

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 12:</b> Foster Family Home Licensing	<b>Effective Date:</b> November 1, 2008
	<b>Section 27:</b> Transferring a Foster Family Home License	<b>Version:</b> 2

## POLICY

The Indiana Department of Child Services (DCS) will allow a licensed resource family home or a resource family home with an application pending to transfer their current license or application to a different licensing agency.

If a resource family home license transfer is requested, the receiving agency must complete a new Foster Family/Adoptive Home Preparation Assessment Summary. The remainder of the licensing file must be copied and sent by the originating agency to the new agency with the exception of the items listed in procedure.

**Note:** For purposes of this policy, the “licensing file” is defined as those documents which are required by Indiana code to license a resource home. See separate policies, [12.3 Initial Licensing Packet](#) and [12.11 Family Preparation and Summary](#).

A foster family home license can only be transferred if the home is in good standing with the agency (i.e. no corrective or disciplinary action) and must be approved by DCS and both licensing agencies. If foster children are residing in a home, DCS Central Office must approve the transfer.

### Code Reference

N/A

## PROCEDURE

The originating licensing agency will:

1. Receive a signed statement of intent from the foster family home requesting a transfer;
2. Send [Foster Home License Transfer Tool](#) to the receiving agency. See separate Tool 12.A: [Resource Home License Transfer Form](#);
3. Obtain a written statement from the receiving agency indicating their agreement to accept the transfer;
4. The following documents will be excluded from the licensing file prior to transfer:
  - a. [Adoption/Foster Family Preparation Summary](#) performed by the originating licensing agency,
  - b. [Request for Personal Reference Statements for the Foster Family Home Applicants \(SF53203/CW3419\)](#), and
  - c. [Foster Family Home Physical Environmental Checklist \(SF53186/CW3417\)](#).
5. The licensing file (except excluded documents) will be forwarded to the new licensing agency within 14 business days of the transfer request and should include the following documents:

- a. Foster Family Home License Transfer Form with documentation that the form has been sent to the licensee, and
  - b. A statement of intent written by the resource family home indicating a request for transfer.
6. Maintain all licensing responsibilities for the resource home until the transfer occurs;
  7. If all parties agree to accept the licensure transfer, coordinate a transfer date with the receiving agency; and
  8. Close the foster family home license in Indiana Child Welfare Information System (ICWIS).

The new receiving licensing agency will:

1. Review the licensing file and [Foster Family Home License Transfer Form](#) for consideration of the transfer;
2. Verify with the originating agency that the resource family home is in good standing with all licensing requirements;

**Note:** Homes accepting children with therapeutic or special needs require additional training hours. See separate policies, [12.5 Pre-Service Training Requirements](#) and [12.14 In-Service Training Requirements](#).

3. Complete a new [Foster Family Preparation Assessment Summary](#);
4. Conduct an initial home visit and complete the [Foster Family Home Physical Environmental Checklist \(SF53186/CW3417\)](#);
5. Submit a recommendation for transfer to the DCS Central Office Licensing Unit Manager or designee;
6. Develop all remaining documents required to complete the licensing file;
7. Coordinate a transfer date with the originating agency if applicable;
8. Open the existing foster family home license in ICWIS with the updated agency information; and
9. Send the hard copy license to resource family home once it is received from Central Office Licensing Unit.

The DCS Central Office Licensing Unit Manager or designee will:

1. Review each recommendation for transfer, one from the originating agency and one from the receiving agency;
2. Enter approval or denial of each recommendation for the transfer in ICWIS;
3. Print the approved license reflecting the transfer. The licensure dates from the original license will remain the same; and
4. Send copy of license to the receiving agency's licensing worker to be filed and maintained. The receiving agency has the responsibility to send the license to the resource parent.

If the Central Office Licensing Unit denies the transfer, they will contact the originating and receiving agencies to notify each of the reasons for denial. A review of the decision can be requested to the DCS Office of General Counsel or designee.

<b>PRACTICE GUIDANCE</b>
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N/A

<b>FORMS AND TOOLS</b>
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1. [Foster Family/Adoptive Home Preparation Assessment Summary](#)
2. [Foster Family Home Physical Environmental Checklist \(SF53186/CW3417\)](#)
3. [Request for Personal Reference Statements for the Foster Family Home Applicants \(SF53203/CW3419\)](#)

<b>RELATED INFORMATION</b>
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No fees may be charged for transfer of documents.

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