

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b>	
	<b>Chapter 12:</b> Foster Family Home Licensing	<b>Effective Date:</b> November 1, 2016
	<b>Section 11:</b> Foster Family Home Licensing Study	<b>Version:</b> 4

## STATEMENTS OF PURPOSE

The Indiana Department of Child Services (DCS) will require all foster family home studies to be prepared using the state-approved foster family home licensing study (see Practice Guidance).

The state-approved foster family home licensing study must be completed within 30 business days of the final home visit and updated at the time of annual review and relicensure. An addendum will be completed within 30 days when any significant changes occur within the foster family home.

### Code References

1. [IC 31-27-4-10: Investigation of applicants](#)
2. [IC 31-27-4-14: Delegation of investigations](#)

## PROCEDURE

The licensing worker<sup>1</sup> will complete the state-approved foster family home licensing study by:

1. Incorporating feedback from prospective foster family interviews completed during all licensing home visits, information from the training feedback form, and information from other required forms;
2. Conducting additional interviews or obtaining additional records as necessary; and
3. Documenting the licensing recommendation and supporting evidence within the summary.

Following the completion of the state-approved foster family home licensing study, the licensing worker will:

1. Meet with the applicant to have the applicant review the summary and submit any feedback; and
2. Obtain signatures as required on the appropriate forms for the state-approved foster family home licensing study.

The state-approved foster family home licensing study must be updated by completing an addendum within 30 days when any significant changes occur within the foster family home, such as, but not limited to:

1. Change in address;
2. Change in employment or finances of the foster family;
3. Household members being added or deleted from the family composition; and
4. Changes to the living environment that affect the structure of the home.

<sup>1</sup> The licensing worker refers to the DCS Regional Foster Care Specialist (RFCS) or the Licensed Child Placing Agency worker

**Note:** The state-approved foster family home licensing study will also be updated at the time of annual review and re-licensure.

## **PRACTICE GUIDANCE**

### **State-approved Foster Family Home Licensing Study**

The Structured Analysis Family Evaluation (SAFE) home study must be used by all DCS Regional Foster Care Specialists and LCPA licensing staff. Additional information regarding the SAFE home study may be found at <http://www.safehomestudy.org/Home.aspx> or by contacting the Central Office Foster Care Licensing Unit.

## **FORMS AND TOOLS**

1. [Child Behavioral/Health Challenges \(SF 53199\)](#)
2. [Foster/Adoptive Family Inventory \(SF 54607\)](#)

## **RELATED INFORMATION**

N/A