



## INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY

**Chapter 18:** Child Placing Agency Licensing

**Section 04:** Licensing Denials

**Effective Date:** August 1, 2022

**Version:** 1

- [Procedure](#)
- [Definitions](#)

- [Forms and Tools](#)
- [Related Policies](#)

- [Legal References](#)
- [Practice Guidance](#)

### POLICY OVERVIEW

Child health, safety, and well-being are key factors when reviewing a Child Placing Agency's (CPA) application for licensure. Indiana Administrative Code (IAC) specifies the requirements to operate a Licensed Child Placing Agency (LCPA). When the agency is unable to meet the requirements of the license, the agency's license may be denied.

[Back to Top](#)

### PROCEDURE

The Indiana Department of Child Services (DCS) has the authority to deny an applicant's initial and/or renewed license to operate a CPA. Upon receipt of the submitted Application for Licensure to Operate a Child Placing Agency (Application), the DCS LCPA Licensing Unit will:

1. Follow the initial licensing process, as outlined in policy 18.01 Child Placing Agency Initial Licensing Process;
2. Consult with the DCS attorney advising on licensing and/or the Deputy Director of Child Welfare Services, as necessary, to determine if the applicant meets the requirements for licensure;
3. Make a determination to deny an applicant's license when the applicant fails to meet the requirements of the license, as outlined in IC 31-27-6-3; and
4. Send a Child Placing Agency licensing denial letter and a Request for Administrative Hearing – Residential License Denial or Revocation form via certified mail to the applicant, stating the Application has been denied and provide all reasons for the denial.

**Note:** Upon written request by the applicant, an administrative hearing concerning the denial of the license will be held by the Office of Administrative Law Proceedings (OALP). The applicant must make the request to DCS Hearing and Appeals no later than 30 calendar days after receipt of the written denial letter.

The DCS attorney advising on licensing and the Deputy Director of Child Welfare Services will provide consultation to the LCPA Licensing Unit, upon request.

[Back to Top](#)

### RELEVANT INFORMATION

#### Definitions

N/A

## Forms and Tools

- [Application for a License to Operate a Child Placing Agency \(LCPA\) \(SF 47106\)](#)
- [Request for Administrative Hearing – Residential License Denial or Revocation \(SF 57115\)](#)

## Related Policies

- [18.01 Initial Licensing Process](#)

[Back to Top](#)

## LEGAL REFERENCES

- [IC 31-27-6-3: Grounds for denial of license application; waiver](#)
- [IC 31-27-6-8: Denial of license](#)
- [465 IAC 3-3-3 \(j\): Request for hearing](#)

[Back to Top](#)

## **PRACTICE GUIDANCE – DCS POLICY 18.04**

*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

[Back to Top](#)