



DCS Practice SOP

Foster Family Home Licensing

12.17: Corrective Licensing Actions

Related Policy: [12.17](#)

Effective Date: January 1, 2026

Version: 1

Roles

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

Procedure

The Indiana Department of Child Services (DCS) may issue corrective licensing action as a way to support a foster family home (FFH) not following licensing laws, rules, and/or DCS policies.

A corrective action plan (CAP) may include one (1) of the following:

1. Placement hold; or
2. Probation.

Note: If the issue is safety-related, a CAP with a placement hold and/or probation may be used. Any new placements or respite care must be approved by the Foster Care Division Manager (DM).

If a resource parent refuses to sign the CAP and will not give up their FFH license, the licensing worker must submit a recommendation for the license to be revoked (see policy 12.21 and related Practice SOP).

Starting a CAP

When a FFH noncompliance is found, the licensing worker will:

1. Work with the family to create a CAP, and make sure each licensee signs the Corrective Action Plan form;
2. Enter the CAP in the case management system and initiate a placement hold or probation, if applicable; and
3. Submit and upload the signed Corrective Action Plan form in the case management system **within 10 business days** of identifying the issue.

Note: Licensed Child Placing Agency's (LCPA) must submit the CAP to the Central Office Foster Care Licensing Team for approval.

The RFCS will:

1. Review the CAP; and
2. Either approve it or send it back for revisions.

During the CAP

The licensing worker will:

1. Check that the FFH is following the CAP;

2. Upload proof (e.g., training certificates, completed paperwork, copies of documents) in the case management system;
3. Proceed with one (1) of the following:
 - a. Submit the CAP for closure in the case management system, or
 - b. Request an extension in the case management system.

Note: LCPAs must submit the CAP for closure or extension in the case management system for review and approval by the Central Office Foster Care Licensing Team.

4. Notify the FFH they have been removed from the CAP once they meet all requirements and the RFCS or the Central Office Foster Care Licensing Team accepted the CAP.

The RFCS will:

1. Review CAP closure or extension requests; and
2. Either approve them or send back for revisions.

The Central Office Foster Care Licensing Team will:

1. Review the CAP submitted by an LCPA and approve or deny it; and
2. Review requests from LCPAs for an extension or closure of a CAP and approve or deny it.

Definitions

- [Licensing Worker](#)

Resources

- [Corrective Action Plan \(SF 53171\)](#)

Additional Information

- [CAP Duration](#)
- [CAP Examples](#)
- [CAP with Placement Hold](#)
- [CAP with Probation](#)

References

- [Policy 12.21 Revocations \(Foster Family Home Licensing\)](#) – [Related Practice SOP](#)