

Adult Foster Home Renewal Online Application

Helpful Tips for Navigating through the AFH Renewal Online Application, effective Jan. 1, 2026

Step 1: Receive notification for renewal

About 120 days before your license expires, you will receive an email from “Mark Cinquini via Smartsheet” notifying you that your foster home is due for renewal. The email will include a link to the ODDS website.

Step 2: Gather and complete supplemental application materials

Gather and complete the following items for your renewal application:

- Pay the **fee for your licensed capacity** and keep a copy of the receipt
- Complete the **Plan of Daily Operation**, including how you will use substitute caregivers and resident managers, if needed.
- Complete the **Caregiver Qualifications** form to show that each provider, resident manager and substitute caregiver meets required qualifications and training.
- Provide a copy of your **background check final fitness determination**.
- Provide a copy of your **resume** showing your experience providing care.
- Provide a copy of your **Residency Agreement**.
- Complete the **Inspection Questionnaire** to help your licensor decide which individuals to review during the inspection.
- Provide a copy of your **lease, rental agreement or proof of home ownership**.
Acceptable proof for home ownership include: a copy of the deed, mortgage statement, or property tax statement
- Provide a copy of your foster home **floor plan**.
- Provide an updated **Physician’s Statement**, if any information has changed.
- Provide an updated **Financial Statement**, if any information has changed.

- Provide a copy of the **Disclosures Form**, if operating as a business.
- Complete the **Provider Enrollment Agreement**, which is your contract to provide care and services through ODDS.

Please note, updated forms are available on our website.

Step 3: Compile information

Gather all the documents listed in Step 2 before starting your renewal application. Once you begin the application, you cannot save it and return later, so be sure you have all required information ready before you start.

Step 4: Submit application

You must complete the application using the form linked on the ODDS website. Fill out all required fields before you submit the application. Once you start the application, you cannot save it and return later. You must also upload the supplemental materials listed in Step 2 with your online application.

Step 5: ODDS review

ODDS administrative staff will review your application. If anything is missing, we will contact you to request the information.

Step 6: Schedule renewal inspection

Your licensor will contact you to schedule your renewal inspection.

Step 7: ODDS sends PEA to Provider Enrollment Unit

ODDS will send your Provider Enrollment Agreement (PEA) to the Provider Enrollment Unit for review. If changes or updates are needed, the Provider Enrollment Unit will email you directly.

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the Office of Developmental Disabilities Services at dd.licensingfoster@odhs.oregon.gov or 503-945-7800. We accept all relay calls.