

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 18: Licensing of Child Placing Agencies Section 01: Initial Licensing Process	
	Effective Date: August 1, 2022	Version: 1

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POLICY OVERVIEW

The initial licensing process prepares an applicant to fulfill all regulations and requirements for a Licensed Child Placing Agency (LCPA), as mandated by Indiana Code (IC), Indiana Administrative Code (IAC), and Indiana Department of Child Services (DCS) Policies. During the initial licensing process, the applicant submits documentation regarding planned operations about the ways in which the agency will provide foster care services and/or adoption related services.

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PROCEDURE

The DCS LCPA Licensing Unit partners with an agency seeking licensure as an LCPA to provide guidance throughout the licensing process. A standardized list of documentation is required for submission by the applicant for consideration of licensure.

The Licensing Specialist will:

1. Review the LCPA Licensing Inquiry form or request completion of the form during initial contact with the interested individual or agency;
2. Conduct pre-screening with the interested individual or agency to discuss the licensing process and requirements, gather additional information, and advise of next steps;
3. Verify the interested individual or agency has an executive director who meets IAC requirements;

Note: Verification is completed through a review of the applicant's original school transcripts and resume. See IAC 465 2-2-6 for more information regarding personnel qualifications.

4. Provide the schedule and registration details for the LCPA New Agency Training to the interested individual or agency;

Note: In order to complete initial licensure, the applicant is required to attend the LCPA New Agency Training provided by the LCPA Licensing Unit.

5. Email the LCPA New Agency Training Evaluation Form and certificate of attendance to the applicant following attendance to the LCPA New Agency Training;

6. Email the applicant the Application for a License to Operate a Child Placing Agency (LCPA) within five (5) business days of receiving the training evaluation form;
7. Review the Application for a License to Operate a Child Placing Agency (LCPA) completed by the applicant for accuracy and provide the application form to the LCPA Licensing Manager for approval;

Note: The Application for a License to Operate a Child Placing Agency (LCPA) must be completed accurately by the applicant and accepted by DCS in order to proceed with the initial licensing process. The LCPA Licensing Unit should maintain regular contact with the applicant until the form is accepted. The pending application form is valid for 12 months and a new application must be completed if not accepted by DCS.

8. Upload qualifications of the Executive Director and approved Application for a License to Operate a Child Placing Agency (LCPA) into the case management system;
9. Provide the applicant the LCPA Initial Licensure Application Review Checklist, LCPA Staffing Form, and Master Employee List Template once the Application for a License to Operate a Child Placing Agency (LCPA) is accepted;

Note: LCPAs who seek to provide foster care services to DCS and/or probation involved youth must be contracted with DCS.

10. Ensure that the applicant provides all documentation listed on the LCPA Initial Licensure Application Review Checklist for the selected service type:
 - a. LCPA Initial Licensure Application Review Checklist – Foster Care (FC) Services Only,
 - b. LCPA Initial Licensure Application Review Checklist – Adoption Services Only, or
 - c. LCPA Initial Licensure Application Review Checklist – FC and Adoption Services.
11. Provide the applicant the required documentation to become a DCS vendor once the Application for a License to Operate a Child Placing Agency (LCPA) is accepted:
 - a. W-9 Request for Taxpayer Identification Number and Certification,
 - b. Automated Direct Deposit Authorization Agreement,
 - c. Information Systems Access and Use Agreement KidTraks User Agreement, and
 - d. Vendor Profile Attachments Provider Instructions and Provider Quick Start Guide.

Note: The documentation required for initial licensure must be provided to DCS by uploading materials to KidTraks, and the applicant must be established as a DCS vendor to access KidTraks. Once given KidTraks access, the applicant is able to upload all documentation listed on LCPA Initial Licensure Application Review Checklist using the Vendor Profile Attachments Provider Instructions and Provider Quick Start Guide.

12. Contact the DCS Central Office Background Check Unit (COBCU) to request the applicant be registered for fingerprints;
13. Support the applicant, as needed, in gathering and uploading the required documentation for initial licensure to KidTraks;
14. Begin review of all required initial licensing application documentation upon notification from the applicant that all required documentation has been submitted;
15. Complete review of initial licensing application documentation using the LCPA Initial Licensure Application Review Checklist. Maintain communication with the applicant regarding any requirements which have not been met and a plan for any needed follow-up;

16. Provide information regarding the rate setting process, if the applicant wishes to pursue a DCS contract to provide LCPA services, which allows services to be provided to DCS and probation involved families. See policy 18.12 Rate Setting for additional guidance;
17. Notify the applicant to obtain background checks for the Executive Director and any employees. See policies 13.01 Conducting Background Checks for Licensed Residential Agencies and Child Placing Agencies, 13.02 Evaluating Background Checks for Licensed Residential Agencies and Child Placing Agencies, and 13.15 Fingerprint-Based Checks for additional guidance;

Note: Documentation of background checks will be reviewed during the Initial Site Review.

