	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 12: Foster Family Home Licensing	**Effective Date:** October 1, 2012
	Section 13: Licensing Recommendation and Approval Process	**Version:** 2

POLICY [REVISED]

[REVISED] The Indiana Department of Child Services (DCS) will process all recommendations received by the licensing worker[1] within 30 days of receipt.

In accordance with Indiana Code, the expiration date of the license will be four (4) years from the effective date, minus one (1) day. The effective date and expiration date will be listed on the license.

The licensing worker who requests licensing approval cannot be the same person who approves the license.

DCS will not recommend children to be placed into a non-relative home until the license has received final approval.

Once a home is licensed, licensing workers are required to make revisions in the Management Gateway For Indiana's Kids (MaGIK) when a change occurs.

Code Reference:

IC 31-27-4-16: Duration of license; limitations; renewal

PROCEDURE

The licensing worker must process the request for licensure in MaGIK within five (5) business days of the completion of the Resource Family Home Assessment. The system will automatically set the effective date of the license to be the date the applicant completes the requirements.

Prior to making a recommendation decision, the licensing worker will:

1. Consider whether the applicant has the ability to meet the needs of the children according to the level of care to be provided;
2. Consider the demographics and number of children that can best be served in the home;
3. Ensure the home fully complies with the licensing requirements and regulations;
4. Ensure all required documents and training have been completed; and
5. Ensure all information is entered in MaGIK.

When processing the licensing recommendation, the licensing worker will:

1. Process the request for licensure in MaGIK; and
2. Submit a recommendation to their Local Office Director (LOD) or designee for approval.

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

Licensed Child Placing Agencies (LCPAs) must submit recommendations for licensure to the Central Office Licensing Unit for approval.

For DCS local offices, the LOD or designee will process the licensure approval or endorse the denial in MaGIK. See separate policy, 12.18 License Denials.

For LCPAs, the Central Office Licensing Unit will process the licensure approval or denial in MaGIK. See separate policy, 12.18 License Denials.

Upon approval, the Central Office Licensing Unit Manager or designee will:

1. Print the approved license; and
2. Mail the license to the licensing worker, who will maintain a copy in the file and provide a copy to the foster family home.

Licensing workers are required to make revisions in MaGIK when a change occurs. Changes may include, but are not limited to:

1. Family moving to a new residence within the licensing agency's jurisdiction;
2. People entering or leaving the household. See separate policy, 12.12 Foster Family Home Capacity; and
3. Licensee name change.

After receiving the notification of a change, licensing workers will follow the approval process outlined above.

[REVISED] Upon approval of the revision, the Central Office Licensing Unit Manager or designee will:

1. Print the approved license with the revision, keeping the licensure dates the same as the original license; and
2. Mail a copy of the license to the licensing worker to be filed and forwarded to the foster family home.

PRACTICE GUIDANCE

[REVISED] Partnership is key in the decision-making process. The applicant's role as a partner in the licensing process is to make an honest assessment of their skills and abilities to foster and if fostering is a good fit for their family. The following are decisions that should be made collaboratively between the agency and the applicants:

1. Whether fostering is a good fit for the foster family as well as the agency or DCS;
2. Whether the family should focus on adopting and/or fostering;
3. Whether the potential foster parents have needs that must be addressed or strengths that must be developed prior to being licensed or during licensure; and
4. What level of care the family will be able to provide.

The concept of foster parent applicants having a role in the licensing decision should be explained and emphasized during orientation, pre-service training and home visits.

FORMS AND TOOLS

N/A

RELATED INFORMATION

N/A