

Adult Foster Care Background Study Roster Reporting

Submit this form to your RLS to report changes to your background study roster.

If you have a 245D/HCBS license - please contact your DHS licensor to report roster changes.

This could include:

- A household member who moves out and there is no plan for the person to return (divorce, death, etc.)
- An employee, volunteer, or contractor who is no longer employed or affiliated with your program
- Any other time a background study was submitted for a person and that person is no longer affiliated with your program.

Complete the following information about the person who needs to be removed from your roster:

Name:	
Relationship:	Date of separation:
Reason for separation:	

Provider Signature:

Date:

Provider Printed Name:

RLS Use Only

Comments:
Date removal requested:
Date and staff approving removal:

Licensor Signature: