DCS Practice SOP Foster Family Home Licensing	
12.11: Foster Family Home Licensing Study	**Related Policy:** 12.11
Effective Date: January 1, 2026	**Version:** 1

Roles

- Licensing Worker

Procedure

Foster family home studies will be completed using the state-approved foster family home licensing study (licensing study). This licensing study will also be updated at the time of annual review and re-licensure.

The licensing worker will complete the licensing study by;

1. Using the information from:
   - Interviews with the foster family home during all home visits,
   - The training feedback form, and
   - Other required forms.

2. Doing additional interviews or getting additional records as necessary; and
3. Writing a licensing summary that includes:
   - A licensing recommendation, and
   - The reasons for the recommendation (including supporting evidence)

Once the home licensing study is completed, the licensing worker will meet with the applicant to review the summary, get any additional feedback, and obtain signatures on all necessary forms.

The licensing study must be updated with an addendum within 30 calendar days if there are any significant changes in the home, such as, but not limited to:

- A new address;
- Change in job or money situation;
- Household members being moving in or moving out of the family home; and
- Changes to the structure of the home.

Definitions

- Licensing Worker

Resources

- Child Behavioral/Health Challenges (SF 53199)

Additional Information

- State-approved Foster Family Licensing Study

References

N/A