definitions
  1-004 Service Client Appeal
    1-004.01 Local Office Responsibilities Regarding Appeals
  1-005 Summary of Forms
  1-006 Title Organization Chapter

2-000 Application and Eligibility for Services

2-001 Requests
  2-001.01 Response to Requests
  2-001.02 Request Time Limits
  2-001.03 Interview
  2-001.04 Application
    2-001.04A Right to Apply
    2-001.04B Family Size
    2-001.04C Social Security Number

2-002 Income Eligibility
  2-002.01 Categories of Eligibility
    2-002.01A Current Family (CF)
    2-002.01B Low Income
    2-002.01C Without Regard to Income (WI)
  2-002.02 Action on Income Declaration
  2-002.03 Maximum Allowable Income
    2-002.03A Low Income Family (LF)
    2-002.03B (Reserved)
    2-002.03C Sources of Income
    2-002.03D Income Exclusions
    2-002.03E Deduction of Nursing Home Obligation
    2-002.03F Types of Income
  2-002.04 Income Verification
    2-002.04A Verification of Current Status
    2-002.04B Verification of Low Income Status
    2-002.04C Verification of WI Status

2-003 (Reserved)
2-004 Needs Eligibility
   2-004.01 Social Services Goals
      2-004.01A Economic Self-Support (Goal 1)
      2-004.01B Self-Sufficiency (Goal 2)
      2-004.01C Preventing or Remediing Neglect, Abuse, or Exploitation of Children and
                 Reuniting Families (Goal 3)
   2-004.02 Needs Criteria
2-005 Service Plan Formulation
   2-005.01 Plan Objectives
   2-005.02 Documentation
      2-005.02A Narratives
      2-005.02B Forms
   2-005.03 Referral
2-006 Authorization
   2-006.01 Authorization Standards
2-007 Client Relatives as Providers
2-008 Authorization Termination
2-009 Service Client Contacts and Notices
   2-009.01 Client Responsibility to Contact
   2-009.02 Worker Responsibility to Contact
   2-009.03 Notice of Agency Action
      2-009.03A Advance Notice
      2-009.03B Adequate Notice
      2-009.03C Notice not Required
      2-009.03D Service Continuation During Appeal
      2-009.03E Client Notice of Provider Termination
2-010 Social Services Exception
   2-010.01 Prior Approval
   2-010.02 Time Guides
   2-010.03 Maximum Allowable Units and Rates
      2-010.03A Case Management Functions
   2-010.04 Time-Limited Service Exceptions
2-011 Assignment of Payee, Guardianship, or Conservator Status
   2-011.01 Employee’s Role
   2-011.02 Services Worker as Protective Payee
   2-011.03 Provider’s Role
2-012 Annual Redetermination
   2-012.01 Change in Status
   2-012.02 Annual Redetermination
2-013 Case Record Maintenance
   2-013.01 File Contents
   2-013.02 Record Retention
2-014 (Reserved)
Chapter 3-000 Social Services Providers

3-001 Provider Agreement Process
   3-001.01 Introduction
   3-001.02 Definitions
   3-001.03 Application
   3-001.04 Conflict of Interest
   3-001.05 Worker Relatives as Providers
   3-001.06 Service Provider Agreements
   3-001.07 Agreement Completion
   3-001.08 Multiple Facilities
      3-001.08A Option 1
      3-001.08B Option 2
   3-001.09 Provider Evaluation
      3-001.09A Resource Development Responsibilities
      3-001.09B Secondary Agreements
   3-001.10 Rate Negotiation/Establishment
      3-001.10A Request for Rate Exception
   3-001.11 Provider Agreement Renewal
      3-001.11A Agreement Evaluation
      3-001.11B Worker Action
   3-001.12 Provider Terminations
      3-001.12A Written Notices
      3-001.12B Form DSS-10
   3-001.13 Forms and Instructions

3-002 Standards
   3-002.01 General Standards
   3-002.02 Provider Standards
   3-002.03 Provider Age Qualifications
      3-002.03A Parental Permission
   3-002.04 Special Conditions Affecting Approval

3-003 Social Security Tax Withholding
   3-003.01 Introduction
   3-003.02 Definitions
   3-003.03 Staff Responsibilities
   3-003.04 Tax Statements
      3-003.04A W-2 Forms
      3-003.04B Form IRS-1099
   3-003.05 Form IRS-2678

3-004 Volunteers
   3-004.01 Orientation and Training
   3-004.02 Characteristics
   3-004.03 Volunteer Tasks

