

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 17: Residential Licensing Section 06: Residential Licensing Denials	
	Effective Date: January 1, 2026	Version: 3

POLICY OVERVIEW

Protecting a child's health, safety, and well-being is key to making sure they receive quality care. The Indiana Administrative Code (IAC) has requirements for running a licensed residential facility. If a facility cannot meet the requirements, its license may be denied.

POLICY STATEMENT

The Indiana Department of Child Services (DCS) can deny a new or renewed residential license.

DCS may deny a license when:

1. There is a substantiated child abuse or neglect (CA/N) finding by:
 - a. The applicant; or
 - b. An employee, volunteer, or contractor of the applicant
2. There is a criminal conviction of the applicant, director, or manager of a facility where children will live:
 - a. A felony,
 - b. A misdemeanor related to child health and safety, or
 - c. A misdemeanor for running a child caring institution (CCI), foster family home (FFH), group home (GH), or child placing agency (CPA) without a license.

Note: A past conviction or CA/N finding by a former employee, volunteer, or contractor is not enough to deny a license application when DCS finds that the person was dismissed promptly after the applicant learned of the conviction or CA/N finding.

3. The applicant gave false information in the license application;
4. The applicant gave false information in the records required by DCS;
5. The applicant, employee, volunteer, or contractor ran a home or facility without a license;
6. The applicant has a juvenile record for a nonwaivable offense that would be a felony if committed by an adult;
7. An employee, volunteer, or contractor of the applicant has:
 - a. A nonwaivable conviction,
 - b. A felony or a misdemeanor related to the child's health and safety, unless DCS gives a waiver, or
 - c. A juvenile adjudication for a nonwaivable offense that would be a felony if done by an adult, unless DCS gives a waiver.

Waiver Considerations

When deciding whether to grant a waiver, DCS will look at:

1. How long ago the offense happened;
2. How serious the offense was and what happened;
3. Proof of rehabilitation; or
4. The job duties and the qualifications for the role.

LEGAL REFERENCES

- [IC 31-27-3: Chapter 3. Regulation of Child Caring Institutions](#)
- [IC 31-27-3-5: Grounds for denial of license application; waiver](#)
- [IC 31-27-5: Chapter 5. Regulation of Group Homes](#)