



DCS Practice SOP

Foster Family Home Licensing

12.08: Application

Related Policy: [12.08](#)

Effective Date: January 1, 2026

Version: 1

Roles

- Licensing Worker

Procedure

Upon receipt of the Application for Foster Family Home License form, the licensing worker or designee will:

1. Enter the application date and details in the case management system; and
2. Obtain a minimum of four (4) references for each applicant. Only two (2) of the references may be relatives per applicant.

Application Decisions

One (1) of the following decisions must occur:

1. **Approved** - The applicant is approved to become a licensed FFH applicant;
2. **Denied** - The application is formally denied; or
3. **Voluntarily Withdrawn** - The FFH applicant withdraws the application (see References).

Note: If the FFH applicant is already in the denial process, they cannot voluntarily withdraw the application without DCS consent (see References).

Definitions

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

Resources

- [Application for Foster Family Home License \(SF 10100\)](#)

Additional Information

- N/A

References

- [Policy 12.18 Licensing Denials](#) – [Related Practice SOP](#)
- [Practice SOP 12.26 Withdrawing an Application or License](#)