



INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY

Chapter 12: Foster Family Home Licensing

Section 07: Initial Licensing Home Visits

Effective Date: July 1, 2023

Version: 4

- [Procedure](#)
- [Definitions](#)

- [Forms and Tools](#)
- [Related Policies](#)

- [Legal References](#)
- [Practice Guidance](#)

POLICY OVERVIEW

The Indiana Department of Child Services (DCS) conducts home visits during the initial foster family home (FFH) licensing process to assess the family's ability to provide a safe, stable, and supportive environment for a child.

[Back to Top](#)

PROCEDURE

The licensing worker will complete at least three (3) home visits to evaluate the physical environment and have meaningful discussions with all household members about foster parenting or adoption.

During the initial licensing process, the licensing worker will:

1. Ensure the applicant has received all necessary initial licensing paperwork during the licensing process using the Initial Licensure Checklist for Foster Family Homes (see policy 12.03 Initial Licensure Documentation);

Note: Due to accreditation standards, an FFH applicant licensed by an LCPA may require additional documentation.

2. Schedule the first home visit concurrently with the Pre-service Training phase;
3. Complete the following during the home visits:
 - a. Review and discuss the content of all initial licensing paperwork with the applicant and answer any questions,
 - b. Provide the applicant with assistance in completing the forms, if necessary, and
 - c. Collect all completed forms.
4. Provide the FFH applicant with the following in electronic format unless the applicant requests a printed version:
 - a. Foster Parent Bill of Rights,
 - b. Statutes outlining the rights of foster parents,
 - c. DCS Policy, and
 - d. Grievance filing process including contact information and instructions outlined in policy 8.46 Resource Parent Complaint Resolution Process.

5. Provide a copy of the Resource Parent Role Acknowledgement form, obtain the applicant's signature on the form, and upload the original signed signature page to the case management system;
6. Discuss the family's Child Care Plan, identifying whether any background checks are needed for childcare providers (see policy 13.13 Childcare Providers and Extracurricular Activities);
7. Conduct an assessment of the physical environment of the home and document findings on the Resource Family Home Physical Environment Checklist;
8. Discuss any concerns about the physical environment of the home with the FFH applicant and how the concerns may impact the applicant's ability to complete licensure;
9. Verify the identity of all household members (HHMs) (see policy 2.09 Verifying Identity);
10. Verify marriage and divorce status of the FFH applicant, if applicable;
11. Ensure appropriate background checks have been completed for all HHMs (see policy 13.09 Conducting Background Checks for Foster Home Licensing);
12. Gather information required for any necessary exceptions, waivers, or variances (see policies 12.12 Foster Family Home Capacity, 12.19 Waivers, and 12.20 Variances); and
13. Document and upload documentation into the case management system.

[Back to Top](#)

RELEVANT INFORMATION

Licensing Worker

The licensing worker refers to the DCS Regional Foster Care Specialist (RFCS) or the LCPA worker.

Forms and Tools

- [Childcare Plan \(SF 54608\)](#) <https://forms.in.gov/download.aspx?id=9562>
- [Foster Parent Bill of Rights](#)
- [Initial Licensure Checklist for Foster Family Homes \(SF 53153\)](#)
- [Resource Family Home Physical Environment Checklist \(SF 53186\)](#)
- [Resource Parent Role Acknowledgement \(SF 54642\)](#)

Related Policies

- [2.09 Verifying Identity and Relationship](#)
- [8.46 Resource Parent Complaint Resolution Process](#)
- [12.03 Initial Licensure Documentation](#)
- [12.12 Foster Family Home Capacity](#)
- [12.19 Waivers](#)
- [12.20 Variances](#)
- [13.09 Conducting Background Checks for Foster Home Licensing](#)
- [13.13 Childcare Providers and Extracurricular Activities](#)

[Back to Top](#)

LEGAL REFERENCES

- [IC 31-27-4-4: Consultation with fire prevention and building safety commission](#)
- [IC 31-27-4-10: Investigation of applicants](#)
- [IC 31-27-4-16: Duration of license; limitations; renewal](#)
- [IC 31-27-4-18: Inspection of foster family homes](#)
- [IC 31-27-4-19: Records of monitoring activities and inspections](#)

- [IC 31-27-4-20: Cooperation by licensees](#)
- [IC 31-27-4.5: Chapter 4.5. Foster Parent Rights](#)

[Back to Top](#)

PRACTICE GUIDANCE- DCS POLICY 12.07

Practice Guidance is designed to assist DCS staff with thoughtful and practical direction on how to effectively integrate tools and social work practice into daily case management in an effort to achieve positive family and child outcomes. Practice Guidance is separate from Policy.

Assessing the Physical Environment of the Home

When conducting the assessment of the home's physical environment, photos should be taken to document compliance with requirements or to add support to any applicable exception, waiver, or variance.

Discussing Family Member Feelings About Fostering

Becoming an FFH is a very significant change in anyone's life, even more so for the children within the family. During initial licensure, the licensing worker should talk to the FFH household members about the idea of a foster child coming to stay and evaluate the expectations and how they may adapt. The FFH should have on-going conversations with all family members to discuss and address any concerns.

[Back to Top](#)