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Minimum Regulations  
for Licensing  
**FOSTER HOMES**  
*A Guide for Foster Parents*



*Open your heart and home  
to a child today.*

NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM



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Dear Current or Prospective Foster/Adoptive Parents:

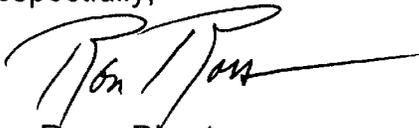
Whether you are a current foster/adoptive parent or just interested in learning more about what is involved in becoming licensed, I appreciate your interest. With the ever-increasing numbers of children and teens being placed in State custody, we are always searching for individuals and couples interested in providing safe, nurturing homes. We believe children do best in families.

Have you ever looked at a family photograph that was so powerful, its image became etched in your mind? Did you wonder how the photographer could have captured that marvelous image or the perseverance and skill it must have taken to be in the right place at just the right time? The impact you will have as a foster parent on Nebraska's children, youth and families will be just as powerful and long lasting. Your role will be to provide a short-term, valuable intervention for the child in your care as well as in many instances connecting with their family as a role model and support.

I urge you to take this next step and begin this worthwhile endeavor in working with us to bring safety, permanency and well-being to the children, youth and families we serve. As a foster and/or adoptive family, your role is essential.

Again, thank you for your interest. I hope you will choose to meet the important challenge of opening your heart and home to a child today.

Respectfully,



Ron Ross, Director  
Department of Health and Human Services



Dear Foster and Adoptive Parents:

The number of children in out-of-home care has significantly increased over the past decade and children entering care have suffered more serious or chronic abuse than in the past, thus entering care with a higher level of need.

The need for loving foster families continues to grow with the increased state ward population. Foster and adoptive parents often feel that they are all alone not knowing where to turn for help. The Nebraska Foster and Adoptive Parent Association (NFAPA) is here to help you.

NFAPA is a grassroots, nonprofit organization created in 1999 to provide a support system to the state's foster and adoptive families. The mission of NFAPA is to empower, support, and advocate for foster and adoptive families who are making a difference in the lives of Nebraska's children.

Our goals are to:

- Encourage the formation and retention of local foster and adoptive parent associations and support groups;
- To promote cooperation and communication among foster parents, adoptive parents, and human service agencies in improving foster care services and adoption processes.
- To encourage training and education of foster parents and adoptive parents.
- To encourage recruitment and retention of foster parents.
- To promote community education and awareness of foster care and adoption issues.

NFAPA has developed a Mentor Program available to all foster and adoptive families who need assistance with information that will promote positive communication between the families and human service agencies. We will offer families solutions to the day-to-day challenges of parenting a foster or adoptive child, assist new families and guide them, offer resources within your community for the special needs child placed in your home, and encourage training and education required to maintain your foster care license.

NFAPA has the blessing and support of Nebraska Health and Human Services (HHS). Through our relationship with HHS, we stand together, advocating for the best interest of children and families.

If you have questions about NFAPA, foster care issues, or adoption processes, feel free to contact me in Lincoln at 402-420-5768.

Sincerely,

Mary Burt  
President, NFAPA

# ***Welcome!***

Thank you for your interest in establishing a Foster Home license with the Nebraska Department of Health and Human Services (HHS). In an effort to make the licensing process easier and more satisfying for you our customer, HHS has created this Guide for Foster Home Applicants/Licensees.

This compliance guide attempts to answer frequently asked questions, indicate the intent of regulations, and provide assistance in complying with regulations.

## **INTRODUCTION**

Nebraska law requires anyone caring for children from more than one family, for compensation, on a regular basis, to be licensed by the Department of Health and Human Services.

A family foster home is a private home which provides 24 hour care:

- To unemancipated minors from more than one family;
- Not related to the foster parent by blood or adoption;
- For compensation;
- On a regular basis;
- In lieu of the care or supervision normally exercised by parents in their own home.

Nebraska law directs the Department of Health and Human Services to write and publish the rules and regulations under which family foster care is to be provided. The purpose of these regulations is to ensure the proper care and protection of the children in family foster homes. They have the full force and effect of law as codified under Title 474 of the Nebraska Administrative Code, Chapter 6, Section 003.

# **MINIMUM REGULATIONS FOR LICENSING FOSTER HOMES**

Effective Date: June 21, 1999

Issued by the Nebraska Department of Health and Human Services under the authority of Sections 71-1901 through 1907, Revised Statutes of Nebraska.

This publication is a handbook for licensees which restates the regulations that are codified under Title 474 of the Nebraska Administrative Code, Chapter 6, Section 003.

## **CIVIL RIGHTS STATEMENT**

The Civil Rights Act of 1964 require all public assistance and service programs in which there is federal financial participation to be supervised and administered in such a manner as to prevent discrimination on the ground of race, color, or national origin.

## **NONDISCRIMINATION ON THE BASIS OF HANDICAP**

The Rehabilitation Act of 1973, Section 504 provides that “no otherwise qualified handicapped individual in the United States... shall be, solely by reason of handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.”

## **LICENSING PROCESS**

Note: This section restates information codified under Title 474 of the Nebraska Administrative Code, Chapter 6, Section 003.

Anyone may begin the licensing process by submitting a signed foster care home application with the recommendation of a Nebraska Child Placing Agency.

Once there is evidence of compliance with all applicable regulations, a license is issued. Compliance is determined through an on site visit by the licensing agent. Every applicant/licensee must comply with all applicable federal, state, and local subdivision laws, ordinances and regulations.

A license is a legal document which allows the care to be provided only at the location stated on the license and is effective for 2 years. During the licensing period, licensing staff make periodic visits to a home to ensure continued compliance with licensing regulations. These visits are usually unannounced. Licensees must allow Department staff to visit and inspect their homes at any reasonable time to check for compliance with regulations or to investigate a complaint. To refuse to allow entrance of Department staff jeopardizes the license status.

Renewal of the license is completed just prior to the end of the licensing period. In accordance with state law, the license is subject to renewal under the same terms and conditions as the original license. Therefore, an on site visit is made to the foster home to verify compliance with all regulations.

The issuance of a foster care license does not guarantee the placement of children in the home by any public or private agency.

## **6-003 Foster Care Home Licensing:**

**6-003.01 Introduction:** The Nebraska Department of Health and Human Services is responsible for licensing child caring and child placing agencies. This section contains material governing the administration of foster care licensing.

**6-003.01A Legal Basis:** Foster care licensing is a responsibility of the Nebraska Department of Health and Human Services as mandated by Sections 43-296 and 71-1901 through 71-1907, Nebraska Revised Statutes.

### **6-003.02 Definitions**

**The Department:** The Department of Health and Human Services

**Foster Home:** A private single-family living unit, under one roof, housing no more than nine children under age 19 which provides 24-hour child care to a maximum of nine foster children.

**Licensing Agent:** The person who directly handles a licensing case.

**Operating License:** A legal document effective for two years which allows care to be provided at the location stated on the license.

**Provisional License:** A time-limited, nonrenewable license issued to an applicant who is unable to comply with all licensure requirements and standards and is capable of compliance within the time period stated on the license.

**Probationary License:** A time-limited, nonrenewable license that is issued to a licensee who agrees to establish compliance with rules and regulations that, when violated, do not present an unreasonable risk to the health, safety, or well-being of the foster children in care.

**6-003.03 License Required:** A license is required when a person or business is engaged in the service of exercising 24-hour daily care, supervision, custody, or control over two or more children, from more than one family, for compensation or hire. This care must be in lieu of the care or supervision normally exercised by parents in their own home.

To provide child care for children in a foster home, the provider shall obtain a separate child care center or child care home license and, if applicable, HHS payment approval.

Each applicant/licensee shall comply with all applicable federal, state, and local subdivision laws, ordinances, and regulations.

**6-003.24 Minimum Regulations for Foster Homes:** The regulations which follow in 474 NAC 6-003.25 through 6-003.26 are the minimum requirements for a foster care license. All applicants for a foster home license after the effective date shall meet these regulations to obtain a license. A license issued before these regulations become effective is valid until time of license renewal.

The issuance of a foster care license does not guarantee the placement of children.

**6-003.25 Foster Families**

**6-003.25A Character and Ability:** All adults providing foster care shall -

1. Be mentally and physically able to provide care and supervision;
2. Exercise reasonable judgment in caring for children;
3. Not engage in or have a history of behaviors which would injure or endanger the health or morals of children;
4. Be cleared with the State Central Registry of abused or neglected children and Adult Protective Registry of incompetent or disabled adults; and, and the State Patrol Sexual Offenders Registry
5. Provide -
  - a. Three favorable character references; and
  - b. Health reports indicating persons are physically capable of caring for children. After initial licensing, a new self-certifying health report must be provided every two years.

*Interpretation: The foster parent(s) shall submit a completed Health Information Report or a report containing all information required in the Health Information report as a part of their initial license application and every two years thereafter. Part B should be completed by a Health Practitioner, Medical Doctor, RN, or Physician's Assistant. For renewal licensure, Part B only needs to be completed if there is a significant change in medication or general mental and physical health.*

A conviction for, an admission of, or substantial evidence of crimes involving intentional bodily harm, crimes against children, or crimes involving moral turpitude on the part of the foster parent(s) or any other member of the household which has current bearing on the applicants' provision of foster care is basis for the denial or revocation of a license.

**6-003.25B Age:** Foster parents must have attained the age of majority.

*Interpretation: Age of majority in Nebraska is 19.*

**6-003.25C Cooperation:** The foster family shall cooperate with the licensing agency.

*No further interpretation.*

## **6-003.26 Foster Care Program**

**6-003.26A Maximum Children:** Care provided at any time is limited to no more than nine children under the age of majority, including children related to the foster parents by blood or adoption. No more than 6 of these children may be age 12 or younger. The maximum also includes any adults for whom care is provided.

**6-003.26A1 Ratio:** For every six children in the home, there must reside at least one adult responsible for their care and supervision. A child with sufficient maturity may be left temporarily without direct supervision, at the adult's discretion.

### **Interpretation:**

- *The children of state wards do not count in this capacity unless the state ward's child is a state ward.*
- *If the foster parent also provides child care, these children are not counted in the foster care capacity.*
- *Respite children do not count in the ratio.*

An exemption from compliance with this regulation may be granted when seven or more children are in care in a licensed foster home and -

1. A foster parent dies, placing the surviving spouse out of compliance with the regulation ;
2. The foster parents divorce; or
3. A foster parent is absent from the household for an extended period of time due to -
  - a. Active military duty; or
  - b. Illness.

An exemption may be granted only to allow for the continued placement of children who were placed in the foster home before the death or absence of the foster parent.

**6-003.27 Care:** The licensee shall -

1. Provide instruction to foster children regarding routine health and hygiene practices such as bathing, and proper sleep and eating habits; and
2. Provide for emergency medical treatment.

**Interpretation:** *The foster parent(s) must be able to respond to emergency medical situations by contacting the appropriate medical personnel either by calling 911, and ambulance service, or by transporting the child for treatment, if appropriate.*

**6-003.28 Transportation Safety:** Foster home licensees shall ensure that safety restraints are available and used for each child transported. Nebraska law requires that all children 4 years of age or younger or under 40 pounds be correctly secured in a federally approved child safety seat. All children

ages 4 and above or children weighing 40 pounds or more must be secured in a safety belt or federally approved child safety seat restraints. Restraints are not required for children transported by public transportation or school bus.

*No further interpretation.*

**6-003.29 Guidance:** The licensee shall -

1. Permit and encourage each child to participate in appropriate family, neighborhood, school, church, cultural, and community activities; and
2. Permit each child to practice and further his/her own religious beliefs.

*Interpretation: Foster children should not be unreasonably discouraged from participating in these events. You may be asked to provide examples of different activities your family and foster child(ren) enjoy together.*

**6-003.30 Records:** The licensee shall maintain and update the following written information on each child:

1. Full name of child;
2. Name, address, and phone number of the child's physician;
3. Name, address, and phone number of the person or agency holding custody of the child;
4. Past (if available) and current immunizations;
5. Significant health problems (if available);
6. Emergency medical treatment; and
7. List of persons to whom child may be released for overnight or extended visits.

The agency or individual placing the child shall provide this information.

*Interpretation: These records must be available upon request by the licensing agent.*

**6-003.31 Confidentiality:** Foster parents shall respect the client's right to confidentiality. Any information concerning a child, his/her family, or background must be used only for the benefit of the child in working with persons or agencies directly involved in the case.

*No further interpretation.*

**6-003.32 Discipline:** Foster parents shall -

1. Use discipline only as a learning process in which certain specific consequences are the result of unacceptable behavior; and
2. Never use the following as discipline:
  - a. Physical punishment or abuse;

- b. Denial of necessities;
- c. Chemical or mechanical restraints; or
- d. Derogatory remarks, abusive or profane language, yelling or screaming, or threats of physical punishment.

*Interpretation: The purpose of guidance and discipline is to help children learn a way of behaving that is acceptable to themselves and others. Positive guidance helps children develop responsibility and independence. Foster parents can help children learn appropriate conduct by rewarding good behavior.*

*Examples of Appropriate interventions include but are not limited to:*

*Redirection (Channeling inappropriate behavior into more constructive activities);*

*Logical Consequences (reasonable expectations that follow inappropriate behavior);*

*Timing Out; Withholding privileges.*

*Establishing routines gives children the security of knowing what their day holds. They are more likely to cooperate if they understand expectations.*

**6-003.33 Acceptance of Placement:** Foster parents shall -

1. Assess their personal capacities, the facility, and their community to determine what services they are able to offer to foster children. Their acceptance of the placement of a child must be based on this assessment and not on the race, color, national origin, or handicap of the child;
2. Inform other agencies having a client (adult or child) currently placed in the home of the acceptance of a new child or children for care; and
3. If the Interstate Compact on Placement of Children applies, obtain approval from the compact administrator before accepting the child(ren). The compact applies when children come from another state and are placed in a non-relative home.

*Interpretation: It is important to recognize your own strengths and weaknesses when accepting or declining a child placement.*

*Interstate compacts should be facilitated by the placement worker.*

**6-003.34 Training:** Each adult who provides foster care shall obtain -

1. Twenty-one clock hours of Department-approved pre-service training before initial licensure. Foster parents who are licensed before the effective date of this regulation are exempt from this requirement; and
2. At least 12 clock hours of Department-approved in-service training annually within the effective dates of his/her license.

Each training hour must be approved by the licensing agent and must be directly related to the skills necessary to care for children in out-of-home care.

**6-003.34A Activities Counted as Training:** Each hour spent participating in any of the following types of child care-related activities counts toward pre-service and yearly in-service requirements:

1. Department-sponsored training;
2. Workshops;
3. In-service training sponsored by professional organizations or educational institutions;
4. Department-approved reading material;
5. College courses;
6. Non-credit course work;
7. Adult education courses; and
8. Videotaped material.

***Interpretation:** Foster parents should keep all documentation of training completed and have it available for review by licensing staff. If you are unsure a training you are interested in taking will count towards earned hours, contact your licensing agent for clarification.*

**6-003.35. Environmental Requirements:**

**6-003.35A Facilities:** To be licensed, all foster homes must have -

1. Rooms which are clean, dry, well-ventilated, in good repair, and easily cleanable;
2. At least 35 square feet per individual excluding bedrooms, bathroom(s), and kitchen;
3. Facilities for bathing and toileting; and
4. Bedrooms with at least 35 square feet for each child occupying them.

*No further interpretation.*

**6-003.35B Bedrooms:** The licensee shall ensure that -

1. Rooms primarily used for other purposes are not used as a bedroom for foster children;
2. All bedrooms are accessible directly without having to go through another bedroom;
3. Children are provided with a bed, bedding, and a place to store their belongings; and
4. Separate bedrooms are provided for children of opposite sexes, when required by the placing agency.

***Interpretation:***

- *Bedrooms can not be located in living rooms, dining rooms, craft rooms etc.*
- *In cases where there are same sex children, or very young children, going through one bedroom to get to another, approval from case manager needs to be obtained .*

- *Beds that are acceptable include “air beds” in a frame, hide-a-beds, murphy beds(pull down from the wall), day beds, trundles, futons, etc. For short term (i.e. a few days) couches can be used. Infants should have a crib or a port-a-crib. Play pens can be used on an emergency basis only.*
- *The licensing agent must have approval from case managers in writing allowing opposite sex children to share bedrooms.*

**6-003.35C Lighting:** The licensee shall ensure that -

1. All rooms, halls, and entrances are adequately lighted; and
2. All artificial lighting, except for emergency lighting, is electrical.

*No futher interpretation.*

**6-003.35D Heating:** The licensee shall ensure that -

1. Heating is maintained at least 65 degrees Fahrenheit during cold weather. Nighttime temperatures must not be less than 60 degrees Fahrenheit;
2. Non-electrical heating is vented;
3. Non-electrical portable heaters are not used; and
4. Electrical heaters, if used, are UL listed, and if it is base board heating it must be securely attached to the wall, floor, or ceiling.

*No futher interpretation.*

**6-003.35E Water Supply:** The licensee shall ensure that the water supply is -

1. Tested **annually**, by a certified lab, for bacteria if from a private well; and
2. Tested **annually**, by a certified lab, for nitrates if from a private well and there are children in care age one or younger.

*Interpretation: Your licensing agent will assist you in testing your water supply. if you use a private well. The department will pay for the costs of these tests.*

**6-003.35F Nutrition and Food Service:** The licensee shall ensure that -

1. Food is provided which meets each child’s daily nutritional needs;
2. All food storage and food storage areas are clean, dry, and free of insects and rodents;
3. Food preparation, eating, and drinking utensils are cleaned after each use; and
4. Any refrigerator used for storage of perishable food is clean and in good repair.

*Interpretation: You may be asked to describe your typical daily menu. The licensing agent may ask to view your food storage areas and refrigerator to determine compliance.*

**6-003.35G Hazardous Materials and Equipment:** The licensee shall ensure that -

1. Drugs, cleaning agents, poisons, and other potentially hazardous items are inaccessible to youth;
2. All weapons and firearms are deactivated and locked or stored in a locked cabinet or area; and
3. All ammunition is stored in a locked cabinet and stored separate from the firearms.

*Interpretation: If you own any firearms or weapons, you will be asked to show the licensing agent how you have stored them. All firearms must be deactivated and stored in a locked cabinet or area. All ammunition must be stored and locked separately from the firearms. Firearms include, but are not limited to, all guns including bb guns etc. Weapons include but are not limited to, bows and arrows, martial arts weapons, hunting knives, automatic weapons, etc. Ammunition includes, but not limited to, black powder, bb's, bullets, shells, blanks, loaded clips, etc.*

**6-003.35H Outdoor Recreational Area:** The licensee shall ensure that the grounds are clean, well-drained, and hazard-free.

*No further interpretation.*

**6-003.35J Waste Disposal:** The licensee shall ensure that -

1. Garbage is collected in covered containers and disposed of regularly; and
2. A sewer system is used; or
3. Fly and rodent prevention measures are employed where there is an outdoor toilet.

*Interpretation: Your outdoor refuse containers must have a lid to cover the containers, or bags securely closed with twist ties.*

**6-003.35K Safety**

**6-003.35K1 Fire Safety:** Foster homes licensed for three or fewer children shall meet the following fire safety standards:

1. A plan for evacuation from fire or like hazard is formulated and practiced with foster children;
2. The licensee shall ensure that bedrooms located below grade level, used by foster children, are protected by a single station approved smoke detector and maintained according to manufacturer's recommendations; and
3. The foster home must have at least two exits on grade level.

*Interpretation:* You may be asked to show or describe the evacuation plan developed for escape from your house in case of a fire. This plan should include how to get out of the house at every level and where all family members are to meet once outside. It is a good idea to keep a log which documents the dates your family has practiced the evacuation plan.

**6-003.35K2 Fire Safety for Foster Homes Caring for Four, Five, and Six:** Foster homes licensed for four, five, and six foster children shall meet the following fire safety standards:

1. A plan for evacuation from fire or like hazards is formulated and practiced with foster children;
2. Foster home must have at least two exits on grade level;
3. Foster homes must have at least two means of escape from every level of the home used for care. One of the exits may be a window that is at least 5.7 square feet of clear space and no more than 44 inches off the ground (**FLOOR**); and
4. Operable smoke detectors which are located on each level of the home used for care.

*No further interpretation.*

**6-003.35K3 Fire Safety:** Foster homes lodging seven or more individuals outside of the family must meet the requirements contained in the "Life Safety Code, Edition 1994," for Small Residential Board and Care Facilities. These facilities must be inspected by the State Fire Marshal or the local fire authority having jurisdiction. (Exception: Refer to 6-003.08A.)

*No further interpretation.*

**6-003.36 Sanitation Requirements for Seven or More Foster Children:**

Sanitation regulations are set by the Nebraska Department of Health and Human Services Regulation and Licensure as required by Section 71-1903, Reissue Revised Statutes of Nebraska, 1986. Foster care home licensees who are licensed for seven or more children shall comply with the regulations in this subsection.

*No further interpretation.*

**6-003.36A Construction:** The licensee shall ensure that -

1. The walls, floors, and ceilings of all rooms are easily cleaned, washed, or painted, and are kept clean and in good repair;
2. The construction and maintenance of all buildings prevents the entrance and harborage of any insects or rodents; and
3. The premises of all institutions are kept neat and clean and free from barnyard animals and poultry.

*Interpretation:* The licensing agent will ask to tour the inside and outside grounds of your home to ensure compliance.

**6-003.36B Heating:** The licensee shall ensure that heating is maintained at least 65 degrees Fahrenheit during cold weather. Nighttime temperatures must not be less than 60 degrees Fahrenheit.

*No further interpretation.*

**6-003.36C Toilet Facilities:** Every home shall provide conveniently located toilet facilities at a ratio of one toilet to six children. In homes hereafter constructed, toilet rooms must not open directly into any room in which food, drink, or utensils are handled or stored. Toilet rooms must be kept clean, in good repair, well-lighted, and well-ventilated; toilets must be fully enclosed. Toilet facilities must be on the same floor as are children's sleeping rooms.

*No further interpretation.*

**6-003.36D Lavatory Facilities:** The home shall provide hand-washing facilities at a ratio of not less than one lavatory to each toilet. Hot and cold running water, soap, individual towels, and wash cloths must be provided.

*No further interpretation.*

**6-003.36E Water:** The licensee shall ensure that -

1. The water supply is obtained from a source which is properly located, constructed, and operated to protect it from contamination and pollution;
2. Water meets current standards set by the Nebraska Department of Health and Human Services Regulation and Licensure as to bacteriological, chemical, and physical tests for purity;
3. Water is tested annually for bacteria;
4. Water is tested annually for nitrates if from a private well and there are children in care under age one;
5. The water heater has a temperature or pressure relief valve;
6. Adequate water-heating facilities are provided so that a sufficient amount of hot water for general cleaning and washing and sanitizing utensils is available at proper temperatures; and
7. Drinking water is provided by sanitary drinking fountains or individual cups; the use of common drinking containers is prohibited.

*Interpretation:* The licensing staff will assist you in testing your water supply. if you use a private well. The department will pay for the costs of these tests.

**6-003.36F Plumbing:** The licensee shall not install nor permit to exist any plumbing fixture or other device which provides a connection between a drinking water supply and a drainage, soil, waste, or sewer pipe so as to

make possible the back flow of sewage or waste into the water supply system. Water that has been used for cooking or for many other purposes must not be returned to the system. All pipes and fixtures must be kept clean and in good repair. All plumbing must comply with local or state plumbing ordinances and codes. Where no plumbing code is in effect, plumbing must conform to the National Plumbing code USA A 40.8 - 1955.

*No further interpretation.*

**6-003.36G Ventilation:** The licensee shall ensure that -

1. Dormitory and play areas have window areas, equal to not less than one-tenth of the floor area, which can be opened for ventilation; and
2. Kitchen, bathrooms, and service rooms are so located and ventilated, by window or mechanical means through a vent leading directly to the outside, that offensive odors will be prevented from entering children's rooms and hallways.

*No further interpretation.*

**6-003.36H Sewage Disposal:** Sewage must be discharged into a municipal sewerage system where such a system is available; otherwise, the sewage disposal must comply with requirements set by the Nebraska Department of Health and Human Services Regulation and Licensure.

*No further interpretation.*

**6-003.36I Garbage and Refuse Storage and Disposal:** All garbage and refuse must be collected, stored, and disposed of in a manner that will not create a nuisance, or provide a breeding place for flies or harborage for rats. All containers for garbage and refuse must be water-tight, have tight fitting covers, and be fly and rodent proof. Garbage containers must be kept clean.

