



DCS Practice SOP

Foster Family Home Licensing

12.22: Licensing File

Related Policy: [12.22](#)

Effective Date: January 1, 2026

Version: 1

Roles

- Licensing Worker
- Central Office Foster Care Licensing Team

Procedure

To maintain the foster family home (FFH) licensing file, the licensing worker will:

1. Gather all needed documents for licensing actions (i.e., initial licensure, annual review, or re-licensure) using the following forms:
 - Initial Licensure Checklist for Foster Family Homes, and
 - Re-Licensure Checklist for Foster Family Homes.

Note: These forms may also be used for supervisor review.

2. Log the dates of completed forms and documents in the correct checklists in the case management system; and
3. Make sure the following forms and documents are in the licensing file, as needed, for an FFH to be licensed or stay licensed:
 - a. Application for Foster Family Home License,
 - b. Resource Family Home Physical Environment Checklist (completed at initial licensure, annual review, and re-licensure);
 - c. Water Agreement and test results or city water statement. Well water tests should be done at initial licensure, annual review, and re-licensure;
 - d. Original state-approved foster family home licensing study,

Note: If the original home study was not the Structured Analysis Family Evaluation (SAFE), include the signed Resource Family Preparation Assessment Cover Page.

- e. Signed Resource Parent Role Acknowledgment (at initial licensure and re-licensure),
- f. Licensing Staff Inquiry Regarding Foster Family Home for each child when:
 - Placed in the FFH,
 - Departs from the FFH, or
 - At re-licensure, whichever comes first.
- g. Proof of pre-service training (copy of training records completed at:
 - Initial licensure
 - Annual review, and
 - Re-licensure,
- h. Pre-Service/In-Service Evaluation of Trainee, if applicable,

Note: This will be completed by the Resource and Adoptive Parent Training (RAPT) Trainer if concerns arise during training.

- i. Proof of required annual in-service training hours,
- j. Proof of Cardiopulmonary Resuscitation (CPR), first aid, and universal precautions training (completed at initial licensure, annual review, and re-licensure),
- k. Completed Application for Criminal History Background Check (at initial licensure and re-licensure),
- l. Results of all required background checks (see References),
- m. Supporting documents for any:
 - Waiver,
 - Variance, or
 - Exception, if applicable (see References).
- n. Medical Report for Caregivers for each applicant (at initial licensure and re-licensure),
- o. Medical Report for Household Members for each resident (at initial licensure and re-licensure),
- p. Four (4) Request for Personal Reference Statement for Foster Family Home License Applicants,
- q. Completed Financial Verification for Foster Family Homes (at initial licensure and re-licensure) (see References),
- r. Completed Kinship Connection Diagram (at initial licensure and re-licensure),
- s. Completed Compatibility Inventory,
- t. Completed Child Care Plan (at initial licensure and re-licensure),
- u. Proof of birth for the applicant/licensee (e.g., birth certificate),
- v. Proof of the applicant/licensee's marriage/divorce, if applicable,
- w. Documents related to closure of a resource home (voluntary or DCS-initiated), if applicable,
- x. Completed Initial Licensure Checklist for Foster Family Homes,
- y. Completed Re-Licensure Checklist for Foster Family Homes,
- z. Foster Parent Safety Agreement Regarding Firearms and Other Weapons (at initial licensure and re-licensure), if applicable,
- aa. Completed Record of Child Placement, and
- bb. Documentation of Corrective Action Plan, if applicable.

Quality Assurance Review (QAR)

The Central Office Foster Care Licensing Team will check licensing files through a QAR. This includes random reviews of hard copy files from DCS local offices and LCPAs.

During a QAR:

1. The LCPA and DCS local office will get a list licensing file to send. The LCPA and DCS staff must:
 - a. Send copies (not originals) of the full file to the Central Office Foster Care Licensing Team **within two (2) weeks**, and
 - b. Organize files as requested and send by mail or email scan.
2. Central Office will send feedback after the review. The licensing worker must fix any errors and send missing documents **within two (2) weeks**. Anything sent after that will not be reviewed and will be marked as an error or missing;
3. The Central Office Foster Care Licensing Team may request more files to review errors seem to be consistent throughout the initial sample files; and

4. A summary of findings will be sent to each LCPA and DCS local office **within 60 days** of finishing the QAR.

Definitions

- [Licensing Worker](#)

Resources

- [Application for Foster Family Home License \(SF 10100\)](#)
- [Application for Criminal History Background Check \(SF 53259\)](#)
- [Child Behavioral / Health Challenges \(SF53199\)](#)
- [Child Care Plan \(SF54608\)](#)
- [Compatibility Inventory](#)
- [Corrective Action Plan \(SF 53171\)](#)
- [Council on Accreditation](#)
- DCS Central Office Foster Care Licensing Team Address- Indiana DCS, Central Office, 302 W. Washington St., E306, Indianapolis, IN 46204
- [Financial Verification for Foster Family Homes \(SF 55734\)](#)
- [Foster Parent Safety Agreement Regarding Firearms and Other Weapons \(SF 56320\)](#)
- [Initial Licensure Checklist for Foster Family Homes \(SF 53153\)](#)
- [Kinship Connection Diagram](#)
- [Licensing Staff Inquiry Regarding Foster Family Home \(SF 53214\)](#)
- [Medical Report for Caregivers \(SF 45145\)](#)
- [Medical Report for Household Members \(SF 45144\)](#)
- [Record of Child Placement \(SF 54610\)](#)
- [Re-Licensure Checklist for Foster Family Homes \(SF 53155\)](#)
- [Request for a Child Protection Service \(CPS\) History Check \(SF 52802\)](#)
- [Request for Personal Reference Statement for Foster Family Home License Applicants \(SF 53203\)](#)
- [Resource Family Home Physical Environment Checklist \(SF 53186\)](#)
- [Resource Parent Role Acknowledgment \(SF 54642\)](#)
- [Structured Analysis Family Evaluation \(SAFE\)](#)
- [Water Agreement \(SF 54612\)](#)

Additional Information

- [Additional Information Needed for Foster Family Home Licensing](#)

References

- [Policy 12.12 Foster Family Home Capacity – Related Practice SOP](#)
- [Policy 12.19 Waivers \(Foster Family Home Licensing\) – Related Practice SOP](#)
- [Policy 12.20 Variances \(Foster Family Home Licensing\) – Related Practice SOP](#)
- [Policy 12.31 Evaluating Financial Stability – Related Practice SOP](#)
- [Policy 13.10 Evaluating Checks – Foster Licensing – Related Practice SOP](#)