



DCS Practice SOP

Foster Family Home Licensing

12.19: Waivers (Foster Family Home Licensing)

Related Policy: [12.19](#)

Effective Date: TBD

Version: 1

Roles

- Licensing Worker
- Licensing Worker Supervisor
- Central Office Foster Care Licensing Team
- Local Office Director (LOD)

Procedure

DCS may give a waiver for a Foster Family Home (FFH). This means the FFH does not have to follow an identified rule or regulation. Only the Central Office Foster Care Licensing Team can approve a waiver. Waivers cannot be given if the request goes against Indiana laws (statutes).

To request a waiver, the licensing worker must:

1. Talk with the licensing worker supervisor if the waiver request is appropriate;
2. Process the waiver request, with an explanation, in case management system. The explanation must include:
 - a. Why would the rules or regulation create an undue hardship for the applicant; and
 - b. How not following the rules or regulations (specified in the application for the waiver) will keep the child safe and healthy.
3. Submit the waiver request to the following:
 - a. If you work DCS: send to your licensing worker supervisor, and
 - b. If you work for a Licensed Child Placing Agencies (LCPAs), send directly to the Central Office Foster Care Licensing Team.
4. Once you hear back from Central Office, tell the applicant if the waiver was approved or denied.

The licensing worker supervisor will:

1. Help the licensing worker in understanding if the waiver request is appropriate; and
2. Review the waiver request and send it to the Central Office Foster Care Licensing Team for review.

Upon receipt of the waiver request, the Central Office Foster Care Licensing Team will:

1. Review the waiver request and ask for additional information, if needed;
2. Approve or deny the waiver request; and
3. Notify the licensing worker of the decision to approve or deny.

Per Indiana Code, waivers granted or renewed will expire on one (1) of the following dates, whichever comes first:

1. When the FFH license ends;
2. Expiration date set by the Central Office Foster Care Licensing Team;

3. When something happens that DCS said would end the waiver; or
4. Four (4) years after the waiver started.

If a licensee violates a rule or condition of a waiver:

1. The licensing worker should contact the Central Office Foster Care Licensing Team for consultation on how to proceed.
2. The Central Office Foster Care Licensing Team will provide notice of the waiver violation to the LOD or designee who has a child in the FFH home.

Definitions

- [Dually Licensed Home](#)
- [Licensing Worker](#)
- [Waiver](#)

Resources

- [Child Care Finder website](#)

Additional Information

- [Dually Licensed Homes](#)
- [Non-Safety Related Licensing Requirements](#)

References

- [Policy 13.16 Waivers \(Background Checks\)](#) – [Related Practice SOP](#)