



DCS Practice SOP

Foster Family Home Licensing

12.27: Transferring an Application or License

Related Policy: N/A

Effective Date: January 1, 2026

Version: 1

Roles

- Originating Agency
- Receiving Agency
- Central Office Foster Care Licensing Team

Procedure

The Indiana Department of Child Services (DCS) allows a foster family licensee or applicant to transfer their license or application to a different licensing agency. This includes transferring from:

1. A licensed child placing agency (LCPA) to another;
2. An LCPA to DCS; or
3. DCS to an LCPA.

A transfer can only happen if both agencies agree and the foster family home (FFH) is in good standing. If the FFH is not in good standing, the Central Office Foster Care Licensing Team must approve the transfer. No fees can be charged for transferring documents.

Note: A new Individual Child Placement Referral (ICPR) must be completed for each child in the FFH after the transfer.

Transferring an FFH Application or License

The originating agency will:

1. Get a written request from the FFH to transfer the license or application;
2. Assess the FFH and check if it is in good standing (see Additional Information);
3. Contact the Central Office Foster Care Licensing Team for guidance if the FFH is not in good standing;
4. Send the receiving agency:
 - a. A summary of the FFH applicant's progress in completing initial licensure; or
 - b. The completed Resource Home License Transfer form for an FFH license.
5. Send a copy of the licensing file if the receiving agency agrees to review the transfer (see References). This includes reviewing the licensing file;
6. Keep all licensing duties until the agreed transfer date; and
7. Update the case management system with the new agency and worker on or before the transfer date.

The receiving agency will:

1. Email the originating agency to say if they will review the FFH application/license transfer;
2. Tell the FFH if they are willing to evaluate the FFH application/license transfer;
3. Review the Resource Home License Transfer form and licensing file;

4. Contact the Central Office Foster Care Licensing Team for guidance if the FFH is not in good standing;
5. Get statements from each Family Case Manager (FCM) that has a child in the FFH about any concerns for the:
 - a. FFH, and/or
 - b. Services provided to a child in the home.

Note: All statements must be documented in the case management system. Address any concerns with the FFH applicant/licensee.

6. Visit the FFH after receiving the licensing file and complete the following within 60 business days:
 - a. Resource Family Home Physical Environment Checklist, and
 - b. A Structured Analysis Family Evaluation (SAFE) update or an initial SAFE home study.
7. Email the originating agency with the decision to accept or deny the FFH application/license transfer;
8. Tell the FFH the decision to accept or deny the transfer;
9. Coordinate the transfer date with the originating agency if everyone agrees to the transfer;
10. Submit the Transfer of Licensing Agency Checklist in the case management system;
11. Upload the Resource Family Home Physical Environment Checklist and SAFE update (if applicable) in the case management system;
12. Send the new license to the FFH after the Central Office Foster Care Licensing Team approves the transfer; and
13. Email the FCM for each child in the FFH with the transfer date and to make sure the FFH is connected with the new agency for payment.

The DCS Central Office Foster Care Licensing Team will:

1. Help both agencies during the transfer;
2. Approve or deny the request to transfer in the case management system by:
 - a. Reviewing the Resource Home License Transfer form from, and
 - b. Documenting the decision to approve or deny in the case management system.
3. Complete the following if approved:
 - a. Print the approved license showing the transfer,
 - b. Make sure the licensure dates are the same as the original, and
 - c. Mail license to the receiving agency's licensing worker for their records.
4. Tell both agencies the reasons for denial if the request for transfer is denied.

Definitions

- [Licensing Worker](#)

Resources

- [Corrective Action Plan \(SF 53171\)](#)
- [Resource Family Home Physical Environment Checklist \(SF 53186\)](#)
- [Resource Home License Transfer \(SF 54781\)](#)

- Transfer of Licensing Agency Checklist – available in the case management system

Additional Information

- [Foster Family Home \(FFH\) not in Good Standing](#)

References

- [Policy 12.22 Licensing File](#) – [Related Practice SOP](#)