**Child Welfare Licensing Shelter Care Extension**

**Use of form:** This form is to be used by a licensed shelter care facility to ensure compliance with DCF 59.05(3). The shelter may use another form as long as it contains the required information requested on this form.

**Instructions:** A shelter facility must complete this form when a child is going to reside in a shelter for longer than 30 days. An extension may be requested for an additional 15 days by the superintendent of shelter care for the county in which the facility is located. The extension must be requested prior to the 30-day mark. A second extension may be requested for an additional 15 days with written approval from the Department of Children and Families, Child Welfare Licensing Section. The extension request must be requested prior to the 45-day mark.

**NOTE: A child may not reside in a shelter longer than 60 days.**

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| --- | --- |
| Today’s Date (mm/dd/yyyy)      | Date of Placement (mm/dd/yyyy)      |
| Child’s Full Name      | Child’s Birthdate (mm/dd/yyyy)      |
| Shelter Name      |
| [ ]  | **30 to 45 Day Extension** |
|  | Reason for Extension:      |
|  | [ ]  Approved [ ]  Denied Date (mm/dd/yyyy):        |
|  | Superintendent of Shelter Care **SIGNATURE**      |
| [ ]  | **45 to 60 Day Extension** |
|  | Reason for Extension:      |
| **FOR DEPARTMENT USE ONLY:** |
| **45 to 60 Day Extension**: [ ]  Approved [ ]  Denied Date (mm/dd/yyyy):        |
| Child Welfare Licensing Representative **SIGNATURE**      |