



## DCS Practice SOP

### Foster Family Home Licensing

**12.02:** Initial Inquiries

**Related Policy:** N/A

**Effective Date:** January 1, 2026

**Version:** 1

#### Roles

- Licensing Worker

#### Procedure

Responding to initial inquiries from a prospective foster family home (FFH) is an important first step to assess their readiness and ability to meet the roles and responsibilities of a FFH.

The Indiana Department of Child Services (DCS) or the Licensed Child Placing Agency (LCPA) is responsible for tracking and responding to initial inquiries.

**Note:** LCPAs should report inquiry statistics when requested by DCS.

Once assigned to an initial inquiry, the licensing worker will:

1. Contact the prospective FFH within **two (2) business days**;
2. Share basic information:
  - Purpose of foster care and adoption
  - Foster parent roles and responsibilities
  - The need for foster care and adoption
  - How long licensing usually takes
3. Gather additional information from the prospective FFH including but not limited to:
  - Demographic information
  - Motivation to become a FFH
  - Eligibility (i.e., criminal history and non-negotiables)
4. Explain licensing requirements, including but not limited to:
  - Background Checks (see References)

**Note:** Background checks **will not** be done before receiving the Application for Foster Family Home License.

- Bedroom setup
  - Mental/physical health
  - Home safety requirements
  - Required trainings
  - Overview of the family preparation process
5. Enter all information in the case management system.

## Definitions

- [Licensing Worker](#)

## Resources

- [Application for Foster Family Home License \(SF 10100\)](#)

## Additional Information

- N/A

## References

- [Policy 12.05 Pre-Service Training Requirements](#) – [Related Practice SOP](#)
- [Policy 12.07 Licensing Home Visits](#) – [Related Practice SOP](#)
- [Policy 13.09 Conducting Checks - Foster Family Home](#) – [Related Practice SOP](#)
- [Practice SOP 12.03 Initial Licensing Packet](#)