

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 13: Background Checks Section 10: Evaluating Checks – Foster Licensing	
	Effective Date: January 1, 2026	Version: 11

POLICY OVERVIEW

The Indiana Department of Child Services (DCS) evaluates background checks for all foster family home license decisions. This helps keep children safe and well in foster care.

POLICY STATEMENT

The DCS Central Office Background Check Unit (COBCU) evaluates the results of Fingerprint-Based National Criminal History Checks for all required people during foster home licensing.

The licensing worker reviews:

1. Combined Application for Criminal and Child Protection Service (CPS) History
2. National Sex Offender Registry Check
3. Local Criminal Records Check

Denial or revocation of a foster family home license will be recommended if a background check or waiver process shows that a household member, or someone staying, working, or volunteering in the home:

1. Has a disqualified criminal history that cannot be waived;
2. Has a disqualified criminal history or substantiated CPS history and:
 - a. The licensing worker does not support the waiver, or
 - b. The foster family does not submit the waiver.
3. Has a disqualified criminal history or substantiated CPS history, and the waiver is denied by DCS;
4. Has a disqualified criminal history or substantiated CPS history, and the waiver is not submitted to COBCU within 10 business days of:
 - a. The Fingerprint-Based Disqualified Status Letter, or
 - b. The date the CPS history is found.

This applies to people already living in a licensed foster home when the history is found, or during relicensure, if foster children are placed in the home.

Note: If the person no longer lives in the home, denial or revocation is not needed.

LEGAL REFERENCES

- [IC 31-27-4-5: Apply for licenses; criminal history checks](#)
- [IC 31-27-4-6: Grounds for denial of license applications; waiver](#)
- [IC 31-27-4-13: Denial of license; notice; administrative hearing upon written request](#)
- [IC 31-27-4-32: Grounds for revocation of license](#)
- [IC 31-27-4-33: Compliance with rules; disciplinary sanctions; revocation of license](#)

- [IC 31-9-2-84.8: Nonwaivable offense](#)