

	<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 17:</b> Probationary Status	<b>Version:</b> 1

<b>POLICY</b>	<b>OLD POLICY: 604.3, 609.5114</b>
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The Indiana Department of Child Services (DCS) Central Office Licensing Unit Manager or designee may revise a license for a probationary status upon recommendation from the DCS Local Office Director, the director's designee, or from a Licensed Child Placing Agency (LCPA).

A licensee with a current valid license may be revised for a probationary status. The probationary status:

1. Will be issued for a specific time period, not to exceed 12 months;
2. May not extend past the expiration date of the license; and
3. May be issued to any licensee if:
  - a. The noncompliance does not present an immediate threat to the safety, health or well-being of the child(ren),
  - b. The licensee files a plan with the Central Office Licensing Unit to correct the areas of noncompliance within the probationary period, and
  - c. The Central Office Licensing Unit approves the plan.

The licensing worker can recommend the closure of a license for failure to respond or revocation of the license of any licensee who fails to meet the terms of the corrective action plan within 12 months. See separate policy, [12.21 Revocations](#).

Code Reference

[IC 31-27-4-17: Probationary status; duration; expiration; extension](#)

<b>PROCEDURE</b>
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The licensing worker may request a probationary status for a resource family home by completing the following steps:

1. Work with the family to create a plan of correction;
2. Enter the plan for corrective action in the 'Narrative Screen' in Indiana Child Welfare Information System (ICWIS);
3. Submit to the local DCS office or LCPA director the licensee's required plan of correction stating the noncompliance, the method of correction, and the date that compliance will be achieved;
4. DCS local offices will submit the request for the probationary status to the DCS Local Office Director or designee for approval prior to submission to the Central Office Licensing Unit; and
5. LCPAs will submit the request for the probationary status to the Central Office Licensing Unit for approval.

The Central Office Licensing Unit Manager will within 30 days approve or deny the request for the probationary status.

Upon approval of the probationary status the licensing worker will:

1. Print the revised license with the original effective dates and mail to the licensee; and
2. Request a Central Office Licensing Unit override of the effective date.

Upon denial of the probationary status, the licensing worker will process the recommendation for revocation in ICWIS. See separate policy, [12.21 Revocations](#).

At the end of the probationary status period, the licensing worker will take one of the following actions:

1. Upon successful completion of the corrective action plan:
  - a. Enter the family's compliance in the 'Narrative Screen' in ICWIS,
  - b. DCS local offices will submit the request for reinstatement of the original license to the DCS Local Office Director or designee for approval prior to submission to the Central Office Licensing Unit,
  - c. LCPAs will submit the request for reinstatement of the original license to the Central Office Licensing Unit for approval, and
  - d. The Central Office Licensing Unit Manager will:
    - 1) Within 30 days approve or deny the request for licensure reinstatement; and
    - 2) Print and mail a license to the family if the request has been approved.
2. Upon family's noncompliance process the recommendation for revocation in ICWIS. See separate policy, [12.21 Revocations](#).

<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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Examples of the use of a probationary status:

1. Lack of training hours;
2. Not fulfilling other licensing requirements; and/or
3. Licensing complaints.