POLICY [REVISED]

[REVISED] The Indiana Department of Child Services (DCS) will allow an applicant or licensee to cease participation in the program as a foster parent by:
   1. Voluntary closure of initial or relicensure application; or
   2. Voluntary closure of a license prior to expiration.

If a foster family does not voluntarily withdraw, then the foster home license will be revoked. See separate policy, 12.21 Revocations.

Code Reference
N/A

PROCEDURE

To withdraw from the foster family program, the applicant or licensee will complete and submit to the licensing worker\(^1\) a Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License and Exit Survey (SF53237).

Upon receipt of the Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License and Exit Survey (SF53237) form, the licensing worker will complete all of the following procedures, as applicable:
   1. Request and conduct an exit interview with the applicant or licensee to determine the reasons for voluntarily withdrawing the application;
   2. Process the recommendation to close the home in the Management Gateway for Indiana’s Kids (MaGIK); and
   3. Notify each Family Case Manager (FCM) of the pending closure of the foster home so that a transition plan may be developed for the child and a new placement located to accommodate the needs of the child. See separate policies 8.38 Placement Changes and 8.41 Transitioning from Out-of-Home Care.

PRACTICE GUIDANCE [NEW]

[NEW] Foster parents should be informed that they have the right to withdraw from the foster family home program if they wish. There will be no penalty for implementing a voluntary withdrawal and, if they do so, the home will remain in good standing. If a foster parent wishes to withdraw and does not provide the appropriate documentation, a revocation will be sought.

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\(^1\) The licensing worker refers to the DCS Regional Foster Care Specialist (RFCS) or the Licensed Child Placing Agency worker
Revoking a foster parent license means that the license is forcibly closed and is not considered in good standing.

**FORMS AND TOOLS**

*Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License and Exit Survey (SF53237)*

**RELATED INFORMATION**

N/A