**Interpretation:** *Your outdoor refuse containers must have a lid to cover the containers.*

**6-003.36K Lighting:** The licensee shall ensure that -

1. Each sleeping room is an outside room with a satisfactory amount of natural light;
2. The window area for new applications equals not less than one-tenth of the floor area;
3. *Every room, including storerooms, hallways, stairways, inclines, ramps, and entrances are adequately lighted.*
4. Lighting fixtures are selected and located with a view to the comfort and safety of residents and personnel; and
5. All service rooms, working centers, and medicine cabinets, are adequately lighted.

*No further interpretation.*

**6-003.36L Food Service:** All aspects of food service sanitation must comply with Part IV of the Food Service Sanitation Manual, 1976, Recommendation of the U.S. Public Health Service.

*No further interpretation.*

## **APPENDIXES**

Health Information Report

Fire and Tornado Sample Safety Plan

Fire and Tornado Drills Example Record

Fire Marshal Offices

Fire Marshal Delegates

Nebraska Health and Human Services System Service Area Map  
and Telephone Numbers

## **TELEPHONE NUMBERS AND WEBSITES:**

Foster Parent Training Information Toll Free Number  
1-800-272-5590

Child Protective Services Hotline Toll Free Number  
1-800-652-1999

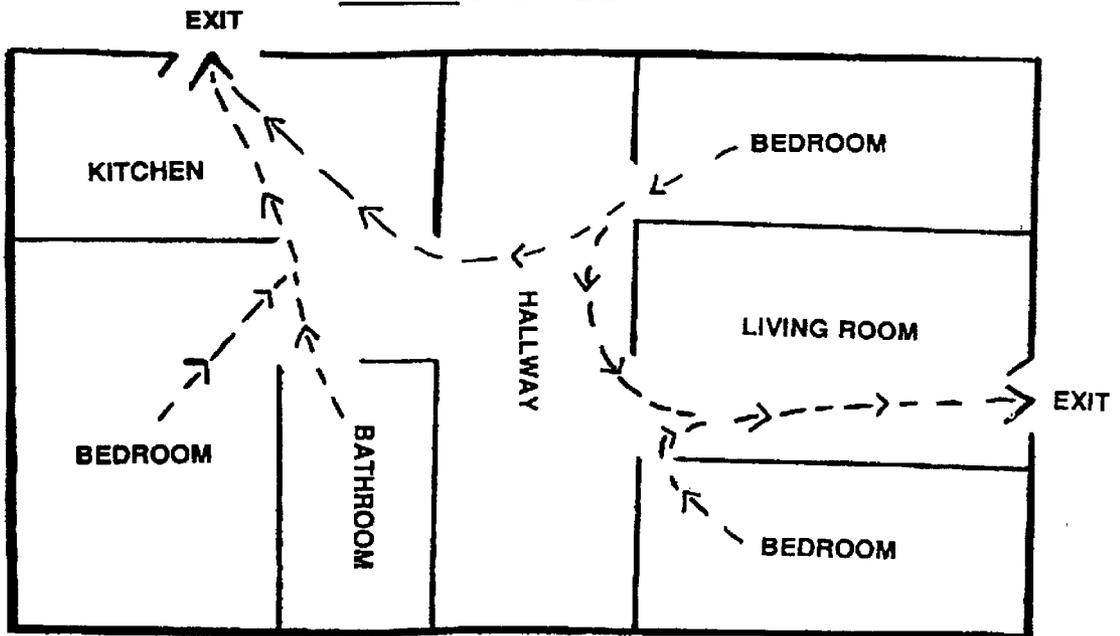
Foster and Adoptive Family Website  
[www.answers4families.org](http://www.answers4families.org)

HHSS Adoption Toll Free Number  
1-800-7-PARENT

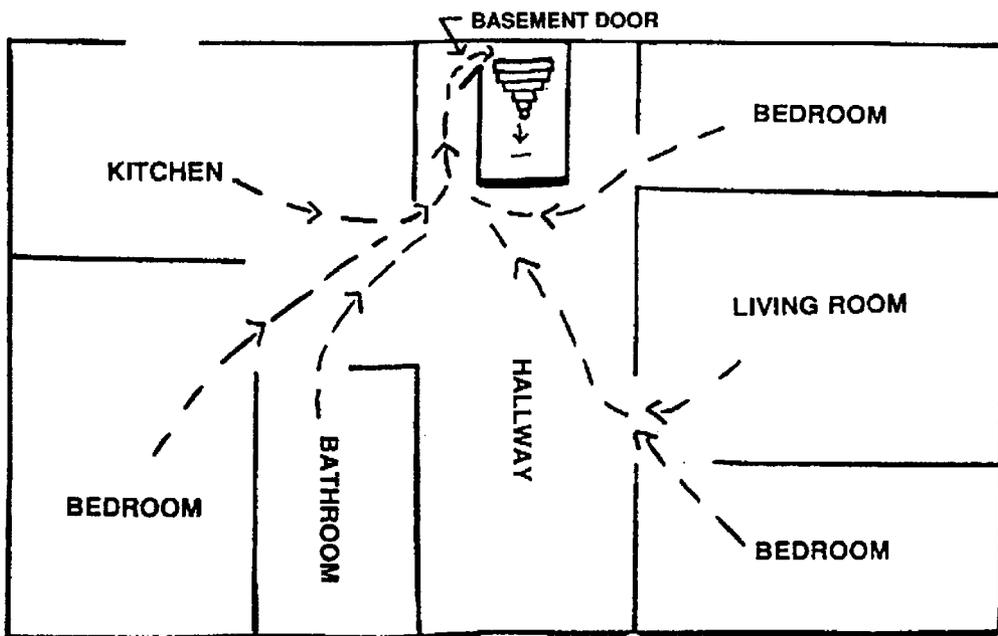
Nebraska Adoption Exchange Website  
[www.hhs.state.ne.us](http://www.hhs.state.ne.us)



