

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 12:</b> Foster Family Home Licensing	<b>Effective Date:</b> March 1, 2007
	<b>Section 3:</b> Initial Licensing Packet	<b>Version:</b> 1

<b>POLICY</b>	<b>OLD POLICY: 609</b>
---------------	------------------------

The Indiana Department of Child Services will ensure that all prospective licensing applicants receive and complete an initial licensing packet that includes the following:

1. Cover Sheet;
2. [IAC Title 465, Article 2, Rule 1](#) (Licensing of Boarding Homes for Children);
3. [Application for Foster Family Home License \(SF10100/CW 0317\)](#);
4. [Medical Report for Primary Caregivers \(SF45145/CW 0039\)](#);
5. [Medical Report for Household Members \(SF45146/ CW0038\)](#);
6. [Applicant's Statement of Attestation \(SF46151/CW 0025\)](#);
7. [Request for Limited Adult Criminal History Information \(SF8053\)](#) for each applicant and non-applicant household member age fourteen (14) and over;
8. [Request for Child Protection Service \(CRS\) History Check \(SF52802/CW2128\)](#);
9. [Foster Care/Adoption Information \(SF53184/CW3415\)](#) (Includes the Financial Profile);
10. [Adoptive/Foster Family Inventory](#);
11. [Substitute Care Agreement \(SF47344/CW0015\)](#);
12. [Paving the Way to a Decision \(SF53185/CW3416\)](#);
13. [Family Network Diagram Guide](#);
14. [Instructions for Water Analysis](#); and
15. [Application for Criminal History Background Check \(SF53259/CW3610\)](#).

Code References

[465 IAC 2-1: Licensing of Boarding Homes for Children](#)

<b>PROCEDURE</b>
------------------

The licensing worker will ensure that all prospective applicants enrolled in the Foster, Adoption, and Kinship Parent Training (FAKT) will receive an initial licensing packet. The packet may be distributed by the licensing worker:

1. Through the mail when the prospective applicant signs up for training;
2. At placement of a child;
3. At an optional orientation meeting;
4. At the first home visit; or
5. At the FAKT.

Additionally, the licensing worker should explain to the prospective applicants the next steps including:

1. Prior to first licensing home visit the prospective applicant should begin to work on completing the forms in the initial licensing packet. See separate policy, [12.7 First Licensing Home Visit](#); and

2. Forms included in the licensing packet must be completed at specific steps in the licensing process by a prospective applicant prior to the approval and recommendation of licensure.

## PRACTICE GUIDANCE

N/A

## FORMS AND TOOLS

1. Cover Sheet
2. [IAC Title 465 Article 2, Rule 1](#) (Licensing of Boarding Homes for Children)
3. [Application for Foster Family Home License \(SF10100/CW 0317\)](#)
4. [Medical Report for Primary Caregivers \(SF45145/CW 0039\)](#)
5. [Medical Report for Household Members \(SF45146/CW0038\)](#)
6. [Applicant's Statement of Attestation \(SF46151/CW 0025\)](#)
7. [Request for Limited Adult Criminal History Information \(SF8053\)](#)
8. [Request for Child Protection Service \(CPS\) History Check \(SF52802/CW2128\)](#)
9. [Foster Care/Adoption Information \(SF53184/CW3415\)](#) (Includes the Financial Profile)
10. [Adoptive/Foster Family Inventory](#)
11. [Substitute Care Agreement](#)
12. [Paving the Way to a Decision \(SF53185/CW3416\)](#)
13. [Family Network Diagram Guide](#)
14. [Instructions for Water Analysis](#)
15. [Application for Criminal History Background Check \(SF53259/CW3610\)](#)

## RELATED INFORMATION

### **Completing the Licensing Packet**

Because the documentation involved in completing the packet may be overwhelming to the prospective applicant(s), the licensing worker should emphasize to the prospective applicant(s) that resources are available to assist in any way with completing the forms. If special circumstances are required for assistance, the procedure is to be flexible in order to accommodate all prospective applicants. The prospective applicant or licensing worker may contact the Foster Care Support Specialist for assistance in completing the licensing forms.

Many Licensed Child Placing Agencies (LCPAs) develop their own promotional information packets. Agency packets may be used provided they include all required state licensing forms.

Due to accreditation standards, DCS local offices and/or LCPAs may require additional documentation. This information can be added in the comment section of state forms or documented in the licensing file.

State forms can not be altered.