



## INDIANA DEPARTMENT OF CHILD SERVICES

### CHILD WELFARE POLICY

#### Chapter 12: Foster Family Home Licensing

#### Section 22: Licensing File Requirements

**Effective Date:** February 1, 2022

**Version:** 4

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#### POLICY OVERVIEW

The Indiana Department of Child Services (DCS) local office or Licensed Child Placing Agency (LCPA) is responsible for obtaining and maintaining forms and other materials used to document its decision-making process for a foster family home to become licensed and maintain licensure.

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#### PROCEDURE

Licensing files are the property of DCS. The Child Welfare Services Division will conduct random reviews and/or audits of DCS local office and LCPA licensing files.

The licensing worker will:

1. Use forms, Initial Licensure Checklist for Foster Family Homes, and Re-Licensure Checklist for Foster Family Homes, to aid in gathering all the necessary documentation for the relevant licensure action (i.e., initial licensure, annual review, or re-licensure). These forms may also be used for supervisory review;
2. Log dates of completed forms and other materials in the appropriate checklists in the case management system; and
3. Ensure the forms and other materials listed below are in the licensing file, as appropriate, for foster family homes to be licensed and to maintain licensure:
  - a. Completed Application for Foster Family Home License,
  - b. Resource Family Home Physical Environment Checklist completed at initial licensure, annual review, and re-licensure,
  - c. Water Agreement and documentation of results or statement of city water completed at initial licensure, annual review (well water testing only, if applicable), and re-licensure,
  - d. Original state-approved foster family home licensing study,

**Note:** If the original home study was not the Structured Analysis Family Evaluation (SAFE), the signed Resource Family Preparation Assessment Cover Page should also be included in the licensing file.

- e. Original signed Resource Parent Role Acknowledgment and each subsequent signed agreement at initial licensure and re-licensure,

- f. Completed Licensing Staff Inquiry Regarding Foster Family Home form regarding each child placed in the foster family home at the time of the child's departure from the home or at re-licensure, whichever comes first,
- g. Verification the foster parent has met the pre-service training requirement (copy of training records) completed at initial licensure, annual review, and re-licensure,
- h. Completed Pre-Service/In-Service Evaluation of Trainee if applicable,

**Note:** The Pre-Service/In-Service Evaluation of Trainee will be completed by the Resource and Adoptive Parent Training (RAPT) Trainer if there are concerns or issues that arise during RAPT training.

- i. Verification of the required annual in-service training hours (copy of training records),
- j. Verification of Cardiopulmonary Resuscitation (CPR), first aid, and universal precautions training (copy of training records) at initial licensure, annual review, and re-licensure to ensure certification of the licensee remains current,
- k. Completed Application for Criminal History Background Check at initial licensure and re-licensure,
- l. Results of all required background checks completed as outlined in policy 13.09 Conducting Background Checks for Foster Family Home Licensing,
- m. Copy of supporting documentation for any waiver, variance, or exception, if applicable (see policies 12.12 Foster Family Home Capacity, 12.19 Waivers, 12.20 Variances),
- n. A copy of the Medical Report for Caregivers for each applicant at initial licensure and re-licensure,
- o. A copy of the Medical Report for Household Members for each household resident at initial licensure and re-licensure,
- p. Four (4) Request for Personal Reference Statement for Foster Family Home License Applicants,
- q. Completed Financial Verification for Foster Family Homes completed at initial licensure and re-licensure (see policy 12.31 Financial Verification for Licensure),
- r. Completed Kinship Connection Diagram completed at initial licensure and re-licensure,
- s. Completed Compatibility Inventory,
- t. Completed Child Care Plan completed at initial licensure and re-licensure,
- u. Verification of the applicant or licensee's birth (birth certificates or other forms of verification),
- v. Verification of the applicant or licensee's marriage and divorce (if applicable),
- w. Documentation (letters, narratives, forms) related to the closure of a resource home, whether it is the result of a voluntary withdrawal or an action of the DCS local office to revoke the license, if applicable,
- x. Completed Initial Licensure Checklist for Foster Family Homes,
- y. Completed Re-Licensure Checklist for Foster Family Homes,
- z. Foster Parent Safety Agreement Regarding Firearms and Other Weapons completed at initial licensure and re-licensure, if applicable,
- aa. Completed Record of Child Placement, and
- bb. Documentation of Corrective Action Plan, if applicable.

