

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 12: Foster Family Home Licensing	Effective Date: April 1, 2015
	Section 27: Transferring a Foster Family Home License	Version: 4

STATEMENTS OF PURPOSE

The Indiana Department of Child Services (DCS) will allow a licensed foster family home or a foster family home with an application pending to transfer their current license or application to a different licensing agency.

If a foster family home license transfer is requested, the receiving agency must complete a new state-approved foster family home licensing study (see separate policy, [12.11 Resource Family Preparation Assessment](#)). The remainder of the licensing file must be copied and sent by the originating agency to the receiving agency. Any prior home study should remain in the file so the receiving agency has all of the historical information on the family. The licensing worker¹ at the receiving agency will be required to complete a new home study.

Note: For purposes of this policy, the “licensing file” is defined as those documents that are required by Indiana code to license a foster family home (see separate policies, [12.03 Initial Licensing Packet](#) and [12.11 Resource Family Preparation Assessment](#)).

A foster family home license may only be transferred if communication has occurred throughout the evaluation process between both agencies and the agencies have determined the home to be in good standing. A home that is not in good standing shall not have its license transferred unless the Central Office Licensing Unit has granted prior approval (see Practice Guidance).

Code Reference

[465 IAC 2-1.5: Licensing of Foster Family Homes for Children](#)

PROCEDURE

When a licensed foster family home is transferring its license, the following procedures must be followed:

1. The foster parent will provide the originating agency a signed letter of intent indicating a request to transfer;
2. The originating agency will evaluate the foster home and determine if the home is in good standing (see Practice Guidance). If necessary, the originating agency will contact Central Office Licensing for assistance in determining if the home is in good standing;
3. The originating agency will complete the [Resource Home License Transfer \(SF54781\)](#) and send it to the receiving agency. The originating agency will advise the receiving agency if the home is in good standing. The receiving agency may contact Central Office Licensing for guidance if they feel the transfer should occur even though the foster family home may not be in good standing.

¹ The licensing worker refers to the DCS Regional Foster Care Specialist (RFCS) or the Licensed Child Placing Agency worker

4. The receiving agency will obtain statements from all Family Case Managers (FCMs) who have children in the home, if there are children currently placed in the home, stating whether they are supportive of the foster family home transferring to a different agency. If an FCM is not supportive and the licensing worker believes it is in a child's best interest, a request may be made to Central Office Licensing for a review;
5. The receiving agency will review the [Resource Home License Transfer \(SF54781\)](#) for consideration of the transfer and will send written notification to the originating agency regarding whether or not they are willing to evaluate the transfer;
6. The originating agency has 14 business days to send the licensing file to the receiving agency once they have received written notification from the receiving agency that they are willing to evaluate the transfer of the foster family home;
7. The receiving agency will conduct an initial home visit and complete the [Resource Family Home Physical Environment Checklist \(SF53186\)](#) and the state-approved foster family home licensing study once the licensing file has been received;
8. The receiving agency will send a letter to the originating agency regarding whether or not they are willing to accept the transfer, pending approval by the Central Office Licensing Unit;
9. Both agencies will coordinate a transfer date if all parties agree to accept the licensure transfer;
10. The originating agency will maintain all licensing responsibilities for the foster family home until the agreed upon transfer date;
11. The originating agency will update the case management system with regard to all current licensing activities and information;
12. The originating agency will update the case management system and click "Edit" on the "Foster Family Home Details" bar and change the "Supervising Agency" and the "Assigned Worker" information on or prior to the agreed upon transfer date;

Note: Once the "Supervising Agency" and the "Assigned Worker" information has changed, the originating agency will no longer be able to edit or update information in the case management system pertaining to the foster family home, so it is imperative to have all licensing information entered in the system prior to changing the "Supervising Agency" and "Assigned Worker".

13. The receiving agency will enter the case management system and submit a recommendation for transfer to the Central Office Licensing Unit, which will include completing the [Transfer Checklist](#). The agreed upon date for the transfer must be entered in the last field of the [Transfer Checklist](#) in order for the effective date to be correct. The receiving agency will upload a new home study as well as other pertinent documents and e-mails and update any other licensing information prior to submitting the foster family home for approval in the case management system;

Note: It is important to double check the dates entered on the [Transfer Checklist](#), as corrections cannot be made once the transfer is approved if the dates are entered incorrectly.

14. The Central Office Licensing Unit will approve or deny the transfer request in the case management system and ensure the following are completed:
 - a. Review each recommendation for transfer, including one (1) from the originating agency and one (1) from the receiving agency,
 - b. Document the approval or denial of the transfer in the case management system,

- c. Print the approved license reflecting the transfer and ensure the licensure dates from the original license remain the same, and
 - d. Mail the receiving agency's licensing worker a copy of the new license to be filed and maintained. The receiving agency has the responsibility to send the license to the foster parent.
15. The Central Office Licensing Unit will contact the originating and receiving agencies if the request for transfer is denied to notify each of the reasons for denial.
 16. The receiving agency will send the new hard copy license to the foster family home once it is received from Central Office Licensing Unit if the transfer is approved;
 17. The receiving agency licensing worker will send an e-mail to the DCS Resource Unit (DCSResourceunit@dcs.in.gov) and the FCM for each child in the home advising of the approved transfer and the effective date in order for the home to be associated with the new agency for payment purposes; and
 18. The FCM for each child in the home will complete a new Individual Child Placement Referral (ICPR) once the transfer is completed.

When a foster home application (the home is in Initial Application Pending status) is transferred, the following procedures must be followed:

1. The licensing worker will advise the applicant of his or her right to transfer his or her application to another agency;
2. The applicant will provide a written request to the originating agency to transfer his or her application and provide the reason for the request to transfer;
3. The originating agency will send to the receiving agency a summary with information regarding the applicant's progress through the licensing process up to the point of the request for transfer;
4. The originating agency will update the case management system with all pertinent information, including uploading pertinent documents and e-mails;
5. The originating agency will send the file to the receiving agency;
6. The receiving agency will send an e-mail to the originating agency indicating whether they accept or deny the transfer;
7. The originating agency will request the Central Office Licensing Unit to reassign the license if the transfer is from one (1) Licensed Child Placing Agency (LCPA) to another upon acceptance of the transfer;
8. The Central Office Licensing Unit will reassign the license to the receiving agency, if necessary; and
9. The receiving agency will complete the assessment of the home and update the case management system for the purpose of sending their request for approval or denial of the license.

PRACTICE GUIDANCE

A foster family home is considered "not in good standing" if the home is on a placement hold, probation, pending revocation, has a Corrective Action Plan, or has an open CPS assessment or licensing investigation (see separate policies, [12.17 Probationary Status](#) and [12.21 Revocations](#)). If not successfully remedied, other issues that may result in the home being considered "not in good standing" include, but are not limited to:

1. Lack of cooperation with DCS, the LCPA, and/or service providers;

2. Problems communicating in a professional, respectful, or productive manner with DCS, LCPA staff, service providers, members of the family, and/or members of the community;
3. Multiple placement disruptions;
4. Multiple or unresolved child abuse and neglect assessments and/or licensing complaints; or
5. Failure to provide information relevant to child case planning or the foster home license that is requested by the court, DCS, and/or the LCPA.

FORMS AND TOOLS

1. [Resource Family Home Physical Environment Checklist \(SF53186\)](#)
2. [Request for Personal Reference Statement for the Foster Family Home License Applicants \(SF53203\)](#)
3. [Resource Home License Transfer \(SF54781\)](#)
4. [Transfer Checklist](#)- Available in the case management system.

RELATED INFORMATION

No fees may be charged for transfer of documents.