

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 12: Foster Family Home Licensing Section 22: Licensing File	
	Effective Date: January 1, 2026	Version: 5

POLICY OVERVIEW

The Indiana Department of Child Services (DCS) or Licensed Child Placing Agency (LCPA) is responsible for keeping and maintaining information about the foster family home.

POLICY STATEMENT

Licensing files are the property of DCS.

DCS will:

1. Complete random reviews of the licensing file to make sure relevant laws and regulations are followed; and
2. Keep written records of the review in the licensing file.

LEGAL REFERENCES

- [IC 31-27-2-5: Monitoring of licensed entities](#)
- [IC 31-27-4-19: Records of monitoring activities and inspections](#)
- [IC 31-27-4-20: Cooperation by licensees](#)