



## INDIANA DEPARTMENT OF CHILD SERVICES

### CHILD WELFARE POLICY

#### Chapter 12: Foster Family Home Licensing

#### Section 27: Transferring a Foster Family Home Application or License

**Effective Date:** June 1, 2023

**Version:** 7

- [Procedure](#)
- [Definitions](#)
- [Forms and Tools](#)
- [Related Policies](#)
- [Legal References](#)
- [Practice Guidance](#)

#### POLICY OVERVIEW

The Indiana Department of Child Services (DCS) will allow a licensed foster family home (FFH) or an FFH with a pending FFH application to transfer their current FFH license or application to a different FFH licensing agency. This includes transferring from a licensed child placing agency (LCPA) to another LCPA; transfer from an LCPA to DCS; or transfer from DCS to an LCPA.

[Back to Top](#)

#### PROCEDURE

An FFH application/license may only be transferred when both the originating agency and receiving agency agree to the transfer, and the home is in good standing (see Practice Guidance). A home that is not in good standing shall not have its application/license transferred without prior approval from the Central Office Foster Care Licensing Team. No fees may be charged for transfer of documents.

**Note:** A new Individual Child Placement Referral (ICPR) must be completed for each child in the FFH once the transfer is completed.

#### Transfer of a Foster Family Home (FFH) Application/License

The originating agency will complete the following procedures when transferring an FFH application/license:

1. Obtain a written request from the FFH to transfer the FFH application/license;
2. Evaluate the FFH and determine if the home is in good standing (see Practice Guidance for examples);
3. Contact the Central Office Foster Care Licensing Team for guidance, as needed, when the FFH is not in good standing;
4. Send a summary when transferring an FFH application regarding the FFH applicant's progress toward completion of initial licensure. For an FFH license, send the completed Resource Home License Transfer form to the receiving agency;
5. Send a copy of the licensing file if the receiving agency is willing to evaluate the transfer of the FFH application/license (see policy 12.22 Licensing File Requirements);
6. Maintain all licensing responsibilities of the FFH until the mutually agreed upon application/license transfer date; and
7. Update the case management system to reflect the new Supervising Agency and Assigned Worker on or prior to the agreed upon application/license transfer date.

The receiving agency will:

1. Review the completed Resource Home License Transfer form and the files from the originating agency for consideration of the transfer;
2. Notify the originating agency via email as to whether the receiving agency is willing to evaluate the FFH application/license transfer;
3. Notify the FFH about the receiving agency's willingness to evaluate the FFH application/license transfer;
4. Contact the Central Office Foster Care Licensing Team for guidance, as needed, when the FFH is not in good standing;
5. Obtain statements from the Family Case Managers (FCMs) who have children in the FFH applicant's/licensee's home stating whether they have concerns regarding the following:
  - a. FFH, and/or
  - b. Services that are being provided to a child in the home.

**Note:** All statements must be documented in the case management system and any concerns should be addressed with the FFH applicant/licensee.

6. Conduct an initial home visit of the FFH once the licensing file has been received and complete the following documents within 60 business days:
  - a. Resource Family Home Physical Environment Checklist, and
  - b. A Structured Analysis Family Evaluation (SAFE) update for a licensed foster home transfer or an initial SAFE home study for an unlicensed home application transfer.
7. Notify the originating agency via email regarding the acceptance or denial of the FFH application/license transfer;
8. Notify the FFH regarding the acceptance or denial of the FFH application/license transfer;
9. Coordinate the transfer date with the originating agency if all parties agree to the FFH application/license transfer;
10. Submit the completed Transfer of Licensing Agency Checklist in the case management system;
11. Upload the completed Resource Family Home Physical Environment Checklist and SAFE update (if applicable) in the case management system;
12. Send the new hard copy license to the FFH upon approval of the application/license transfer and receipt from the Central Office Foster Care Licensing Team; and
13. E-mail the FCM for each child in the FFH advising of the approved transfer and transfer effective date to ensure the FFH is associated with the new agency for payment purposes.

The DCS Central Office Foster Care Licensing Team will:

1. Provide guidance, as needed, to the originating agency and receiving agency regarding the request to transfer an FFH application/license;
2. Approve or deny the transfer request in the case management system and complete the following for an FFH application/license:
  - a. Review the Resource Home License Transfer form from the originating agency, and
  - b. Document the approval or denial of the transfer in the case management system.
3. Complete the following for approved FFH license transfers:
  - a. Print the approved license reflecting the transfer and ensure the licensure dates from the original license remain the same, and

- b. Mail a copy of the new license to the receiving agency's licensing worker to be filed and maintained.
4. Notify the originating and receiving agencies of the reasons for denial if the request for transfer is denied.

[Back to Top](#)

## RELEVANT INFORMATION

### Definitions

#### Licensing File

For purposes of this policy, the "licensing file" pertains to any document required by statute or DCS policy to license an FFH.

#### 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

- [Corrective Action Plan \(SF 53171\)](#)
- [Resource Family Home Physical Environment Checklist \(SF 53186\)](#)
- [Resource Home License Transfer \(SF 54781\)](#)
- Transfer of Licensing Agency Checklist – available in the case management system

### Related Policies

- [12.11 Foster Family Home Licensing Study](#)
- [12.17 Probationary Status](#)
- [12.21 Revocations](#)
- [12.22 Licensing File Requirements](#)

[Back to Top](#)

## LEGAL REFERENCES

- [465 IAC 2-1.5 Licensing of Foster Family Homes for Children](#)

[Back to Top](#)

## PRACTICE GUIDANCE- DCS POLICY 12.27

*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.*

### **FFH Not in Good Standing**

An FFH is considered “not in good standing” if one (1) or more of the following issues are present (this is not a comprehensive list). The FFH has:

1. A placement hold;
2. A pending revocation;
3. A Corrective Action Plan (see policy 12.17 Probationary Status);
4. Multiple or unresolved DCS assessments, licensing investigations, and/or licensing complaints;
5. A lack of cooperation with DCS, the LCPA, and/or service providers;
6. Problems communicating in a professional, respectful, or productive manner with DCS, LCPA staff, service providers, members of the family, and/or members of the community;
7. Multiple placement disruptions; or
8. Failed to provide information relevant to child case planning or the FFH license as requested by the court, DCS, and/or the LCPA.

[Back to Top](#)