

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 12:</b> Foster Family Home Licensing	<b>Effective Date:</b> March 1, 2007
	<b>Section 26:</b> Withdrawing from the Foster Family Home Program	<b>Version:</b> 1

<b>POLICY</b>	<b>OLD POLICY: 612</b>
---------------	------------------------

The Indiana Department of Child Services (DCS) will allow a licensee to cease participation in the program as a resource parent by:

1. Voluntary closure of initial or relicensure application; or
2. Voluntary closure of a license prior to expiration.

Code Reference

N/A

<b>PROCEDURE</b>
------------------

To withdraw from the resource family program, the applicant or licensee will complete and submit to the licensing worker a [Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License \(SF53237/CW3340\)](#).

Upon receipt of the [Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License \(SF53237/CW3340\)](#) form, the licensing worker will complete all of the following procedures, as applicable:

1. Request and conduct an exit interview with the applicant or licensee to determine the reasons for voluntarily withdrawing the application;
2. Process the recommendation to close the home in Indiana Child Welfare Information System (ICWIS); and
3. Notify each Family Case Manager (FCM) of the pending closure of the resource home so that a transition plan may be developed for the child(ren) and a new placement located to accommodate the needs of the child(ren). See separate policies [8.38 Placement Changes](#) and [8.41 Transitioning from Out-of-Home Care](#).

<b>PRACTICE GUIDANCE</b>
--------------------------

N/A

<b>FORMS AND TOOLS</b>
------------------------

[Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License \(SF53237/CW3340\)](#)

<b>RELATED INFORMATION</b>
----------------------------

N/A