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Child Support Hotline: 800-840-8757  
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February 1, 2011

To: Regional Managers  
Directors, Local Offices, Department of Child Services

From: James W. Payne, Director  
Angela Green, Deputy Director of Practice Support  
David Judkins, Deputy Director of Field Operations  
Lisa Rich, Deputy Director of Programs and Services  
Jeff Lozer, General Counsel  
Department of Child Services

Subject: Out of County Relative Resource Home Licensing  
DCS- 11-02

The Indiana Department of Child Services (DCS) continues to improve partnerships with the children and families we serve. We believe the most desirable place for children to grow up is with their own families, when these families are able to provide safe, nurturing and stable homes. In fulfilling this value, DCS will make an addition to policy explaining which county is responsible for the relative resource home licensing.

If a relative resource home is located outside the county where the Child in Need of Services petition has been filed, DCS will require the county of the relative resource's residence to license the qualified relative resource home regardless of where the Child In Need of Services (CHINS) petition has been filed. DCS will license the qualified relative in the county where the relative's home is located, effective February 1, 2011.

Updates will be made to the DCS Policy Manual to reflect these changes. If you have any questions regarding the information presented in this administrative letter, please address them to the DCS policy mailbox at [DCSPolicy@dcs.in.gov](mailto:DCSPolicy@dcs.in.gov).

Sincerely,  
James W. Payne, Director  
Department of Child Services



*Protecting our children, families and future*