18. Schedule and conduct the Initial Site Review within 30 calendar days of approving all required initial licensing documentation and notification by the applicant that the agency is ready to begin operation;

Note: The LCPA Licensing Unit will conduct an Initial Site Review of each office location using the Initial Site Review Checklist and notify the applicant of the findings. See policy 18.02 Initial Site Review and 465 IAC 2-2-7 for more information regarding requirements for LCPA office space and equipment.

19. Provide all findings once the LCPA Initial Licensure Application Review Checklist and Site Review are completed, including a final recommendation for licensure, to the LCPA Licensing Manager. Recommendations for initial licensure may include:
 - a. Approve,
 - b. Deny, or
 - c. Incomplete.

Note: IC 31-27-6-4 requires the return of incomplete applications. The return of an incomplete application is without prejudice (i.e., the applicant may reapply). If the application is denied, see policy 18.04 Licensing Denials for additional guidance.

20. Upload LCPA Initial Licensure Application Review Checklist and Initial Site Review Checklist into the case management system; and
21. Consult with the LCPA Licensing Manager as needed.

The LCPA Licensing Manager will:

1. Guide, support, and consult with the Licensing Specialist through the initial licensing process, as needed;
2. Create agency resource in the case management system;
3. Review all applicable documents;
4. Review the final recommendation;
5. Make a final determination based on all findings during the initial licensing process;
6. Update the case management system based on the final determination regarding licensure.
7. Notify the Licensing Specialist of the decision to license;
8. Approve the license in the case management system once all requirements are met;
9. Email a PDF of the license to the LCPA Executive Director upon approval of the license; and
10. Notify the DCS Foster Care Team of the new LCPA, if the agency is becoming contracted with DCS to provide foster care services.

Note: The LCPA may begin providing services once it is licensed. The license is valid for four (4) years from its start date and must be relicensed to remain in operation.

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RELEVANT INFORMATION

Definitions

Child placing agency or "CPA"

As defined in IC 31-9-2-17.5 for the purposes of IC 31-27, a CPA means a person that provides child welfare services to children and families, including: (1) home studies, investigation, and recommendation of families for the purpose of placing, arranging, or causing the placement of children for adoption, foster care, or residential care; and (2) supervision of those placements.

Forms and Tools

- [Application for a License to Operate a Child Placing Agency \(LCPA\) \(SF 47106\)](#)
- [Automated Direct Deposit Authorization Agreement \(SF 47551\)](#)
- [Information Systems Access and Use Agreement KidTraks User Agreement \(SF 56798\)](#)
- LCPA Initial Licensure Application Review Checklist – Available from LCPA Licensing Unit
- LCPA New Agency Training Evaluation Form – Available from LCPA Licensing Unit
- LCPA Staffing Form – Available upon request from LCPA Licensing Unit
- [Licensed Child Placing Agency \(LCPA\) Licensing Inquiry \(SF 57094\)](#)
- Master Employee List Template/ Background Check Review Form – Available from LCPA Licensing Unit
- LCPA Licensing email - LcpaLicensing.Dcs@dcs.IN.gov
- [Vendor Profile Attachments Provider Instructions](#)
- [Vendor Profile Attachments Provider Quick Start Guide](#)
- [W-9 and Direct Deposit Form Instructions](#)
- [W-9 and Direct Deposit Form Q & A](#)
- [W-9 Request for Taxpayer Identification Number and Certification](#)

Related Policies

- [13.01 Conducting Background Checks for Licensed Residential Agencies and Child Placing Agencies](#)
- [13.02 Evaluation Background Checks for Licensed Residential Agencies and Child Placing Agencies](#)
- [13.15 Fingerprint-Based Checks](#)
- [18.02 Initial Site Review](#)
- [18.04 Licensing Denials](#)
- 18.12 Rate Setting – Coming Soon

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LEGAL REFERENCES

- [IC 31-9-2-17.5 Child placing agency](#)
- [IC 31-27-6 Regulation of Child Placing Agencies](#)
- [465 IAC 2-2 Licensing of Child Placing Agencies](#)

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PRACTICE GUIDANCE- DCS POLICY 18.01

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.

N/A

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