The Central Office Foster Care Licensing Team will conduct a licensing file Quality Assurance Review (QAR) process for DCS local offices and LCPAs. Random samplings of hard copy licensing files will be reviewed. The process will be as follows:

1. LCPA and DCS local office's will receive a listing of licensing files that have been selected for review. Licensing staff will forward copies (NOT ORIGINALS) of the complete file to the Central Office Foster Care Licensing Team. Documentation should be organized as requested. The complete licensing case files are due in Central Office two (2) weeks after the QAR notice is received by the DCS Local Office or LCPA. The licensing worker will provide a copy of the requested information to the Central Office Foster Care Licensing Team via mail or scanned into email;
2. Upon completion of the review, a feedback notification will be forwarded to the licensing agency. The licensing worker will be expected to correct any errors and provide missing documentation within a two (2) week time-period. Anything received by the Central Office Foster Care Licensing Team after the two (2) week period will not be reviewed as part of the QAR and will be noted as an error or omission;
3. The Central Office Foster Care Licensing Team may request additional licensing case files to be reviewed when errors or omissions appear to be consistent throughout the initial sample files; and
4. A summary outlining the general findings will be sent to each LCPA and DCS local office within 60 days of the QAR completion.

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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 Foster Family Home License \(SF 10100\)](#)
- [Application for Criminal History Background Check \(SF 53259\)](#)
- [Child Behavioral / Health Challenges \(SF53199\)](#)
- [Child Care Plan \(SF54608\)](#)
- [Compatibility Inventory](#)
- [Corrective Action Plan \(SF 53171\)](#)
- [Council on Accreditation](#)
- [Financial Verification for Foster Family Homes \(SF 55734\)](#)
- [Foster Parent Safety Agreement Regarding Firearms and Other Weapons \(SF 56320\)](#)
- [Initial Licensure Checklist for Foster Family Homes \(SF 53153\)](#)
- [Kinship Connection Diagram](#)
- [Licensing Staff Inquiry Regarding Foster Family Home \(SF 53214\)](#)
- [Medical Report for Caregivers \(SF 45145\)](#)
- [Medical Report for Household Members \(SF 45144\)](#)
- [Record of Child Placement \(SF 54610\)](#)
- [Re-Licensure Checklist for Foster Family Homes \(SF 53155\)](#)
- [Request for a Child Protection Service \(CPS\) History Check \(SF 52802\)](#)
- [Request for Personal Reference Statement for Foster Family Home License Applicants \(SF 53203\)](#)
- [Resource Family Home Physical Environment Checklist \(SF 53186\)](#)
- [Resource Parent Role Acknowledgment \(SF 54642\)](#)
- [Structured Analysis Family Evaluation \(SAFE\)](#)

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

**Related Policies**

- [12.12 Foster Family Home Capacity](#)
- [12.19 Waivers](#)
- [12.20 Variances](#)
- [12.31 Financial Verification for Licensure](#)
- [13.10 Evaluating Background Checks for Foster Family Licensing](#)

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**LEGAL REFERENCES**

- [IC 31-27-2-5: Monitoring of licensed entities](#)
- [IC 31-27-4-19: Records of monitoring activities and inspections](#)
- [IC 31-27-4-20: Cooperation by licensees](#)

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## PRACTICE GUIDANCE- DCS POLICY 12.22

*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.*

### **Additional Information**

Due to the accreditation standards of the Council on Accreditation (COA), the licensing agency may require additional documentation. This information may be added in the comments section of state forms or documented in the licensing file. State forms may not be altered.

### **DCS Central Office Foster Care Licensing Team Address**

DCS Central Office Foster Care Licensing Team  
Indiana Department of Child Services, Central Office  
302 West Washington Street, E306  
Indianapolis, IN 46204

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