

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 17: Residential Licensing Section 12: Re-licensure	
	Effective Date: January 1, 2026	Version: 2

POLICY OVERVIEW

Licensing of residential facilities helps protect the health, safety, and well-being of youth. It also makes sure youth get the right care by setting clear rules for services, programs, and staff qualifications. Relicensing is done to make sure the facility still meets all rules and keeps operating at or above minimum standards set by law and policy.

POLICY STATEMENT

DCS requires all licensed residential facilities to be relicensed every four (4) years. The DCS Residential Licensing Unit (RLU) requires an applicant seeking relicensure to submit a standard list of documents. This list can be accessed via KidTraks. Licensing can be sought for:

1. A Child Caring Institution (CCI);
2. Private Secure Facility (PSF); or
3. Group Home (GH).

Also, background checks must be done before the license expires for all employees, contractors, and volunteers working at the facility. The Residential Licensing Unit (RLU) will also look at the results of the annual on-site review. This review may not happen at the same time as relicensing.

Note: If a Plan of Correction (POC) is needed during relicensing, see policy 17.13.

LEGAL REFERENCES

- [IC 31-27-3: Chapter 3. Regulation of Child Caring Institutions](#)
- [IC 31-27-5: Chapter 5. Regulation of Group Homes](#)
- [IC 31-27-6: Chapter 6. Regulation of Child Placing Agencies](#)
- [465 IAC 2-9: Children's Homes and Child Caring Institutions](#)
- [465 IAC 2-10: Emergency Shelter Care Children's Homes and Child Caring Institutions](#)
- [465 IAC 2-11: Private Secure Facilities](#)
- [465 IAC 2-12: Children's Homes and Child Caring Institutions Defined as Group Homes](#)
- [465 IAC 2-13: Children's Homes and Child Caring Institutions Defined as Emergency Shelter Care Group Homes](#)