



DCS Practice SOP

Foster Family Home Licensing

12.13: Approval Process

Related Policy: [12.13](#)

Effective Date: January 1, 2026

Version: 1

Roles

- Licensing Worker
- Regional Foster Care Supervisor (RFCS)
- Central Office Foster Care Licensing Team

Procedure

The licensing worker, RFCS, and Central Office Foster Care Licensing Team will work together during the Foster Family Home (FFH) approval process.

Before Making a Licensing Recommendation

The licensing worker will:

1. Check if the FFH applicant can meet the needs of the children based on the level of care required;
2. Ask the FFH applicant if they need a reasonable accommodation because of a disability;
3. Consider the demographics and number of children that can best be served in the FFH;
4. Ensure the FFH applicant meets the licensing requirements and regulations;
5. Make sure the FFH applicant completes all required documents and training; and

Note: The licensing of a FFH will not be determined based on vaccination status of the children in the home. However, the lack of current vaccinations as posted on the Indiana Department of Health (IDOH) website will be considered when placing a child who is medically fragile or an infant under six (6) months of age.

6. Enter all information in the case management system.

While Making the Licensing Recommendation

The licensing worker will:

1. Process the request for licensure in the case management system within five (5) business days after finishing the state-approved foster family home licensing study (see policy 12.11 and related Practice SOP); and

Note: The licensing worker who requests licensing approval shall **not** be the same person who approves the license.

2. Submit a recommendation for approval to:
 - a. The licensing supervisor or designee for DCS local offices, or
 - b. The Central Office Foster Care Licensing Team for Licensed Child Placing Agencies (LCPAs).

Note: DCS will not place children in a FFH until final approval has been given to license unless the home is a relative or kinship home.

After Sending the Recommendation

DCS will process all recommendations within ten (10) calendar days of receipt as follows:

1. The RFCS or designee will approve or deny the license in the case management system for DCS local offices;
2. The Central Office Foster Care Licensing Team will print the approved license and mail it to the appropriate DCS local office or the LCPA;
3. The licensing worker will keep a copy of the license in the file and provide a copy of it to the foster parent; or
4. The Central Office Foster Care Licensing Team will process the license approval or denial in the case management system for LCPAs.

License Revisions

Upon approval of the revision, the Central Office Foster Care Licensing Team will:

1. Print the updated license, keeping the original dates; and
2. Ensure a copy of the license is mailed to the appropriate DCS local office or LCPA to be filed and forwarded to the FFH.

Definitions

- [Licensing Worker](#)
- [Medically Fragile](#)

Resources

- N/A

Additional Information

- [Partnership in the Licensing Process](#)

References

- [Policy 8.48 Relative or Kinship Placements](#) – [Related Practice SOP](#)
- [Policy 12.11 Foster Family Home Licensing Study](#) – [Related Practice SOP](#)
- [Policy 12.18 License Denials](#) – [Related Practice SOP](#)