INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
Chapter 12: Foster Family Home Licensing	**Effective Date:** September 1, 2019
Section 28: License Reinstatement	**Version:** 3

STATEMENTS OF PURPOSE

The Indiana Department of Child Services (DCS) will allow an individual to request reinstatement of a withdrawn foster family home license if the request is received when there would be at least one (1) year remaining on the license had it not been withdrawn. Only foster family homes withdrawn in good standing will be eligible for license reinstatement. (See Practice Guidance for information about why a foster family home is considered "not in good standing".)

DCS will assess the ability of both DCS' and Licensed Child Placing Agencies' (LCPAs') foster family home license applicants to foster and ensure the requirements of the Indiana Administrative Code for licensure are met. DCS shall assess all individuals requesting license reinstatement as a new applicant and shall approve or deny the applicant's request for license reinstatement. The effective date of reinstatement is the date of approval in the case management system.

> **Note:** If the license reinstatement is approved, any previous non-compliance from the prior license may not be held against the foster parent under the new license in a later decision to revoke unless the non-compliance continues to be an issue under the new license or the non-compliance is related to, or similar in some way to, the new non-compliance.

If the request for reinstatement is approved, DCS will require the individual to meet the training requirements for the previous annual review, if not previously completed, as well as the requirements needed for the annual review of the current year (see separate policy, 12.15 Annual Review and Related Information below).

The following foster family homes are not eligible for reinstatement and may seek relicensure (see separate policy, 12.16 Foster Family Home Relicensure):

1. License was revoked/not in good standing (see Related Information);
2. License has expired; and/or
3. License was voluntarily withdrawn in good standing but has less than one (1) year remaining on latest licensure period.

Code References

465 IAC 2-1.5-22: Foster parent training

PROCEDURE

If there is no history of denial or revocation of a license and the licensing worker is recommending license reinstatement, the licensing worker will complete the following upon receipt of a new application for the purpose of foster family home license reinstatement:

1. Verify all initial application verifications and annual requirements have been met (see separate policies, 12.03 Initial Licensing Packet, 12.05 Pre-Service Training Requirements, 12.06 Medical Training Requirements, 12.08 Receipt of Application, and 13.9 Conducting Background Checks for Foster Home Licensing);

   Note: A limited criminal history check may substitute for a fingerprint-based check only if a fingerprint-based check was completed within one (1) year of the reinstatement date. The Medical Report for Caregivers (SF 45145) and Medical Report for Household Members (SF 45144), if applicable, must be completed if the forms were last completed one (1) or more years before the reinstatement date.

2. Open the existing resource in the case management system and select "add a Reinstate License request", which will move the resource to Reinstatement Pending status and will generate a Reinstatement Checklist;
3. Complete the required information in case management system; and
4. Submit the recommendation in case management system for appropriate approval. The effective date of reinstatement is the date of approval in the case management system.

If the licensing worker receives a new application for the purpose of foster family home license reinstatement and he or she does not recommend licensure, the licensing worker will:

1. Open the existing resource in case management system and select "add a Reinstate License request", which will move the resource to Reinstatement Pending status and will generate a Reinstatement Checklist;
2. Add the application for Reinstatement to the licensing file; and
3. Complete a "Deny License" request and submit for the appropriate approval. See separate policy, 12.18 License Denials.

PRACTICE GUIDANCE

A foster family home is considered "not in good standing" if the home is on a placement hold, probation, pending revocation, has a Corrective Action Plan, or has an open CPS assessment or licensing investigation (see separate policies, 12.17 Probationary Status and 12.21 Revocations). If not successfully remedied, other issues that may result in the home being considered "not in good standing" include, but are not limited to:

1. Lack of cooperation with DCS, the LCPA, and/or service providers;
2. 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;
3. Multiple placement disruptions;
4. Multiple or unresolved child abuse and neglect assessments and/or licensing complaints; or
5. Failure to provide information relevant to child case planning or the foster home license that is requested by the court, DCS, and/or the LCPA.

FORMS AND TOOLS

1. Medical Report for Caregivers (SF 45145)
2. Medical Report for Household Members (SF 45144)

RELATED INFORMATION

Prior Denial or Revocation

If an applicant for a foster family home license was previously denied a license or his or her license was revoked, he or she is not eligible for reinstatement.

Determining Training Requirements

When a family desires for their foster home license to be reinstated, it is important to ensure the training they receive is relevant to their previous length of service, previous experiences, skill level, etc. Therefore, it is important for the licensing worker to thoroughly assess the training needs of the applicants and have a discussion with them regarding an appropriate training plan for reinstatement purposes. For some individuals with limited length of service and experience, it may be best practice to have them complete portions of pre-service training again, which would count toward the total of 15 hours needed. For others who have extensive service and experience, their training plan may consist of specific in-service trainings, which are relevant to the specific needs of children for which the applicants are interested in having placed in their home or care. This process should mirror the development of a training plan which should occur each year at annual review with all licensed homes.