



DCS Practice SOP

Foster Family Home Licensing

12.23: Evaluation of Child Abuse or Neglect (CA/N) Allegations or Complaints Involving Foster Family Homes

Related Policy: [12.23](#)

Effective Date: January 1, 2026

Version: 1

Roles

- Licensing Worker
- Licensing Worker Supervisor
- Central Office Foster Care Licensing Team

Procedure

It is important that children are safe in their Foster Family Homes (FFH). This includes assessing any reports of abuse or neglect involving the FFH.

A licensing worker may use the results of a CA/N assessment or the findings of the licensing complaint as the basis for:

- Corrective licensing action,
- Revocation of a license, or
- Denial of an FFH application.

Upon notification of the licensing complaint or closed assessment, the licensing worker will:

1. Obtain the findings of the assessment or the licensing complaint;

Note: For LCPA FFH applicants, licensees, and household members, the Central Office Foster Care Licensing Team will send the LCPA a redacted copy of the Assessment of Alleged Child Abuse or Neglect (311) form upon receipt of the Request for Release of Assessment Information form.

2. Review the findings of the assessment or the licensing complaint and work with the Central Office Foster Care Licensing Team and provide any necessary records and/or documentation upon request;
3. Discuss the outcome with the FFH. If needed, develop a plan to address any identified licensing needs (see References);
4. Provide written recommendations to the Central Office Foster Care Licensing Team for approval; and
5. Notify the FFH applicant or licensee once the Central Office Foster Care Licensing team has removed a placement hold.

The Central Office Foster Care Licensing Team will:

1. Gather and review additional information, as needed;
2. Make decisions concerning any appropriate sanctions and provide direction and recommendations to licensing staff;
3. Notify the appropriate parties of the decision (e.g., licensing worker or licensing supervisor); and
4. Remove the placement hold in the case management system, if applicable.

Definitions

- [Licensing Worker](#)

Resources

- Assessment of Alleged Child Abuse or Neglect (311) (SF 113) – available in the case management system
- [Request for Release of Assessment Information \(SF 55671\)](#)

Additional Information

- [Redaction](#)

References

- [Policy 12.17 Corrective Licensing Actions](#) – [Related Practice SOP](#)