**SAMPLE FIRE SAFETY PLAN**



**SAMPLE TORNADO SAFETY PLAN**



**STATE FIRE MARSHAL  
DESIGNATED AREA COUNTIES AND DELEGATED AUTHORITY CITIES**

ADAMS .....	B	KEITH .....	C	<u>AREA "A"</u>
ANTELOPE .....	B	KEYA PAHA .....	B	State Fire Marshal Office
ARTHUR .....	C	KIMBALL .....	C	246 South 14th Street
BANNER .....	C	KNOX .....	B	Lincoln, NE 68508
BLAINE .....	B	LANCASTER .....	A	(402) 471-2590
BOONE .....	B	LINCOLN .....	C	
BOX BUTTE .....	C	LOGAN .....	C	<u>AREA "B"</u>
BODY .....	B	LOUP .....	B	State Fire Marshal Office
BROWN .....	B	MADISON .....	B	438 West Market
BUFFALO .....	C	MCPHERSON .....	C	Albion, NE 68620
BURT .....	B	MERRICK .....	B	(402) 395-2164
BUTLER .....	B	MORRILL .....	C	
CASS .....	A	NANCE .....	B	<u>AREA "C"</u>
CEDAR .....	B	NEMAHA .....	A	State Fire Marshal Office
CHASE .....	C	NUCKOLLS .....	A	Craft State Office Building
CHERRY .....	C	OTOE .....	A	200 South Silber
CHEYENNE .....	C	PAWNEE .....	A	North Platte, NE 69101
CLAY .....	A	PERKINS .....	C	(308) 534-6780, Ext. 181
COLFAX .....	B	PHELPS .....	C	
CUMING .....	B	PIERCE .....	B	Counties are delegated to areas
CUSTER .....	C	PLATTE .....	B	with the area letter following the
DAKOTA .....	B	POLK .....	B	County Name.
DAWES .....	C	RED WILLOW .....	C	
DAWSON .....	C	RICHARDSON .....	A	<u>DELEGATED AUTHORITIES</u>
DEUEL .....	C	ROCK .....	B	(Local Fire Departments to
DIXON .....	B	SALINE .....	A	Receive Any Referrals Located
DODGE .....	B	SARPY .....	A	within the Following City Limits)
DOUGLAS .....	A	SAUNDERS .....	A	
DUNDY .....	C	SCOTTS BLUFF .....	C	Beatrice
FILLMORE .....	A	SEWARD .....	A	Bellevue
FRANKLIN .....	C	SHERIDAN .....	C	Grand Island
FRONTIER .....	C	SHERMAN .....	B	Lincoln
FURNAS .....	C	SIoux .....	C	Norfolk
GAGE .....	A	STANTON .....	B	North Platte
GARDEN .....	C	THAYER .....	A	Omaha
GARFIELD .....	B	THOMAS .....	C	Scottsbluff
GOSPER .....	C	THURSTON .....	B	
GRANT .....	C	VALLEY .....	B	(See following page for
GREELEY .....	B	WASHINGTON .....	B	addresses)
HALL .....	B	WAYNE .....	B	
HAMILTON .....	A	WEBSTER .....	B	
HARLAN .....	C	WHEELER .....	B	
HAYES .....	C	YORK .....	A	
HITCHCOCK .....	C			
HOLT .....	B			
HOOKER .....	C			
HOWARD .....	B			
JEFFERSON .....	A			
JOHNSON .....	A			
KEARNEY .....	C			

## **DELEGATED AUTHORITIES**

Beatrice Fire Department  
310 Ella Street  
Beatrice, NE 68310  
(402) 228-3306

Norfolk Fire Department  
701 Koenigstein Avenue  
Norfolk, NE 68701  
(402) 644-8739

Bellevue Fire Department  
211 West 22nd Avenue  
Bellevue, NE 68005  
(402) 293-3153

North Platte Bureau of Fire Prevention  
715 South Jeffers  
North Platte, NE 69101  
(308) 534-7728

Grand Island Fire Department  
P. O. Box 1968  
Grand Island, NE 68802  
(308) 385-5444, Ext. 220