Chapter 4-000 (Reserved)
### Chapter 5-000 Defined Services

#### 5-001 through 5-010 (Reserved)

#### 5-011 Homemaker Service for Families

- **5-011.01** Introduction
  - **5-011.01A** Homemaker Need
  - **5-011.01B** Homemaker Goals

- **5-011.02** Homemaker Definitions

- **5-011.03** Clients Served
  - **5-011.03A** Homemaker Eligibility Status
  - **5-011.03B** Homemaker Need

- **5-011.04** Maximum Rate and Unit Authorization

- **5-011.05** Authorization Procedures

- **5-011.06** Homemaker Provider Requirements

- **5-011.07** Forms and Instructions

#### 5-011.10 Family Support Service for Families

- **5-011.10A** Introduction
- **5-011.10B** Definitions
- **5-011.10C** Clients Served
- **5-011.10D** Maximum Rate and Unit Authorization
- **5-011.10E** Authorization Procedures
- **5-011.10F** Reporting Requirements
- **5-011.10G** Family Support Provider Requirements
- **5-011.10H** Forms and Instructions

#### 5-012 through 5-017 (Reserved)
5-018  Transportation or Escort Service for Families
   5-018.01 Introduction
   5-018.01A  Transportation Goals
   5-018.02 Definitions
   5-018.03 Clients Served
   5-018.03A  Eligibility Status
   5-018.03B  Transportation or Escort Need
   5-018.04 Staff-Provided Service Costs
   5-018.05 Defined Areas of Transportation Need
   5-018.05A  Child Protective Services Transportation/Escort
   5-018.05B  Child Care Transportation or Escort
   5-018.05C  Foster Care Transportation or Escort
   5-018.05D  Medical Transportation or Escort
   5-018.05E  Transportation for Visit
   5-018.06 Maximum Rates and Allowable Units
   5-018.07 Transportation Exceptions
   5-018.08 Authorization of Individual Providers
   5-018.09 Authorization of Exempt Providers
   5-018.10 Transportation Provider Requirements
   5-018.11 Transportation Forms and Instructions
5-019  Domestic Abuse Program
   5-019.01 Introduction
   5-019.01A  Legal Basis
   5-019.02 Definitions
   5-019.03 Clients Served
   5-019.04 Local Office Responsibilities
   5-019.05 Emergency Services
   5-019.05A  Constant Access and Intake to Services
   5-019.05B  Immediate Transportation
   5-019.05C  Immediate Medical Services or First Aid
   5-019.05D  Emergency Legal Counseling and Referral
   5-019.05E  Emergency Financial Aid
   5-019.05F  Crisis Counseling
   5-019.05G  Safe Living Environments
   5-019.06 Contractual Agreements
   5-019.07 Monthly Reports
   5-019.08 Access to Records
   5-019.09 Confidentiality
5-020 through 5-029  (Reserved)
6-000 Licensing Group Homes, Child Caring Agencies, and Child Placing Agencies
6-001 – 6-004 (Reserved)
6-005 Licensing Group Homes and Child Caring and Child Placing Agencies

