



DCS Practice SOP

Foster Family Home Licensing

12.21: Revocations

Related Policy: [12.21](#)

Effective Date: January 1, 2026

Version: 1

Roles

- Licensing Worker
- Central Office Foster Care Licensing Team

Procedure

A licensing worker may recommend a foster family home (FFH) license to be revoked when they do not meet the requirements or cannot keep the children safe.

Children shall not be placed in an FFH whose license is on probationary status, placement hold, pending revocation, or has been revoked without prior written approval from the RD.

For a revocation recommendation, the licensing worker will:

1. Consult with other staff and/or the Central Office Foster Care Licensing Team, as needed, to decide if the FFH license should be revoked;
2. Write a revocation recommendation letter, **within 60 calendar days** of identification of noncompliance, containing the following:
 - a. The statute or rule the FFH did not follow,
 - b. A description of what happened, and
 - c. Documentation supporting the recommendation.

Note: If a revocation is based on a substantiation before October 15, 2006, the RD or designee must review the appropriateness of the substantiation before the licensing worker requests revocation. The FFH licensee may also request this review at any time in the process.

3. Make sure the revocation recommendation letter is signed by the licensing worker, licensing supervisor, and the DCS Foster Care Division Manager (DM) or designee, if applicable;
4. Tell the resource parent about the recommendation and explain what will happen next;
5. Upload the following information into the case management labeled "recommendation":
 - a. Revocation recommendation letter,
 - b. Documentation supporting the recommendation to revoke (e.g., contact notes, e-mails, background checks, and assessment information); and

Note: The Licensed Child Placing Agency (LCPA) should make the FFH file readily available in the case management system to the Central Office Foster Care Licensing Team, when requested.

- c. The Foster Home Revocation or Denial Due Process Verification form if the revocation is based on substantiated CA/N.

Note: LCPA workers may contact the Central Office Foster Care Licensing Team for guidance if the recommendation to revoke is based on substantiated CA/N.

6. Submit the revocation recommendation in the case management system to the Central Office Foster Care Licensing Team for review; and
7. Let staff know who placed the child in the home about the concerns and recommendation if there are children currently placed in the home.

The Central Office Foster Care Licensing Team will review the recommendation within **30 calendar days** of receipt and see if they agree.

If the Central Office Foster Care Licensing Team agrees with the recommendation, they will:

1. Send a certified letter to the FFH licensee advising:
 - a. The FFH license will be revoked 30 calendar days from receipt of the letter,
 - b. The nature of the allegations of noncompliance with statute,
 - c. The right to request an informal meeting with the Local Office Director (LOD) or designee within 10 business days of receipt of the letter,

Note: DCS management involved in staffing the revocation should not be in the meeting with the resource family. If the FFH is licensed by an LCPA, an LCPA representative must attend the meeting.

- d. The right to appeal the decision within 30 calendar days of receipt of the letter,

Note: An informal meeting with the LOD or designee does not affect the 30-day deadline for appeal.

- e. The laws that give DCS the authority to license FFH, and
 - f. The civil and criminal penalties for operating an FFH without a license.
2. Send a copy of the certified letter revoking the FFH license to the licensing worker for the case file; and
 3. Enter the revocation date in the case management system 30 calendar days after the resource parent received the revocation letter or when the Administrative Appeal process is completed, if applicable.

If the Central Office Foster Care Licensing Team disagrees with the recommendation to revoke a license, they will return the recommendation with guidance on next steps.

Definitions

- [Administrative Law Judge \(ALJ\)](#)
- [Final Agency Action](#)
- [Final Agency Authority \(FAA\)](#)
- [Licensing Worker](#)

Resources

- [Foster Home Revocation or Denial Due Process Verification \(SF 55232\)](#)
- [Indiana Office of Administrative Law Proceedings \(OALP\) Policies](#)
- [Request for Administrative Hearing Foster Home License Denial or Revocation \(SF 55227\)](#)

- Revocation Recommendation Letter – available via the Central Office Foster Care Licensing Team

Additional Information

- N/A

References

- [Policy 2.05 Administrative Appeal Hearings](#) – [Related Practice SOP](#)
- [Policy 12.17 Corrective Licensing Actions](#) – [Related Practice SOP](#)
- [Policy 13.09 Conducting Checks - Foster Home Licensing](#) – [Related Practice SOP](#)
- [Policy 13.10 Evaluating Checks - Foster Family Licensing](#) – [Related Practice SOP](#)