

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 12: Foster Family Home Licensing	Effective Date: July 1, 2011
	Section 16: Foster Family Home Relicensure	Version: 2

POLICY

The Indiana Department of Child Services (DCS) requires each licensed foster family home to complete relicensure every four (4) years.

An application for relicensure should be received by the licensing worker on or before the date of expiration of the license or the signature date on the relicensure application should be prior to the expiration date of the license.

If the application for relicensure is received timely, and is subsequently approved, the relicensure would be effective at the time of expiration of the previous license.

If a licensee submits a timely application for relicensure, DCS will process the application either by licensure or denial. See separate policy, [12.30 Evaluation of Background Checks for Foster Family Home Licensing](#).

[REVISED] If the application for relicensure is not received timely, and the home intends to apply for relicensure, the license will remain in effect until renewed.

Note: If the application for relicensure is not received timely but the licensing will proceed, the licensing worker must contact the Central Office Licensing Unit to correct the effective date to match the expiration date of the previous license.

If the requirements for relicensure have not been met but the licensed foster family and DCS has determined that relicensure will proceed, it will be necessary for the licensing worker to request a license with a Corrective Action Plan. See separate policy, [12.17 Probationary Status](#).

If the non-compliance of a licensing requirement constitutes a safety concern (i.e., background checks not completed), the licensing worker must submit a request to the Central Office Licensing Unit to place the home on probation in addition to a Corrective Action Plan. See separate policy, [12.17 Probationary Status](#).

Code Reference

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

PROCEDURE

The application for relicensure of a foster family home must be completed, signed and dated on, or prior, to the expiration date of the license that is in effect to avoid gaps in licensure timeframes. This signature date will be entered into Indiana Child Welfare Information System (ICWIS) as the application date.

Ninety days prior to the license expiration, the licensing worker will:

1. Communicate with foster family home about the relicensing timeframes and inquire if they wish to be relicensed;
2. Provide applicable forms and documents to be completed for licensure renewal; and
3. Schedule the relicensure home visit.

During the relicensure home visit, the licensing worker will:

1. Conduct an onsite home visit to update information and determine if the family continues to meet the requirements for licensure;
2. Complete the [Resource Family Home Physical Environment Checklist \(SF53186\)](#) to ensure the safety of the home;
3. Utilize [Re-Licensure Checklist for Foster Family Homes \(SF53155\)](#) as a tool to track completion of all the relicensure requirements; and
4. Collect the following relicensure forms and documents:
 - a. [Application for Foster Family Home License \(SF10100\)](#),
 - b. An updated [Foster Family/Adoptive Home Preparation Assessment Summary](#) incorporating changes from the previous three years and as identified in the annual reports and current changes since the most recent [Annual Report Regarding Resource Family Home \(SF53213\)](#),
 - c. Verification of completion of in-service training hours relevant by category of foster home. See separate policy [12.14 In-Service Training Requirements](#),
 - d. Verification of completion of medical trainings. See separate policy, [12.6 Medical Training Requirements](#),
 - e. Financial Profile section of the [Foster Care/Adoption Information \(SF53184\)](#),
 - f. Signed [Application for Criminal History Background Check \(SF53259\)](#),
 - g. Signed [Resource Parent Role Acknowledgment \(SF54642\)](#) for the renewal period,
 - h. Results from the [Water Agreement \(SF54612\)](#), if applicable,
 - i. Completed [Medical Report for Caregivers \(SF45145\)](#), and
 - j. Completed [Medical Report for Household Members \(SF45144\)](#), if applicable.

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

1. Mail the [Initial Licensure Checklist for Foster Family Homes \(SF53153\)](#) to the foster family home if any documentation is missing;
2. Provide feedback of the licensee on the [Licensing Staff Inquiry Regarding Foster Family Home \(SF53214\)](#) form regarding all the children placed in the foster family home during the licensure;
3. Process the background checks. See separate policy, [12.29 Conducting Background Checks for Foster Family Home Applicants](#);
4. Discuss recommendation with Supervisor;
5. Update the Indiana Child Welfare Information System with the date each requirement was completed; and
6. Process the licensure recommendation in the Indiana Child Welfare Information System.

If the application for relicensure is not received timely through no fault of the applicant, a request to the Central Office Licensing Unit for a manual override of the effective date of the new license can occur.

See separate policies, [12.13 Licensing Recommendation and Approval Process](#), [12.30 Evaluation of Background Checks for Foster Family Home Licensing](#), [12.18 License Denials](#), and [12.26 Withdrawing from the Foster Family Home Program](#).

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

1. [Resource Family Home Physical Environment Checklist \(SF53186\)](#)
2. [Re-Licensure Checklist for Foster Family Homes \(SF53155\)](#)
3. [Application for Foster Family Home License \(SF10100\)](#)
4. [Foster Family/Adoptive Home Preparation Assessment Summary](#)
5. [Annual Report Regarding Resource Family Home \(SF53213\)](#)
6. [Application for Criminal History Background Check \(SF53259\)](#)
7. [Foster Care/Adoption Information \(SF53184\)](#)
8. [Resource Parent Role Acknowledgment \(SF54642\)](#)
9. [Water Agreement \(SF54612\)](#)
10. [Medical Report for Caregivers \(SF45145\)](#)
11. [Medical Report for Household Members \(SF45144\)](#)
12. [Initial Licensure Checklist for Foster Family Homes \(SF53153\)](#)
13. [Licensing Staff Inquiry Regarding Foster Family Home \(SF53214\)](#)

RELATED INFORMATION

Onsite Licensure Home Visit

For practice guidance regarding the home visit see separate policy, [12.7 First Licensure Home Visit](#).

Due to accreditation standards, the licensing agency may require additional documentation. This information can be added in the comment section of state forms or documented in the licensing file. State forms cannot be altered.