

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 12:</b> Foster Family Home Licensing	<b>Effective Date:</b> November 1, 2012
	<b>Section 27:</b> Transferring a Foster Family Home License	<b>Version:</b> 3

**POLICY [REVISED]**

**[REVISED]** The Indiana Department of Child Services (DCS) will allow a licensed foster family home or a foster family home with an application pending to transfer their current license or application to a different licensing agency.

If a foster family home license transfer is requested, the receiving agency must complete a new Foster Family/Adoptive Home Preparation Assessment Summary (home study). The remainder of the licensing file must be copied and sent by the originating agency to the new agency. It is best practice to send the old home study with the file so the new licensing agency has all historical information on the family. The new licensing worker<sup>1</sup> will be required to complete a new home study.

**Note:** For purposes of this policy, the “licensing file” is defined as those documents which are required by Indiana code to license a resource home. See separate policies, [12.3 Initial Licensing Packet](#) and [12.11 Resource Family Preparation Assessment](#).

A foster family home license can only be transferred if the home is in good standing with the agency (i.e. no corrective or disciplinary action) unless prior approval is granted by the Central Office Licensing Unit.

Code Reference  
N/A

**PROCEDURE [REVISED]**

**[REVISED]** When a foster family home licensed by a Licensed Child Placing Agency (LCPA) is transferring their license to another agency or DCS the following procedures must be followed:

1. The foster parent will give the originating agency a signed letter of intent indicating a request to transfer;
2. If the resource is in good standing, the originating agency will fill out the [Resource Home License Transfer \(SF54781\)](#) and send it to the receiving agency;
3. If the resource is NOT in good standing the originating agency will contact the receiving agency to let them know the transfer cannot be completed unless Central Office approval is obtained;
4. If there are children currently placed in the home, the originating agency will obtain statements from all FCMs, who have children in the home, stating they are supportive of the resource transferring to a different agency;

<sup>1</sup> The licensing worker refers to the DCS Regional Foster Care Specialist (RFCS) or the Licensed Child Placing Agency worker

5. The receiving agency will review the [Resource Home License Transfer \(SF54781\)](#) for consideration of the transfer;
6. The receiving agency will send a letter to the originating agency regarding whether or not they are willing to accept the transfer;
7. The originating agency has 14 business days to send the licensing file to the receiving agency once the letter of intent to accept the transfer has been obtained;
8. Both agencies will coordinate a transfer date if all parties agree to accept the licensure transfer;
9. The receiving agency will conduct an initial home visit and complete the [Resource Family Home Physical Environment Checklist \(SF53186\)](#) and the Foster Family Preparation Assessment Summary;
10. The originating agency will maintain all licensing responsibilities for the resource home until the transfer occurs;
11. The originating agency will go into MaGIK and click “Edit” on the “Resource Bar” and change the “Supervising Agency” and the “Assigned Worker” information. IMPORTANT: This needs to be completed prior to or on the agreed upon date of the transfer. Once this has been done, the originating agency will no longer be able to complete anything in MaGIK pertaining to the resource so it is imperative to have all licensing information entered in the system prior to changing the supervising agency and licensing worker;
12. The receiving agency will go into MaGIK and submit a recommendation for transfer to the Central Office Licensing Unit which will include completing the Transfer Checklist. The agreed upon date for the transfer must be entered in the last field of the Transfer Checklist in order for the effective date to be correct. NOTE: It is important to double check the dates entered on the Transfer Checklist as corrections cannot be made if entered incorrectly. The receiving agency will upload a new home study and update any other licensing information prior to submitting the resource for approval in MaGIK;
13. The Central Office licensing Unit will approve the transfer request in MaGIK and ensure the following are completed:
  - a. Each recommendation for transfer is reviewed, including one from the originating agency and one from the receiving agency,
  - b. Approval or denial of each recommendation for the transfer is entered in MaGIK,
  - c. The approved license reflecting the transfer is printed and the licensure dates from the original license remain the same, and
  - d. A copy of the new license is sent to the receiving agency’s licensing worker to be filed and maintained. The receiving agency has the responsibility to send the license to the foster parent.
14. The originating agency will send the new hard copy license to the resource family home once it is received from Central Office Licensing Unit;
15. The Family Case Manager (FCM) will complete a new Individual Child Placement Referral (ICPR) once the transfer is completed; and
16. If the Central Office Licensing Unit denies the transfer, they will contact the originating and receiving agencies to notify each of the reasons for denial.

<b>PRACTICE GUIDANCE</b>
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N/A

## FORMS AND TOOLS

1. [Foster Family/Adoptive Home Preparation Assessment Summary](#)
2. [Resource Family Home Physical Environment Checklist \(SF53186\)](#)
3. [Request for Personal Reference Statement for the Foster Family Home License Applicants \(SF53203\)](#)
4. [Resource Home License Transfer \(SF54781\)](#)

## RELATED INFORMATION

No fees may be charged for transfer of documents.

ARCHIVED - Effective 11/1/12 - 3/31/15