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-005.01</td>
<td>Scope and Authority</td>
</tr>
<tr>
<td>6-005.02</td>
<td>Definitions</td>
</tr>
<tr>
<td>6-005.03</td>
<td>Licensed Required</td>
</tr>
<tr>
<td>6-005.04</td>
<td>Inquiries</td>
</tr>
<tr>
<td>6-005.05</td>
<td>Application</td>
</tr>
<tr>
<td>6-005.06</td>
<td>Fee</td>
</tr>
<tr>
<td>6-005.06A</td>
<td>License Fee</td>
</tr>
<tr>
<td>6-005.06B</td>
<td>Fee Collection</td>
</tr>
<tr>
<td>6-005.07</td>
<td>Health Information Report</td>
</tr>
<tr>
<td>6-005.08</td>
<td>Fire Safety Inspection</td>
</tr>
<tr>
<td>6-005.09</td>
<td>Sanitation Inspection</td>
</tr>
<tr>
<td>6-005.10</td>
<td>Recreation Camp Inspections</td>
</tr>
<tr>
<td>6-005.11</td>
<td>Challenge Course Inspections</td>
</tr>
<tr>
<td>6-005.12</td>
<td>Compliance Evaluation</td>
</tr>
<tr>
<td>6-005.12A</td>
<td>Initial License</td>
</tr>
<tr>
<td>6-005.12B</td>
<td>Renewal</td>
</tr>
<tr>
<td>6-005.12C</td>
<td>Evaluation Review</td>
</tr>
<tr>
<td>6-005.13</td>
<td>Recommendation for Licensure</td>
</tr>
<tr>
<td>6-005.14</td>
<td>Alternative Compliance</td>
</tr>
<tr>
<td>6-005.15</td>
<td>Non-Compliance with Requirements</td>
</tr>
<tr>
<td>6-005.16</td>
<td>Background Checks</td>
</tr>
<tr>
<td>6-005.17</td>
<td>Amending a License</td>
</tr>
<tr>
<td>6-005.18</td>
<td>Public Access to Licensing Files</td>
</tr>
<tr>
<td>6-005.18A</td>
<td>Access to Group Home and Child Caring Agency Files</td>
</tr>
<tr>
<td>6-005.18B</td>
<td>Access to Child Placing Agency Files</td>
</tr>
<tr>
<td>6-005.19</td>
<td>Declaratory Ruling Request</td>
</tr>
<tr>
<td>6-005.20</td>
<td>Denial, Revocation, or Suspension of a License</td>
</tr>
<tr>
<td>6-005.21</td>
<td>Licensing Decision Appeals</td>
</tr>
<tr>
<td>6-005.22</td>
<td>Complaints</td>
</tr>
<tr>
<td>6-005.22A</td>
<td>Complaints on Suspected Child Abuse or Neglect</td>
</tr>
<tr>
<td>6-005.22B</td>
<td>Processing Complaints</td>
</tr>
<tr>
<td>6-005.23</td>
<td>Licensee Renewal Responsibilities</td>
</tr>
<tr>
<td>6-005.24</td>
<td>Licensing Process Summary</td>
</tr>
</tbody>
</table>

