

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b>	
	<b>Chapter 12:</b> Foster Family Home Licensing	<b>Effective Date:</b> November 1, 2021
	<b>Section 08:</b> Foster Family Home Application	<b>Version:</b> 3

**POLICY OVERVIEW**

Children need alternative caregivers that are willing to provide a safe and stable home while in out-of-home care. In order to become a licensed foster home a Foster Family Home Application must be completed and approved.

**PROCEDURE**

The application for a foster family home license will be completed by the applicant and should be collected by the licensing worker at the earliest possible time in the licensing process. Relative families who have placement of a related child must sign the Application for Criminal History Background Check form on or prior to the date of placement to begin the licensing process.

- Once an application has been received, one (1) of the following disposition decisions will occur:
1. The application is approved and the applicant becomes licensed;
  2. The application is denied; or
  3. The application is voluntarily withdrawn by the applicant.

**Note:** If the applicant is in the denial process, the applicant may not voluntarily relinquish the application unless the Department of Child Services (DCS) consents. See policy 12.18 License Denials for additional information.

- Upon receipt of the Application for Foster Family Home License form, the licensing worker will:
1. Input the application date and other information in the case management system;

**Note:** The application date for a foster family home license shall be the date that the Application for Foster Family Home License form is signed.

2. Determine if all required documentation has been provided by the agency or individual;
3. Notify the applicant in writing of any incomplete forms or omission in the documentation and the date forms are due by utilizing the Initial Licensure Checklist for Foster Family Homes form; and
4. Mail the Request for Personal Reference Statement for Foster Family Home License Applicants forms to a minimum of four (4) of the applicant's references.

If an applicant chooses to withdraw an application for licensure prior to becoming licensed, the applicant will complete and sign a Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License and Exit Survey form. This form is used to document the applicant is voluntarily withdrawing the application for licensure.

Upon receipt of a Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License and Exit Survey form, the licensing worker will:

1. Process the voluntary closure in the case management system; and
2. Submit the recommendation electronically for approval as follows:
  - a. A DCS local office licensing worker submits the recommendation to the licensing worker's Local Office Director (LOD) or designee;
  - b. The LOD or designee submits the recommendation to the Central Office Licensing Unit Manager for processing; and
  - c. A Licensed Child Placing Agency (LCPA) licensing worker submits the recommendation to the Central Office Licensing Unit.

Upon receipt of the recommendation, the Central Office Licensing Unit Manager will process the recommendation in the case management system.

If a license is being denied or revoked, see separate policies, 12.18 License Denials and 12.21 Revocations.

**Note:** The application will automatically be closed by the electronic case management system if a disposition decision has not occurred 365 days from the application date.

## LEGAL REFERENCES

- [IC 31-27-4-5: Apply for licenses; criminal history checks](#)
- [IC 31-9-2-107: Relative](#)

## RELEVANT INFORMATION

### Definitions

#### Licensing Worker

Licensing worker refers to the DCS Regional Foster Care Specialist (RFCS) or the Licensed Child Placing Agency (LCPA) worker

#### Relative Family

A relative is defined in IC 31-9-2-107 as any of the following in relation to a child:

1. A parent
2. A grandparent
3. A brother
4. A sister
5. A stepparent
6. A stepbrother
7. A stepsister
8. A first cousin
9. An uncle
10. An aunt

11. Any other individual with whom a child has an established relationship

**Forms and Tools**

- [Application for Criminal History Background Check \(SF 53259\)](#)
- [Application for Foster Family Home License \(SF 10100\)](#)
- [Initial Licensure Checklist for Foster Family Homes \(SF 53153\)](#)
- [Request for Personal Reference Statement for Foster Family Home License Applicants \(SF 5320\)](#)
- [Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License and Exit Survey \(SF 53237\)](#)

**Related Policies**

- [12.18 License Denials](#)
- [12.21 Revocations](#)

ARCHIVED- Effective 11/1/21- 3/1/23- Added info from Admin Letter- Vaccinations