January 12, 2007

To: Regional Managers DCS Child Welfare, Local Operations, Consultants, and Support Staff

From: James W. Payne, Director
Department of Child Services
Angela Green, MSW, Deputy Director Practice Support

Subject: Revised Background Check Policies Chapter 12
Foster Family Home Licensing
DCS 07-02

This administrative letter outlines the revisions for the background check policies and foster family home licensing. Below is a summary of the changes that were made:

• Streamlined policies to address:
  a. Foster Family Homes Applicants and Unlicensed Placements
     All unlicensed relative placements must complete an initial application for foster family home licensing. Relatives are considered Foster Family Homes for related placements. An application for initial foster family home licensure consists of one of the following:
     i. Completion of the name based background check and signature on the Background Check Application; or
     ii. Completion of the Application for a Foster Family Home License CW/0317.
  b. Residential facilities (Child Caring Institutions, Group Homes) and licensed agencies (Licensed Child Placing Agencies)
  c. Adoptive Family Applicants
  d. Employees, contractors and volunteers of residential facilities and licensed agencies

• Clarification of “conditionally disqualified” and “disqualified” applicants

• Changes in fingerprint applicant fees
  a. No fees for DCS foster family home applicants
  b. Adoptive family applicants fee is $33.00
  c. Licensed agencies foster/adoptive homes fee for is $33.00
  d. Employees, contractors and volunteers of residential facilities and licensed agencies fee is $39.00
- **One** Background Check application for all foster/adoptive/unlicensed household members over the age of 14; employees, contractors, and volunteers of residential facilities and licensed agencies; and DCS employees and volunteers.

These policies and forms are **effective March 1, 2007**. Please destroy all old forms and begin using the new ones as of the effective date. Please review the revised background check policies that will be posted on the web at [http://www.in.gov/dcs/policies/bkgrndcheckpolicy.html](http://www.in.gov/dcs/policies/bkgrndcheckpolicy.html).

All applicant fingerprint cards and applications being submitted for processing for a FBI background check must be sent to:

Department of Child Services  
Central Office Background Check Unit  
402 West Washington Street, MS 49 - W364  
Indianapolis, IN 46204

Any applicant fingerprint cards and applications that are sent to Indiana State Police (ISP) will be returned to the requestor. Return of the cards may delay decisions regarding placement or employment related to the application. Any monies being submitted with the applicant card(s) must be in the form of a money order or personal check made payable to: **Treasurer of the State of Indiana**.

Applicant cards may no longer be ordered by local office directors. All applicant cards must be ordered by the Central Office Background Check Unit. Please e-mail the number of cards needed to the background check unit at the following e-mail address. Practice Support has obtained an electronic mailbox for background check questions. If you have any questions or assistance is required, please contact Background.CheckUnit@dcs.in.gov or contact Cindy Hewett (317.234.5001) or Susan Harrell (317.234.5081).

Chapter 12, Foster Family Home Licensing policies have been approved and will be posted to the DCS website. The licensing policies will also be **effective March 1, 2007**. Field Operations has provided the names of regional point persons who will be responsible for training all workers within their region. Training of Trainers sessions will be provided to the regional designees on February 1 and 2 from 8 a.m. to 5 p.m. in the Indiana Government Conference Center Room 4. Please contact your regional representative to register for training. The regional designees are as follows:

<table>
<thead>
<tr>
<th>Region</th>
<th>Point Persons</th>
<th>County</th>
<th>Region</th>
<th>Point Persons</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Melanie Cox</td>
<td>Lake</td>
<td>10</td>
<td>Nancy Speer</td>
<td>Marion</td>
</tr>
<tr>
<td>2</td>
<td>Karen Crabtree</td>
<td>LaPorte</td>
<td>11</td>
<td>Lora Mueller</td>
<td>Madison</td>
</tr>
<tr>
<td>3</td>
<td>Mary Hanback</td>
<td>St. Joseph</td>
<td>12</td>
<td>M. Lynn Lineback</td>
<td>Wayne/Union</td>
</tr>
<tr>
<td>4</td>
<td>Debra Berning</td>
<td>Allen</td>
<td>13</td>
<td>Heather Perkins</td>
<td>Green</td>
</tr>
<tr>
<td>5</td>
<td>Stacey Morgan</td>
<td>Clinton</td>
<td>14</td>
<td>Letha Oliphant</td>
<td>Bartholomew</td>
</tr>
<tr>
<td>6</td>
<td>Chris Ackerman</td>
<td>Fulton</td>
<td>15</td>
<td>Christine Overbey</td>
<td>Decatur</td>
</tr>
<tr>
<td>7</td>
<td>Elizabeth Kuhns</td>
<td>Delaware</td>
<td>16</td>
<td>Jillian Miles</td>
<td>Warrick</td>
</tr>
<tr>
<td>8</td>
<td>Lori Dickison</td>
<td>Clay</td>
<td>17</td>
<td>Brenda Stoner</td>
<td>Daviess</td>
</tr>
<tr>
<td>9</td>
<td>Amanda Link</td>
<td>Montgomery</td>
<td>18</td>
<td>Carrie Magers</td>
<td>Clark</td>
</tr>
</tbody>
</table>