

	<b>INDIANA DEPARTMENT OF CHILD SERVICES</b> <b>CHILD WELFARE POLICY</b>	
	<b>Chapter 12:</b> Foster Family Home Licensing <b>Section 03:</b> Initial Licensure Documentation	
	<b>Effective Date:</b> March 2, 2023	<b>Version:</b> 3

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## POLICY OVERVIEW

Documentation is required prior to an applicant becoming a licensed foster family home (FFH) to help ensure the FFH meets licensing standards.

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## PROCEDURE

The Indiana Department of Child Services (DCS) will ensure each applicant receives all necessary initial licensing paperwork to become a licensed FFH. See the Initial Licensure Checklist for Foster Family Homes for required documentation and policy 12.22 Licensing File Requirements for additional guidance.

**Note:** Due to accreditation standards, an FFH applicant licensed by a Licensed Child Placing Agency (LCPA) may require additional documentation.

The licensing of a FFH will not be determined based on vaccination status of the children in the home. However, the lack of current vaccinations as posted on the Indiana Department of Health (IDOH) website will be considered when placing a child who is medically fragile or an infant under six (6) months of age.

The licensing worker will:

1. Ensure the FFH applicant receives the initial licensing paperwork and provides all necessary documentation, as outlined in the Initial Licensure Checklist for Foster Family Homes, prior to being submitted for initial licensure;

**Note:** Documents may be sent via mail, email, or in-person.

2. Assist the FFH applicant with completing the initial licensing paperwork, as needed;

**Note:** If special circumstances are required to complete the initial licensing paperwork, the procedure is to be flexible to accommodate all prospective FFH applicants.

3. Review all required documentation to ensure accuracy and completion, upon receipt of initial licensing paperwork from the FFH applicant; and

**Note:** All documents provided by the FFH should be the original. Photographs of the completed documents should not be accepted.

4. Upload all required documentation in the case management system.

The licensing worker Supervisor will:

1. Staff with the licensing worker throughout the licensing process, as needed;
2. Review all required documentation in the Initial Licensure Checklist for Foster Family Homes; and
3. Sign the Initial Licensure Checklist for Foster Family Homes.

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## RELEVANT INFORMATION

### Definitions

#### Licensing Worker

The licensing worker refers to the DCS Regional Foster Care Specialist (RFCS) or the LCPA worker.

#### Medically Fragile

A child who has a medically diagnosed immunocompromised condition (chronic or acute) or dependence on specialized care or equipment for life or health sustaining function. Conditions that may qualify a child as medically fragile may include cancer, transplant care, and cystic fibrosis.

### Forms and Tools

- [Initial Licensure Checklist for Foster Family Homes \(SF 53153\)](#)

### Related Policies

- [12.22 Licensing File Requirements](#)

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## LEGAL REFERENCES

- [465 IAC 2-1.5: Licensing of Foster Family Homes for Children](#)
- [IC 31-27-4-6.5: "Disability"; foster family home](#)

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## **PRACTICE GUIDANCE- DCS POLICY 12.03**

*Practice Guidance is designed to assist DCS staff with thoughtful and practical direction on how to effectively integrate tools and social work practice into daily case management in an effort to achieve positive family and child outcomes. Practice Guidance is separate from Policy.*

N/A

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