



DCS Practice SOP

Foster Family Home Licensing

12.16: Foster Family Home Relicensure

Related Policy: [12.16](#)

Effective Date: January 1, 2026

Version: 1

Roles

- Licensing Worker
- Licensing Worker Supervisor

Procedure

Indiana law outlines the duration of a license as well as limitations and rules for renewal. A license is valid for four (4) years. This policy goes over the rules around relicensure.

When a Safety Concern Exists

If a foster home is not meeting a licensing rule and it affects child safety, the licensing worker must:

1. Ask the Central Office Licensing Unit to place a hold on new placements in the home; and
2. Request a Corrective Action Plan (CAP) (see References).

Starting the Relicensure Process

90 days before the license expires, the licensing worker must:

1. Contact the foster family to schedule a home visit and explain the relicensure process; and
2. Give the family all forms and documents they need to complete.

Checking if the Home Still Meets Licensing Requirements

The licensing worker must:

1. Visit the home to gather updated information and check the living space;
2. Complete the Resource Family Home Physical Environment Checklist to make sure the home is safe;
3. Fill out the Relicensure Checklist for Foster Family Homes, including all required documents;
4. Save the checklist in the case management system and the case file; and
5. Use the Licensing Staff Inquiry form to:
 - a. Ask the Family Case Manager (FCM) for feedback on any child placed in the home, and
 - b. Talk about any concerns with the foster home or the care being provided.

After the Home Visit and Collection of Forms

The licensing worker must:

1. Run background checks (see References);
2. Update the licensing study with any changes from the past four (4) years (see References);
3. Talk with their supervisor about the recommendation;
4. Enter the dates each step was completed in the case management system; and
5. Submit the relicensure recommendation in the system.

Supervisor Responsibilities

The licensing supervisor must:

1. Support the licensing worker throughout the process;
2. Review and sign the updated licensing study; and
3. Complete the relicensure process in the case management system.

Definitions

- [Licensing Worker](#)

Resources

- [Application for Criminal History Background Check \(SF 53259\) – For LCPA licensed homes](#)
- [Application for Foster Family Home License \(SF 10100\)](#)
- [Combined Application for Criminal and Child Protection Services \(CPS\) History Searches \(SF 57332\) – DCS licensed homes](#)
- [Licensing Staff Inquiry Regarding Foster Family Home \(SF 53214\)](#)
- [Medical Report for Foster and/or Adoption Home Applicants and Household Members \(SF 45145\)](#)
- [Relicensure Checklist for Foster Family Homes \(SF 53155\)](#)
- [Resource Family Home Physical Environment Checklist \(SF 53186\)](#)
- [Resource Parent Role Acknowledgment \(SF 54642\)](#)
- [Water Agreement \(SF 54612\)](#)

Additional Information

- N/A

References

- [Policy 12.06 Medical Training Requirements – Related Practice SOP](#)
- [Policy 12.11 Foster Family Home Licensing Study – Related Practice SOP](#)
- [Policy 12.14 In-Service Training – Related Practice SOP](#)
- [Policy 12.17 Corrective Licensing Actions – Related Practice SOP](#)
- [Policy 13.09 Conducting Checks – Foster Licensing – Related Practice SOP](#)