

	INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICY	
	Policy Number: HR-2-16 Policy Title: Exception to Degree Requirement	
	Effective Date: June 1, 2026	Version: 2

POLICY OVERVIEW

The Indiana Department of Child Services (DCS) allows an exception to the Bachelor's degree requirements for the following positions:

- Family Case Manager (FCM)
- Family Case Manager Supervisor 4
- Family Case Manager Supervisor 3
- Local Office Director (LOD)
- Assistant Regional Director (ARD)
- Regional Director (RD)
- Deputy Director of Field Operations and
- Director of Field Operations

POLICY STATEMENT

To be considered for an exception to the Bachelor's degree requirement a candidate must:

1. Be at least 21 years of age;
2. Have a high school diploma or equivalent, and
3. Meet one (1) of the following:
 - a. Have an Associate's degree and at least two (2) years of human services experience,
 - b. Have three (3) years of human services experience and successful completion of thirty (30) college credit hours from an accredited college or university, or
 - c. Have at least five (5) years of human services experience.

Human services experience may include, but is not limited to, work that gives resources and/or support to people who may need help with:

- Aging
- Child abuse and neglect (CA/N)
- Disabilities
- Employment
- Inadequate Housing
- Law enforcement or legal services
- Physical or mental health
- Social work services
- Substance abuse or dependence

PROCEDURE

When a hiring manager selects a candidate who does not possess a Bachelor's degree, the hiring manager (or designee) will:

1. Check if the candidate meets the criteria for a degree exception;
2. Complete the Request for Exception to Degree Requirement (SF 57141) form, if the candidate meets the criteria; and
3. Send the form to the:
 - RD or ARD for review when hiring an FCM or FCM Supervisor, or
 - Deputy Director or Director of Field Operations when hiring an LOD (or higher) position

The reviewer will:

1. Review the form and approve or deny the exception;
2. Tell the hiring manager (or designee) of the decision;
3. Send the completed form to the designated Field HR contact on the requisition; and
4. Send the form to the Administrative Assistant of Field Operations.

RESOURCES

- [Request for Exception to Degree Requirement \(SF 57141\)](#)