

TITLE 26	HEALTH AND HUMAN SERVICES
PART 1	HEALTH AND HUMAN SERVICES COMMISSION
CHAPTER 749	MINIMUM STANDARDS FOR CHILD-PLACING AGENCIES
SUBCHAPTER C	ORGANIZATION AND ADMINISTRATION
DIVISION 2	OPERATIONAL RESPONSIBILITIES AND NOTIFICATIONS

§749.153. What changes must I notify Licensing about regarding my child-placing agency?

(a) You must provide written notification to your Licensing Representative:

(1) As soon as possible, but at least 30 days before you:

(A) Change the legal structure of your agency or your governing body, if applicable;

(B) Move your agency to another location as required in §745.435 of this title (relating to What must I do if I relocate my operation after I receive my license or certification?);

(C) Open a branch office; or

(D) Change your agency's or a branch office's hours of operation;

(2) As soon as possible, but at least 15 days before you:

(A) Make changes to the plans required in §749.101(3) and (4) of this **subchapter** (relating to What plans must I submit for Licensing's approval as part of the application process?); or

(B) Make changes to the policies and procedures required in §749.103(b) of this **subchapter** (relating to What policies and procedures must I submit for Licensing's approval as part of the application process?);

(3) As soon as possible, but no later than two days after:

(A) You change your child-placing agency administrator, **or your child-placing agency administrator position becomes vacant;**

(B) A new individual becomes a controlling person at your child-placing agency;

(C) An individual ceases to be a controlling person at your child-placing agency; or

(D) There is a significant change in the information we maintain about a controlling person, such as a name change or mailing address change; and

(4) About a foster home's verification status as described in §749.2489 of this chapter (relating to What information must I submit to Licensing about a foster home's verification status?).

(b) You must report to the Texas Abuse and Neglect Hotline as soon as you become aware of any foster or adoptive placements that appear to have been made by someone other than the child's parents or a child-placing agency.

§749.154. What is my timeframe for filling my child-placing agency administrator position if it becomes vacant while I do not have a back-up administrator to carry out the administrator duties?

If you do not have a back-up child-placing agency administrator when your administrator position becomes vacant, to carry out the duties in §749.635 of this chapter (relating to What responsibilities must the child-placing agency administrator have?), you have 60 days from the date the position becomes vacant to obtain a licensed child-care administrator before we can cite you for not having an administrator.

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PART 1 HEALTH AND HUMAN SERVICES COMMISSION
CHAPTER 749 MINIMUM STANDARDS FOR CHILD-PLACING AGENCIES
SUBCHAPTER E AGENCY STAFF AND CAREGIVERS
DIVISION 2 CHILD-PLACING AGENCY ADMINISTRATOR

§749.633. Can a child-placing agency administrator be an administrator for two residential child-care operations?

A child-placing agency administrator can be an administrator for two residential child-care operations, including a general residential operation or residential treatment center, if:

- (1) Both operations are in good standing with Licensing;
- (2) The size and scope of the operations are manageable by one person, which is clarified in the written professional staffing plans;
- (3) The person also holds a valid full Child-Care Administrator License, if **the second operation is a general residential operation**; and
- (4) At least one child-placing agency is managing 25 or fewer foster homes.

Technical Assistance

Regarding paragraph (3), a child-care administrator acting as an administrator for both a child-placing agency and a general residential operation must hold both a Full Child Placing Agency Administrator's License and a Full Child-Child Care Administrator's License as described in §745.8906. A Provisional Child-Care Administrator's License is not allowed in this scenario. This ensures that the administrator has the knowledge necessary to administer and manage two unique program types at the same time.