



DCS Practice SOP

Foster Family Home Licensing

12.24: Staff as Foster Parents

Related Policy: N/A

Effective Date: January 1, 2026

Version: 1

Roles

- Licensing Worker
- Licensing Worker Supervisor
- Regional Director (RD)/Assistant Regional Director (ARD)

Procedure

The Indiana Department of Child Services (DCS) has rules for employees of DCS and Licensed Child Placing Agencies (LCPAs) who are also licensed foster parents. These rules help prevent conflicts of interest between their job duties and foster parenting responsibilities.

Key Requirements

The agency (DCS or LCPA) must talk with the employee about the following:

- The employee must not access or try to access information they are not allowed to see.
- The employee must not use case-specific information from their job in their role as a foster parent.
- The employee must not attend foster care-related activities (like Child and Family Team [CFT] Meetings) during work hours unless they use leave time or adjust their schedule (see References).

DCS Prohibits the Following:

1. Being licensed or monitored by the same DCS local office or LCPA where the employee works;

Note: A placement from the employee's own office requires prior approval from the RD/ARD.

2. Receiving training (pre-service or in-service) from the same region or agency where the employee works;

Note: DCS employees must be trained by a different DCS region. LCPA employees must be licensed by DCS or a different LCPA.

3. Accepting placement of a child with whom the employee had a direct professional role, unless the case is reviewed and approved by the Chief Deputy Director or designee; and
4. Handling any part of their own foster care case in their professional role.

Licensing Worker Responsibilities

The licensing worker must:

1. Tell their supervisor if a foster parent or applicant is a DCS or LCPA employee; and
2. Inform the foster parent that if they become employed by DCS or an LCPA, they must transfer their license to a different DCS office or another LCPA (see References).

Licensing Supervisor Responsibilities

The supervisor must:

1. Confirm if the applicant or foster parent works for DCS or an LCPA; and
2. If so, make sure there is no conflict of interest by directing the licensing worker to begin the transfer process.

Next Steps for the Licensing Worker

After the supervisor's review, the licensing worker must:

1. Contact the foster parent or applicant to discuss transferring their license.
2. Help them choose a different DCS office or LCPA that avoids conflicts.
3. Submit the transfer request to the new agency.
4. Start the transfer process in the case management system (see References).

Definitions

- [Licensing Worker](#)

Resources

- N/A

Additional Information

- N/A

References

- [Policy HR-2-11 Work Hours and Schedules](#)
- [Practice SOP 12.27 Transferring an Application or License](#)