| | INDIANA DEPARTMENT OF CHILD SERVICES<br>CHILD WELFARE MANUAL | |
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| | **Chapter 12:** Foster Family Home Licensing | **Effective Date:** October 1, 2012 |
| | **Section 8:** Receipt of Application | **Version:** 2 |

## POLICY [REVISED]

Licensure applications will include the Application for Foster Family Home License (SF10100) and the Application for Criminal History Background Check (SF53259).

The application date for a foster family home license shall be the date the Application for Foster Family Home License (SF10100) and the Application for Criminal History Background Check (SF53259) are signed, according to whichever is signed first.

**[REVISED]** Relative families who have placement of a related child must sign the Application for Criminal History Background Check (SF53259) on or prior to the date of placement to begin the licensing process.

**[REVISED]** The application for a foster family home license will be completed by the applicant and should be collected by the licensing worker[1] at the earliest possible time in the licensing process.

**[REVISED]** Once an application has been received, one (1) of the following disposition decisions will occur:

1. The applicant becomes licensed;
2. The application is denied;
3. The application has been voluntarily withdrawn by the applicant; or
4. The application will automatically be closed by the Management Gateway for Indiana's Kids (MaGIK) 365 days from the application date if one (1) of the three (3) above dispositions has not occurred.

   **Note:** If the applicant is in the revocation process, they may not voluntarily close their license unless DCS consents. See separate policy, 12.21 Revocations.

Code References

IC 31-27-4-5: Apply for licenses; criminal history checks

## PROCEDURE

Upon receipt of the Application for Foster Family Home License (SF10100) or Application for Criminal History Background Check (SF53259), the licensing worker will:

1. Input the application date and other information into MaGIK;
2. Determine if all required documentation has been provided by the agency or individual;

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

3. Notify the applicant in writing of any incomplete forms or omission in the documentation and the date forms are due by utilizing the Initial Licensure Checklist for Foster Family Homes (SF53153); and
4. Mail a minimum of four (4) Request for Personal Reference Statement for Foster Family Home License Applicants (SF53203) to the applicant's references.

If an applicant chooses to withdraw an application for licensure prior to becoming licensed, the applicant will complete and sign a Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License and Exit Survey (SF53237). This will document that the applicant is voluntarily withdrawing the application for licensure.

Upon receipt of a Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License and Exit Survey (SF53237), the licensing worker will:

1. Process the voluntary closure in MaGIK; and
2. Submit the recommendation electronically for approval:
   a. The DCS local office licensing worker submit to their DCS Local Office Director or designee, and
   b. Licensed Child Placing Agency (LCPA) licensing worker submit to the Central Office Licensing Unit.

Upon receipt of the recommendation, the Central Office Licensing Unit Manager will process the recommendation in MaGIK.

If a license is being denied or revoked, see separate policies, 12.18 License Denials and 12.21 Revocations.

## PRACTICE GUIDANCE

N/A

## FORMS AND TOOLS

1. Application for Foster Family Home License (SF10100)
2. Application for Criminal History Background Check (SF53259)
3. Request for Personal Reference Statement for Foster Family Home License Applicants (SF5320)
4. Initial Licensure Checklist for Foster Family Homes (SF53153)
5. Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License and Exit Survey (SF53237)

## RELATED INFORMATION

N/A