



DCS Practice SOP

Foster Family Home Licensing

12.26: Withdrawing an Application or License

Related Policy: N/A

Effective Date: January 1, 2026

Version: 1

Roles

- Licensing Worker

Procedure

A foster family applicant or licensee, whose license is in good standing, has the right to voluntarily withdraw from the foster family home (FFH) program. The Indiana Department of Child Services (DCS) works to support a smooth transition for the applicant or licensee, and any child placed in the FFH.

To withdraw from the FFH program, DCS will provide the applicant or licensee with the Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License and Exit Survey form to be completed by the applicant or licensee and returned to the licensing worker.

Note: If the licensing worker cannot get a signed form, the Central Office Foster Care Licensing Team should be consulted.

Upon receiving the signed form, the licensing worker will:

1. Review the information in the exit interview to determine the primary reason for withdrawing; and
2. Submit the form in the case management system for the Regional Foster Care Supervisor (RFCS) to review and approve.

Note: A Licensed Child Placing Agency (LCPA) licensing worker submits the recommendation to the Central Office Foster Care Licensing Team for review and approval.

If a child is placed in the FFH, the licensing worker will:

1. Notify each Family Case Manager (FCM) with a child placed in the FFH of the pending closure;
2. Create a plan to transition the child from the FFH, and
3. Find a new placement to meet the child's needs, if applicable (see References).

The form will be reviewed and approved in the case management system by:

1. The RFCS if the FFH is a DCS licensed home; or
2. The Central Office Foster Care Licensing Team if the FFH is an LCPA licensed home.

Note: Withdrawals should not be approved if pending revocation or denial (see References).

Definitions

- [Licensing Worker](#)

Resources

- [Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License and Exit Survey \(SF 53237\)](#)

Additional Information

- N/A

References

- [Policy 8.38 Placement Changes – Related Practice SOP](#)
- [Policy 8.41 Transitioning from Out-of-Home Care – Related Practice SOP](#)
- [Policy 12.18 License Denials – Related Practice SOP](#)
- [Policy 12.21 Revocations \(Foster Family Home Licensing\) – Related Practice SOP](#)