



DCS Practice SOP

Foster Family Home Licensing

12.03: Initial Licensing Packet

Related Policy: N/A

Effective Date: January 1, 2026

Version: 1

Roles Procedure

- | | | |
|--|---|--|
| <ul style="list-style-type: none">Licensing Worker | <ul style="list-style-type: none">Licensing Worker Supervisor | |
|--|---|--|

The Indiana Department of Child Services (DCS) will make sure every applicant gets all the paperwork needed to become a licensed foster family home (FFH). Some applicants licensed by a Licensed Child Placing Agency (LCPA) may need extra documentation because of accreditation rules (see References).

Vaccination Status:

Licensing a FFH does not depend on vaccination status of children in the home. However, if a child is medically fragile or an infant under six (6) months old, DCS will check the vaccination information posted on the Indiana Department of Health (IDOH) website before placement.

The licensing working will:

1. Make sure the FHH applicant gets the initial licensing paperwork and provides all documents listed in the Initial Licensure Checklist for Foster Family Homes form. Documents may be sent by mail, email, or in-person;
2. Help the FFH applicant with completing the paperwork, as needed. If special steps are needed, the process should be flexible to meet the applicant's needs;
3. Review all required documentation for accuracy and completion when received. These documents should be the original documents. Photographs of the completed documents should not be accepted; and
4. Upload all required documentation in the case management system.

The Licensing Worker Supervisor will:

1. Work with the licensing worker throughout the licensing process, as needed;
2. Review all required documentation in the Initial Licensing Checklist for Foster Family Homes; and
3. Sign the Initial Licensure Checklist for Foster Family Homes form once completed.

Definitions

- [Licensing Worker](#)
- [Medically Fragile](#)

Resources

- [Initial Licensure Checklist for Foster Family Homes \(SF53153\)](#)

Additional Information

- N/A

References

- [Policy 12.22 Licensing File Requirements](#) – [Related Practice SOP](#)