

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 12:</b> Foster Family Home Licensing	<b>Effective Date:</b> October 1, 2012
	<b>Section 28:</b> License Reinstatement	<b>Version:</b> 2

<b>POLICY [REVISED]</b>
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**[REVISED]** If a license is closed and it has been four (4) years or less since the date of original license issuance, Indiana Department Child Services (DCS) requires an individual to meet all annual review requirements, including, but not limited to:

1. 15 hours of in-service training prior to obtaining a foster home license; or
2. 20 hours of in-service training prior to obtaining a therapeutic foster home certification.

**Note:** The expiration date of the reinstated license will be the same expiration date as the original license.

If a license is closed or expired and it has been more than four (4) years since the date of original license issuance, the individual would be treated as a new applicant. DCS will require the individual to meet all initial licensing requirements, including attending new pre-service training. See separate policy, [12.5 Pre-Service Training Requirements](#).

This policy does not apply to licenses that have been revoked.

Code References

[465 IAC 2-1.5-22: Foster parent training](#)

<b>PROCEDURE</b>
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Upon receipt of a license reinstatement request, the following needs to occur:

1. If four (4) years or less has lapsed, upon receipt of a license reinstatement request, the licensing worker<sup>1</sup> will:
  - a. Verify all (annual review) requirements have been completed,
  - b. Open the existing resource in the Management Gateway for Indiana’s Kids (MaGIK) and update applicable information, and
  - c. Submit recommendation in MaGIK for approval.
  
2. If more than four (4) years has lapsed, upon receipt of a license reinstatement request, the licensing worker will:
  - a. Verify all initial application verifications have been met. See separate policies, [12.3 Initial Licensing Packet](#), [12.5 Pre-Service Training Requirements](#), [12.6 Medical Training Requirements](#), [12.8 Receipt of Application](#), and [13.9 Conducting Background Checks for Foster Home Licensing](#),
  - b. Open the existing resource in MaGIK and update applicable information, and

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<sup>1</sup> The licensing worker refers to the Regional Foster Care Specialist (RFCS) or the Licensed Child Placing Agency (LCPA) worker.

c. Submit recommendation in MaGIK for appropriate approval.

<b>PRACTICE GUIDANCE</b>
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N/A

<b>FORMS AND TOOLS</b>
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N/A

<b>RELATED INFORMATION</b>
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N/A