

**INDIANA DEPARTMENT OF CHILD SERVICES  
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: HR-2-16

Effective Date: August 1, 2024

Version: 1.0

**POLICY TITLE: EXCEPTION TO DEGREE REQUIREMENTS FOR FCM  
POSITION**

**OVERVIEW:** The Indiana Department of Child Services (DCS) has added an exception to the degree requirement to be more inclusive of a skills-based hiring practice to improve recruitment and retention for the Family Case Manager (FCM) position. This inclusion allows for flexibility when the applicant's skill set and experience align with the needs of the agency and the practice expectations of the position. More applicants with an exceptional skill set and passion for child welfare will be afforded an opportunity to interview for the FCM position.

**I. DEFINITIONS**

N/A

**II. REFERENCES**

N/A

**III. STATEMENTS OF PURPOSE**

- A. To be considered for an exception to the degree requirement for the Family Case Manager (FCM) position, a candidate must:
1. Be at least 21 years of age;
  2. Possess a high school diploma or equivalent, and
  3. Meet one (1) of the following criteria:
    - a. Possess an associate degree and a minimum of two (2) years of human services experience,
    - b. Have three (3) years of human services experience and the successful completion of thirty (30) college credit hours from an accredited college or university, or
    - c. Have at least four (4) years of human services experience.
- B. Experience in human services may include, but is not limited to, work providing resources and/or support to individuals, families and groups of people who require assistance with issues such as:
1. Employment;
  2. Inadequate housing;
  3. Child abuse and neglect (CA/N);
  4. Substance abuse or dependence;
  5. Aging;
  6. Disabilities; and
  7. Physical or mental health.
- C. Job titles for experience in human services may include, but are not limited to, the following:
1. Advocate;
  2. Caseworker;
  3. Child services assistant;

4. Community coordinator;
5. Community health nurse;
6. Family support worker;
7. Healthcare technician;
8. Home-based assistant;
9. Human services consultant;
10. Human services program specialist;
11. Injury prevention coordinator;
12. Legal assistant;
13. Mental health technician;
14. Outreach specialist;
15. Peer support specialist;
16. Program coordinator;
17. Public health nurse;
18. Social services assistant; and
19. Social work associate.

#### **IV. PROCEDURE**

- A. When a viable candidate for a Family Case Manager (FCM) position is identified and the candidate does not possess at least a bachelor's degree, the hiring manager (or designee) will:
  1. Determine whether the FCM candidate meets the above criteria for a degree exception;
  2. Complete the [Request for Exception to Degree Requirement for the Family Case Manager \(FCM\) Position \(SF 57141\)](#) form, if the FCM candidate meets the degree exception criteria; and
  3. Submit the form to the Assistant Deputy Director (ADD) of Field Operations for consideration.
  
- B. The ADD of Field Operations will:
  1. Review the [Request for Exception to Degree Requirement for the Family Case Manager \(FCM\) Position \(SF 57141\)](#) form and document the decision to approve or deny the degree exception; and
  2. Notify the hiring manager (or designee) of the decision.

#### **V. FORMS AND TOOLS**

- A. [Request for Exception to Degree Requirement for the Family Case Manager \(FCM\) Position \(SF 57141\)](#)

APPROVED

Date: August 1, 2024

Eric Miller, Director

Department of Child Services