6-006 Licensing Standards for Group Homes

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-006.01</td>
<td>Administration</td>
</tr>
<tr>
<td>6-006.01A</td>
<td>Purpose Statement</td>
</tr>
<tr>
<td>6-006.01B</td>
<td>Program</td>
</tr>
<tr>
<td>6-006.01C</td>
<td>Records</td>
</tr>
<tr>
<td>6-006.01D</td>
<td>Confidentiality</td>
</tr>
<tr>
<td>6-006.02</td>
<td>Admissions</td>
</tr>
<tr>
<td>6-006.03</td>
<td>Staff</td>
</tr>
<tr>
<td>6-006.03A</td>
<td>Age and Maturity</td>
</tr>
<tr>
<td>6-006.03B</td>
<td>Staff Ratio</td>
</tr>
<tr>
<td>6-006.03C</td>
<td>Training</td>
</tr>
</tbody>
</table>
### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-006.04 Facility</td>
<td></td>
</tr>
<tr>
<td>6-006.05 Services</td>
<td></td>
</tr>
<tr>
<td>6-006.05A Community Activities</td>
<td></td>
</tr>
<tr>
<td>6-006.05B Discipline</td>
<td></td>
</tr>
<tr>
<td>6-006.05C Transportation Safety</td>
<td></td>
</tr>
<tr>
<td>6-006.06 Emergency Shelter Care Intake</td>
<td></td>
</tr>
<tr>
<td>6-006.07 Sanitation Requirements</td>
<td></td>
</tr>
<tr>
<td>6-007 (Reserved)</td>
<td></td>
</tr>
<tr>
<td>6-008 Licensing Standards for Child Caring Agencies</td>
<td></td>
</tr>
<tr>
<td>6-008.01 Administration</td>
<td></td>
</tr>
<tr>
<td>6-008.01A Incorporation</td>
<td></td>
</tr>
<tr>
<td>6-008.01B Governing Board</td>
<td></td>
</tr>
<tr>
<td>6-008.01C Finances</td>
<td></td>
</tr>
<tr>
<td>6-008.01D Administrative Records and Reports</td>
<td></td>
</tr>
<tr>
<td>6-008.02 Personnel</td>
<td></td>
</tr>
<tr>
<td>6-008.02A Staff Qualifications</td>
<td></td>
</tr>
<tr>
<td>6-008.02B Staff Ratio</td>
<td></td>
</tr>
<tr>
<td>6-008.02C Training</td>
<td></td>
</tr>
<tr>
<td>6-008.02D Activities Counted as Training</td>
<td></td>
</tr>
<tr>
<td>6-008.03 Facility</td>
<td></td>
</tr>
<tr>
<td>6-008.04 Admissions</td>
<td></td>
</tr>
<tr>
<td>6-008.05 Case Reviews</td>
<td></td>
</tr>
<tr>
<td>6-008.06 Health and Safety Requirements</td>
<td></td>
</tr>
<tr>
<td>6-008.06A Transportation Safety</td>
<td></td>
</tr>
<tr>
<td>6-008.06B Fire Safety</td>
<td></td>
</tr>
<tr>
<td>6-008.07 Personal Hygiene</td>
<td></td>
</tr>
<tr>
<td>6-008.08 Food and Nutrition</td>
<td></td>
</tr>
<tr>
<td>6-008.09 Clothing</td>
<td></td>
</tr>
<tr>
<td>6-008.10 Discipline, Seclusion Rooms, and Physical Restraint</td>
<td></td>
</tr>
<tr>
<td>6-008.10A Definitions</td>
<td></td>
</tr>
<tr>
<td>6-008.10B Discipline</td>
<td></td>
</tr>
<tr>
<td>6-008.10C Seclusion Rooms</td>
<td></td>
</tr>
<tr>
<td>6-008.10D Physical Restraint</td>
<td></td>
</tr>
<tr>
<td>6-008.10E Training</td>
<td></td>
</tr>
<tr>
<td>6-008.10F Internal Review</td>
<td></td>
</tr>
<tr>
<td>6-008.11 Opportunity for Instruction</td>
<td></td>
</tr>
<tr>
<td>6-008.12 Service Plan Goals</td>
<td></td>
</tr>
<tr>
<td>6-008.13 Termination</td>
<td></td>
</tr>
<tr>
<td>6-008.14 Records</td>
<td></td>
</tr>
<tr>
<td>6-008.15 Emergency Shelter Care</td>
<td></td>
</tr>
<tr>
<td>6-008.16 Wilderness Challenge Programs</td>
<td></td>
</tr>
<tr>
<td>6-008.16A Administration</td>
<td></td>
</tr>
<tr>
<td>6-008.16B Program Requirements</td>
<td></td>
</tr>
<tr>
<td>6-008.16C Staff Requirements</td>
<td></td>
</tr>
<tr>
<td>6-008.16D Staff Child Ratio</td>
<td></td>
</tr>
<tr>
<td>6-008.16E Admission Requirements</td>
<td></td>
</tr>
</tbody>
</table>
6-008.16F  Health and Safety Requirements  
6-008.16G  Primary Site Requirements  
6-008.16H  Emergencies  
6-008.16I  Food and Water Requirements  
6-008.17  Sanitation Regulations  
  6-008.17A  Construction  
  6-008.17B  Heating  
  6-008.17C  Toilet Facilities  
  6-008.17D  Lavatory Facilities  
  6-008.17E  Water  
  6-008.17F  Plumbing  
  6-008.17G  Ventilation  
  6-008.17H  Sewage Disposal  
  6-008.17I  Garbage and Refuse Storage and Disposal  
  6-008.17J  Lighting  
  6-008.17K  Food Services  
6-008.18  Recreational Camp Inspections  
6-008.19  Experiential Challenge Course Inspections  
6-009  Licensing Standards for Child Placing Agencies  
  6-009.01  Administration  
    6-009.01A  Incorporation  
    6-009.01B  Governing Board  
    6-009.01C  Finances  
    6-009.01D  Administrative Records and Reports  
  6-009.02  Personnel  
    6-009.02A  Executive Director Qualifications  
    6-009.02B  Program Director Qualifications  
    6-009.02C  Casework Supervision Qualifications  
    6-009.02D  Caseworker Qualifications  
    6-009.02E  Training  
  6-009.03  Intake  
  6-009.04  Transportation Safety  
  6-009.05  Confidentiality  
  6-009.06  Adoption Services  
    6-009.06A  Adoption Services to Biological/Birth Parents and Their Children  
    6-009.06B  Records  
    6-009.06C  International Adoptions and Home Studies  
    6-009.06D  Interstate Placements  
    6-009.06E  Accepting Relinquishments and Making Placements  
    6-009.06F  Preparation of Child  
    6-009.06G  Post-Adoption Services  
    6-009.06H  Supervision of Placement  
  6-009.07  Foster Care Services  
    6-009.07A  Foster Care Services to Biological Parents and Their Children  
    6-009.07B  Records  
    6-009.07C  Preparation of the Child  
    6-009.07D  Orientation of the Biological Parents  
    6-009.07E  Services to Foster Parents  
    6-009.07F  Supervision of Placements  
  6-009.08  Interstate Placements  
  6-009.09  Agency Located Outside of Nebraska