



## INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY

### Chapter 12: Foster Family Home Licensing

#### Section 15: Annual Review

**Effective Date:** February 1, 2022

**Version:** 4

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### POLICY OVERVIEW

The Indiana Department of Child Services (DCS) requires that each licensed foster family home be visited annually by the licensing worker to update household information, complete background checks, and determine if the family continues to meet the requirements for licensure.

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### PROCEDURE

DCS requires the annual review to be completed each year until re-licensure is due. All licensing workers are responsible for tracking the dates when a foster family home annual review is due and when it has been completed.

Prior to the annual review, the licensing worker will:

1. Notify the foster family at least 90 calendar days in advance of the annual review due date of the requirements and paperwork to be completed;
2. Determine with the foster parents their decision to continue fostering;
3. Provide annual review forms and materials;
4. Schedule a home visit;
5. Review and discuss the content of forms with the foster home and answer any questions;
6. Assist the foster parents with completing forms or documentation, as necessary; and

**Note:** If the annual review is due and the licensed foster family has not completed the requirements, the licensing worker should encourage the family to either proceed with licensure or voluntarily withdraw their license. See policy 12.26 Withdrawing from the Foster Family Home Program.

7. Recommend revocation of the foster parent's license to the DCS Local Office Director (LOD), if the licensed foster parent fails to respond within 90 calendar days of the annual review and does not submit a voluntary withdraw of their license. See policy 12.21 Revocations for additional information.

To evaluate the home and ensure the home continues to meet requirements, the licensing worker will:

1. Conduct a home visit to update information and determine if the family continues to meet the requirements for licensure using the Annual Report Regarding Resource Family Home; and
2. Collect the following:
  - a. Results from annual well water testing, if applicable, and
  - b. Verification of completed In-Service Training Requirements. See policy 12.14 In-Service Training Requirements.

Following the annual review home visit, the licensing worker will:

1. Complete a search on all household members who are 18 years of age and older. See policy 13.09 Conducting Background Checks for Foster Family Home Licensing for more information;
  2. Place the licensed foster family home on a Corrective Action Plan if all licensing requirements are not met by the annual licensure date; and
- Note:** If there are safety concerns, the home should be placed on a Corrective Action Plan until all licensing requirements are met.
3. Staff with the licensing worker Supervisor throughout the annual review process; and
  4. Sign the Annual Report Regarding Resource Family Home, as appropriate.

The licensing worker Supervisor will:

1. Provide support to the licensing worker, as needed, throughout the annual review process; and
2. Sign the Annual Report Regarding Resource Family Home form, as appropriate, and process the form in the case management system.

See policies 12.16 Foster Family Home Relicensure and 12.22 Licensing File Requirements for additional guidance.

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## RELEVANT INFORMATION

### Definitions

#### Licensing Worker

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

### Forms and Tools

- [Annual Report Regarding Resource Family Home \(SF 53213\)](#)

### Related Policies

- [12.14 In-Service Training Requirements](#)
- [12.16 Foster Family Home Relicensure](#)
- [12.21 Revocations](#)
- [12.22 Licensing File Requirements](#)
- [12.26 Withdrawing from the Foster Family Home Program](#)
- [13.09 Conducting Background Checks for Foster Home Licensing](#)

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## LEGAL REFERENCES

- [IC 31-27-2-5: Monitoring of licensed entities](#)
- [IC 31-27-4-18: Inspection of foster family homes](#)
- [IC 31-27-4-19: Records of monitoring activities and inspections](#)
- [465 IAC 2-1.5-12: Physical facilities of the foster family home; safety; cleanliness and sanitation](#)
- [465 IAC 2-1.5-22: Foster parent training](#)

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## PRACTICE GUIDANCE- DCS POLICY 12.15

*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.*

N/A

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