



DCS Practice SOP

Foster Family Home Licensing

12.15: Annual Review (Foster Family Home Licensing)

Related Policy: [12.15](#)

Effective Date: January 1, 2026

Version: 1

Roles

- Licensing Worker
- Licensing Worker Supervisor
- Local Office Director (LOD)

Procedure

DCS will check each licensed foster home to make sure they are following licensing requirements. These reviews are done every year during an Annual Review and will be done each year until re-licensure is due. All licensing workers are responsible for tracking the dates when a foster family home annual review is due and when it has been completed.

Before the annual review, the licensing worker will:

1. Ask the foster family if they want to continue fostering.
2. Let the foster family know what is needed from them (requirements and paperwork) at least 90 days before the annual review is due;
3. Provide the family with the annual review forms and materials;
4. Set up a home visit;
5. Review and discuss the forms with the foster home and answer any questions;
6. Assist the foster parents with completing forms or documentation, as necessary; and

Note: If the family does not complete the annual review requirements, the licensing worker should encourage them to either finish the annual review process or voluntarily withdraw their license (see References).

7. Recommend revocation of the foster parent's license to the DCS Local Office Director (LOD), if the licensed foster parent does not to respond within 90 days of the annual review and does not submit to voluntarily withdraw their license (see References).

During the annual review home visit, the licensing worker will:

1. Make a home visit to update information and determine if the family continues to meet the requirements for licensure using the Annual Report Regarding Resource Family Home form; and
2. Collect the following:
 - a. Results from annual well water testing, if applicable, and
 - b. Verification of completed In-Service Training Requirements (see References)

After the annual review home visit, the licensing worker will:

1. Complete a search on MyCase on all household members who are 18 years of age and older (see References);
2. Place the licensed foster family home on a Corrective Action Plan if all licensing requirements are not met by the annual licensure due date;

Note: If there are safety concerns, the home should be placed on a Corrective Action Plan until all licensing requirements are met.

3. Keep the licensing worker Supervisor updated throughout the annual review process; and
4. Sign the Annual Report Regarding Resource Family Home form, as appropriate.

The licensing worker Supervisor will:

1. Provide support to the licensing worker, as needed, throughout the annual review process; and
2. Sign the Annual Report Regarding Resource Family Home form, as appropriate, and process the form in the case management system.

Definitions

- [Licensing Worker](#)

Resources

- [Annual Report Regarding Resource Family Home \(SF 53213\)](#)

Additional Information

- N/A

References

- [Policy 12.14 In-Service Training – Related Practice SOP](#)
- [Policy 12.16 Foster Family Home Relicensure – Related Practice SOP](#)
- [Policy 12.21 Revocations \(Foster Family Home Licensing\) – Related Practice SOP](#)
- [Policy 12.22 Licensing File – Related Practice SOP](#)
- [Policy 13.09 Conducting Checks – Foster Licensing](#)
- [Practice SOP 12.26 Withdrawing an Application or License](#)