



DCS Practice SOP

Foster Family Home Licensing

12.12: Foster Family Home Capacity

Related Policy: [12.12](#)

Effective Date: January 1, 2026

Version: 1

Roles

- Licensing Worker
- Central Office Foster Care Licensing Team
- Licensing Supervisor

Procedure

The Indiana Department of Child Services (DCS) authorizes the number of children a foster family home (FFH) can care for. These limits are based on state law and help make sure FFHs can meet the needs of every child in their care.

Prior to determining capacity for a foster family home (FFH), the licensing worker will:

1. Consider the household composition, bedroom space, the age of each child, and any special and/or medical needs of each child living in the home and determine if the home may accommodate the number of children who need placement;
2. Evaluate the ability of the foster parent to meet the needs of the children currently in the home, in addition to the foster children;
3. Ensure the placement considerations are entered in the case management system; and
4. Provide the foster parent the FFH license, upon receipt from the Central Office Foster Care Licensing Team.

The Central Office Foster Care Licensing Team will:

1. Print the approved license reflecting the FFH capacity; and
2. Mail the license to the licensing worker so it may be provided to the foster family.

Exception to Capacity

For an exception to the capacity for an FFH, the licensing worker will:

1. Consider the household composition, bedroom space, age of each child, and any special and/or medical needs of each child (household and foster) already in the home to determine if the home may accommodate the number of children who need placement;
2. Evaluate the ability of the foster parent to meet the needs of the children currently in the home, in addition to the needs of the children who need placement;
3. Contact each assigned FCM who has a child placed in the FFH to request feedback regarding the possible exception to the capacity for the FFH, if applicable;
4. Submit an exception request and/or change in capacity in the case management system **prior** to placing a child in the home. If an exception request is unable to be made prior to placement, the request must be submitted within 24 business hours following placement of the child; and
5. Provide the foster family with the new FFH license, upon receipt from the Central Office Foster Care Licensing Team.

The licensing supervisor will:

1. Provide consultation to the licensing worker regarding the appropriateness of the exception request for the FFH capacity; and
2. Review the exception request and submit the request to the Central Office Foster Care Licensing Team for approval.

Upon receipt of the exception request for the FFH capacity, the Central Office Foster Care Licensing Team will:

1. Review the exception request and ask for additional information, if applicable;
2. Approve or deny the exception request;
3. Notify the licensing worker of the approval or denial of the exception request for the FFH capacity; and
4. Complete the following if the exception request for the FFH capacity is approved:
 - a. Print the approved license reflecting the FFH exception and/or change of capacity, and
 - b. Mail the new license to the licensing worker so it may be provided to the foster family.

Definitions

- [Licensing Worker](#)

Resources

- N/A

Additional Information

- [Reasons for an Exception to Foster Family Home \(FFH\) Capacity Request](#)
- [Types of Exceptions for Foster Family Home \(FFH\) Licensing](#)

References

- [Practice SOP 5.19 Child and Adolescent Needs and Strengths \(CANS\) Assessment](#)
- [Practice SOP 8.17 Respite Services for Resource Parents](#)