



## INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY

**Chapter 12:** Foster Family Home Licensing

**Section 08:** Receipt of Foster Family Home Application

**Effective Date:** March 2, 2023

**Version:** 4

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### POLICY OVERVIEW

Licensed Foster Family Homes (FFHs) are needed to provide a safe and stable home to children who are in out-of-home care. To become a licensed FFH and for re-licensure, the Application for Foster Family Home License form must be completed and approved by the Indiana Department of Child Services (DCS).

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### PROCEDURE

The Application for Foster Family Home License form will be completed by the FFH applicant and should be collected by the licensing worker at the earliest possible time in the licensing process. DCS may not act on an incomplete application. DCS will return an incomplete application with a notation concerning omissions and the FFH applicant will be given the opportunity to complete the application. The application will automatically be closed in the case management system if a disposition decision has not occurred 365 days from the application date.

**Note:** The application date for an FFH license shall be the date that the Application for Foster Family Home License form is signed by the FFH applicant.

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.

### Disposition Decisions

Once a completed Application for Foster Family Home License form has been received, one (1) of the following disposition decisions must occur:

1. The application is approved, and the FFH applicant becomes licensed;
2. The application is denied; or
3. The application is voluntarily withdrawn by the FFH applicant (see policy 12.26 Withdrawing from the Foster Family Home Program).

**Note:** If the FFH applicant is in the denial process, the FFH applicant may not voluntarily withdraw the application unless DCS gives consent. See policy 12.18 License Denials for additional information.

## **Receipt of the Application for Foster Family Home Licensure form**

Upon receipt of the Application for Foster Family Home License form, the licensing worker or designee will:

1. Input the application date and other information in the case management system; and
2. Obtain a minimum of four (4) references for each applicant, with only two (2) being relatives per applicant.

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## **RELEVANT INFORMATION**

### **Definitions**

#### **Licensing Worker**

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

- [Application for Foster Family Home License \(SF 10100\)](#)

### **Related Policies**

- [12.18 License Denials](#)
- [12.26 Withdrawing from the Foster Family Home Program](#)

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## **LEGAL REFERENCES**

- [IC 31-27-4-5: Apply for licenses; criminal history checks](#)
- [IC-31-27-4-6 Grounds for denial of license applications; waiver](#)
- [IC-31-27-4-7 Incomplete applications](#)
- [IC 31-27-4-16 Duration of license; limitations; renewal](#)

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## **PRACTICE GUIDANCE- DCS POLICY 12.08**

*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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