Omaha Bureau of Fire Prevention  
1516 Jackson  
Omaha, NE 68102  
(402) 444-5710

Lincoln Bureau of Fire Prevention  
555 South 10th Street  
Lincoln, NE 68508  
(402) 441-6438

Scottsbluff Fire Department  
1818 Avenue A  
Scottsbluff, NE 69361  
(308) 630-6227

# Department of Health and Human Services

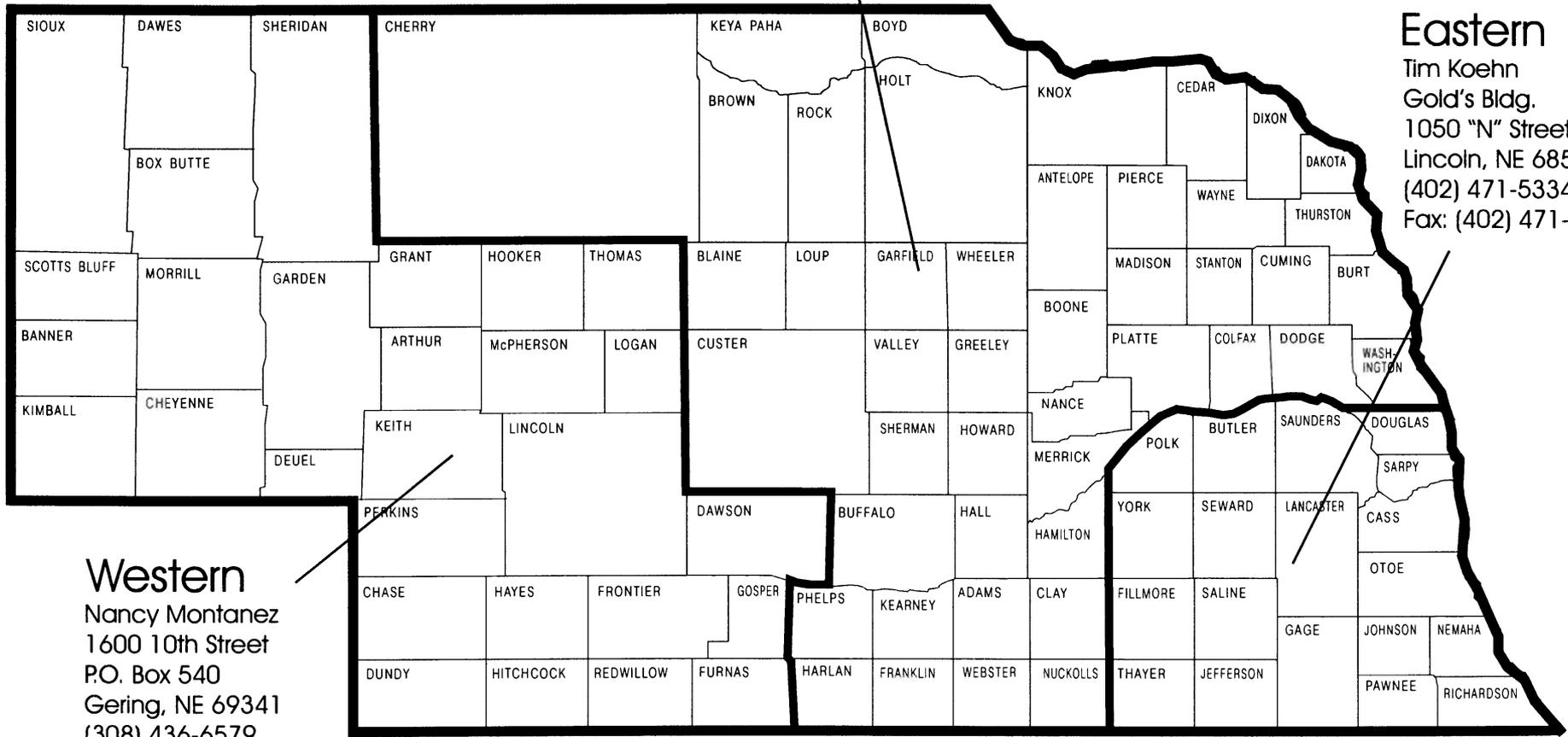
## Service Areas

### Central

Joan Albin  
 209 N. 5th Street  
 P.O. Box 339  
 Norfolk, NE 68702  
 (402) 370-3189  
 Fax: (402) 370-3497

### Eastern

Tim Koehn  
 Gold's Bldg.  
 1050 "N" Street  
 Lincoln, NE 68508  
 (402) 471-5334  
 Fax: (402) 471-5144



### Western

Nancy Montanez  
 1600 10th Street  
 P.O. Box 540  
 Gering, NE 69341  
 (308) 436-6579  
 Fax: (308) 436-6542

## NEBRASKA HEALTH AND HUMAN SERVICES SYSTEM



Nebraska Department of Health and Human Services is committed to affirmative action/equal employment opportunity and does not discriminate in delivering benefits or services.



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