

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 12: Foster Family Home Licensing	Effective Date: October 1, 2012
	Section 2: Responding to Initial Inquiries	Version: 2

POLICY [REVISED]

[REVISED] The Indiana Department of Child Services (DCS) will accept and respond to inquiries from prospective foster parents via telephone, e-mail, fax or face-to-face. The Regional Foster Care Specialist (RFCS) or Licensed Child Placing Agency (LCPA) will be responsible for collecting, tracking, and responding to initial inquiries. Inquiry statistics should be reported by the LCPA when requested by DCS.

Code References

[IC 31-27-4-10: Investigation of applicants](#)

PROCEDURE

DCS staff will forward all initial inquires from prospective foster parents to the RFCS by:

1. Recording all contact information on the [Initial Inquiry Regarding Foster Family Home Licensure \(SF53204\)](#) form; and/or
2. **[REVISED]** Entering the prospective foster parent’s demographic information into the Management Gateway for Indiana’s Kids (MaGIK) as an inquiry.

After receipt of an initial inquiry from prospective foster parents, the RFCS (or LCPA for LCPA licensed homes) will:

1. Contact the prospective applicant within three (3) business days;
2. Provide general introductory information that explains the purpose of foster care and adoption, the need for foster care and adoption in the community, roles and expectations of resource and adoptive parents, and so forth;
3. Provide basic information on licensing requirements, including training and an overview of the family preparation process; and
4. Provide prospective applicants training information (i.e., schedule and location) for Resource and Adoptive Parent Training (RAPT).

See separate policies, [12.03 Initial Licensing Packet](#), [12.05 Pre-Service Training Requirements](#), and [12.07 First Licensing Home Visit](#).

PRACTICE GUIDANCE

Inquiry Conversation Outline

The following are suggested topics that could be addressed during the inquiry conversation:

1. Purpose of foster care and role of foster parent;
2. Agency foster care needs;
3. Foster Parent Qualities;
4. Casey Foster Family Assessments (<http://fosterfamilyassessments.org/>);

5. Family matters to consider in foster parenting; and
6. Practical matters:
 - a. Licensing requirements,
 - b. **[REVISED]** Responsibilities of the foster parent, including his or her role in Child and Family Team (CFT) Meetings and Case Conferencing, and
 - c. Utilizing current supports.

FORMS AND TOOLS

[Initial Inquiry Regarding Foster Family Home Licensure \(SF53204\)](#)

RELATED INFORMATION

N/A