



DCS Practice SOP

Foster Family Home Licensing

12.32: Physical Environment Requirements	Related Policy: 12.32
Effective Date: January 1, 2026	Version: 1

Roles

- Family Case Manager (FCM)
- Regional Foster Care Supervisor (RFCS)
- FCM Supervisor
- Licensing Worker

Procedure

Foster family homes (FFH) must meet basic safety and health standards to make sure children are well cared for.

The FCM and/or the licensing worker will:

1. Conduct a visit to the FFH;
2. Work with the family to complete the Resource Family Home Physical Environment Checklist form;
3. Ensure all bedrooms and bathrooms meet the requirements for foster family homes as outlined in 465 IAC 2-1.5-9;
4. Complete the Residential Pool Requirements/Body of Water Safety Plan and/or the Foster Parent Safety Agreement Regarding Firearms and Other Weapons, if applicable;
5. Obtain copies of required documents;
6. Discuss safe sleep expectations;
7. Notify the resource parent of the ability to enroll in foster care liability insurance by contacting dcinsurance@dc.in.gov;
8. Create a Plan of Correction, Safety Plan, Waiver, or Variance for any licensing requirement not met; and
9. Upload all documents into the case management system.

The FCM Supervisor and/or RFCS will ensure best practice and assist in supporting the FCM.

Definitions

- [Licensing Worker](#)
- [Safety Plan](#)

Resources

- [Foster Parent Safety Agreement Regarding Firearms and Other Weapons \(SF 56320\)](#)
- [Residential Pool Requirements/Body of Water Safety Plan \(SF 54609\)](#)
- [Resource Family Home Physical Environment Checklist \(SF 53186\)](#)
- [Riley Hospital Safe Sleep Information](#)

Additional Information

- N/A

References

- N/A