



DCS Practice SOP

Foster Family Home Licensing

12.07: Initial Licensing Home Visits

Related Policy: [12.07](#)

Effective Date: January 1, 2026

Version: 1

Roles

- Licensing Worker

Procedure

The licensing worker will complete all required tasks for licensing the resource parent applicant to make sure they are able to meet licensing requirements.

During the initial licensing process, the licensing worker will:

1. Use the Initial Licensure Checklist for Foster Family Homes to make sure the applicant receives all paperwork (see References);

Note: Due to accreditation standards, an FFH applicant licensed by an LCPA may require additional documentation.

2. Schedule a home visit during the Pre-service Training phase;
3. Complete the following during the home visits:
 - Review the initial licensing paperwork and answer any questions
 - Assist with completing the forms, if needed, and
 - Collect all completed forms
4. Give the following to the applicant electronically unless they ask for a printed version:
 - Foster Parent Bill of Rights
 - Statutes outlining the rights of foster parents
 - DCS Policy, and
 - Grievance filing process including contact information and instructions outlined in Practice SOP Resource Parent Complaint Resolution Process
5. Get the applicant's signature on the Resource Parent Role Acknowledgement form, give them a copy, and upload the original signed signature page to the case management system;
6. Talk about the family's Child Care Plan and check if background checks are needed for childcare providers (see policy 13.13 and related Practice SOP);
7. Document the physical environment of the home on the Resource Family Home Physical Environment Checklist;
8. Talk about any concerns about the physical environment of the home with the applicant and how the concerns may impact the licensing process;
9. Verify the identity of all household members (see References);
10. Check the applicant's marriage and divorce status, if applicable;
11. Ensure appropriate background checks have been completed for all household members (see policy 13.09 and related Practice SOP);

12. Gather information required for any necessary exceptions, waivers, or variances (see References); and
13. Document and upload documentation into the case management system.

Definitions

- [Licensing Worker](#)

Resources

- [Childcare Plan \(SF 54608\)](#)
- [Foster Parent Bill of Rights](#)
- [Initial Licensure Checklist for Foster Family Homes \(SF 53153\)](#)
- [Resource Family Home Physical Environment Checklist \(SF 53186\)](#)
- [Resource Parent Role Acknowledgement \(SF 54642\)](#)

Additional Information

- [Assessing the Physical Environment of the Home](#)
- [Discussing Family Member Feelings about Fostering](#)

References

- [Policy 12.12 Foster Family Home Capacity – Related Practice SOP](#)
- [Policy 12.19 Waivers – Related Practice SOP](#)
- [Policy 12.20 Variances – Related Practice SOP](#)
- [Policy 13.09 Conducting Checks - Foster Home Licensing – Related Practice SOP](#)
- [Policy 13.13 Childcare Providers and Extracurricular Activities – Related Practice SOP](#)
- [Practice SOP 2.09 Verifying Identity and Relationship](#)
- [Practice SOP 12.03 Initial Licensing Packet](#)
- [Practice SOP 12.33 Resource Parent Complaint Resolution](#)