

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 12: Foster Family Home Licensing Section 16: Foster Family Home Relicensure	
	Effective Date: April 1, 2025	Version: 4

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POLICY OVERVIEW

The Indiana Department of Child Services (DCS) requires each licensed foster family home (FFH) to complete relicensure every four (4) years to ensure children are placed in safe and stable environments while in foster care.

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PROCEDURE

The application for relicensure of a foster family home (FFH) should be completed, signed, and dated prior to the current license expiring. DCS will process submitted applications and issue a decision of licensure or denial.

Note: If the home is relicensed, the relicensure takes effect on the expiration date of the previous license.

If relicensure requirements have not been met, but it has been determined that relicensure will proceed, it is necessary for the licensing worker (see Definitions) to develop a Corrective Action Plan (CAP) with the FFH. A relicensure should not be submitted for approval until all requirements of the CAP have been satisfied and the FFH meets all requirements (see policy 12.17 Corrective Licensing Actions).

If the non-compliance of a licensing requirement is a safety concern, the licensing worker must request the following from the Central Office Licensing Unit:

1. A placement hold of the FFH; and
2. A CAP (see policy 12.17 Corrective Licensing Actions).

Ninety (90) days before license expiration, the licensing worker will:

1. Contact the FFH to schedule a home visit and discuss the relicensure process; and
2. Provide applicable forms and documents to be completed for licensure renewal.

To determine if the FFH continues to meet requirements for licensing, the licensing worker will:

1. Conduct a home visit to gather updated information and observe the home environment;
2. Complete the Resource Family Home Physical Environment Checklist form to ensure the safety of the home;
3. Complete the Relicensure Checklist for Foster Family Homes form including all documents listed on the checklist;

4. Ensure the Relicensure Checklist for Foster Family Homes form is saved in the case management system and case file;
5. Use the Licensing Staff Inquiry Regarding Foster Family Home form to:
 - a. Request feedback from the Family Case Manager (FCM) of any child currently placed in a FFH, and
 - b. Discuss any concerns regarding the FFH or the care provided by the FFH.

Following the home visit and collection of forms, the licensing worker will:

1. Process the background checks (see policy 13.09 Conducting Background Checks for Foster Home Licensing);
2. Update the state-approved foster family home licensing study incorporating changes from the previous four (4) years (see policy 12.11 Foster Family Home Licensing Study);
3. Discuss the recommendation with the licensing worker supervisor;
4. Update the case management system with the date each requirement was completed; and
5. Process the relicensure recommendation in the case management system.

The licensing worker supervisor will:

1. Provide support to the licensing worker throughout the relicensure process;
2. Review and sign the state-approved foster family home licensing study; and
3. Complete the processing of the relicensure in the case management system.

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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

- [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 \(SF 54612\)](#)

Related Policies

- [12.06 Medical Training Requirements](#)
- [12.11 Foster Family Home Licensing Study](#)
- [12.14 In-Service Training Requirements](#)
- [12.17 Corrective Licensing Actions](#)

- [13.09 Conducting Background Checks for Foster Home Licensing](#)

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LEGAL REFERENCES

- [IC 31-27-4-16: Duration of license; limitations; renewal](#)

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PRACTICE GUIDANCE- DCS POLICY 12.16

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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