

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 12: Foster Family Home Licensing Section 08: Application	
	Effective Date: January 1, 2026	Version: 5

POLICY OVERVIEW

To become a licensed Foster Family Home (FFH) or to renew a license, the Application for Foster Family Home License form must be filled out and approved by the Indiana Department of Child Services (DCS).

POLICY STATEMENT

Application Process

To apply for a new or renewed FFH license:

1. The FFH applicant must complete the Application for Foster Family Home License form;
2. The licensing worker collects the application as soon as possible;
3. An incomplete application is returned to the applicant with a note what is missing; and
4. The FFH applicant is given a chance to finish and resubmit the application.

Application Closure

If no decision is made about licensure within 365 days of the application date, the application is automatically closed in the case management system.

Note: The application date is the day the applicant signs the Application for Foster Family Home License form.

Vaccination Status

The vaccination status of children in the home:

1. Is not used to decide if a home can be licensed; and
2. May be considered when placing:
 - a. Medically fragile children, or
 - b. Infants under six (6) months, based on the Indiana Department of Health (IDOH) vaccination guidelines.

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 31-27-4-7: Incomplete applications](#)
- [IC 31-27-4-16: Duration of license; limitations; renewal](#)