

	<b>INDIANA DEPARTMENT OF CHILD SERVICES</b> <b>CHILD WELFARE POLICY</b>	
	<b>Chapter 12:</b> Foster Family Home Licensing	<b>Effective Date:</b> July 1, 2021
	<b>Section 13:</b> Licensing Recommendation and Approval Process	<b>Version:</b> 3

**POLICY OVERVIEW**

In order for the Indiana Department of Child Services (DCS) to ensure a foster family is equipped to meet the needs of a child and ensure a child’s safety, the foster family must complete the recommendation and approval process to be licensed.

**PROCEDURE**

Prior to making a recommendation decision, the licensing worker will:

1. Consider whether the applicant has the ability to meet the needs of the children according to the level of care to be provided;
2. Ask the applicant if they need a reasonable accommodation due to a disability;

**Note:** If an applicant has a disability, DCS will take into account the provision of reasonable accommodations. DCS will not discriminate against an applicant who is a person with a disability.

3. Consider the demographics and number of children that can best be served in the home;
4. Ensure the home fully complies with the licensing requirements and regulations;
5. Ensure all required documents and training have been completed; and
6. Ensure all information is entered in the case management system.

When processing the licensing recommendation, the licensing worker will:

1. Process the request for licensure in the case management system within five (5) business days of the completion of the state-approved foster family home licensing study (see policy 12.11 Foster Family Home Licensing Study); and

**Note:** The licensing worker who requests licensing approval cannot be the same person who approves the license.

2. Submit a recommendation for approval to:
  - a. The Local Office Director (LOD) or designee for DCS local offices, or
  - b. The Central Office Licensing Unit for Licensed Child Placing Agencies (LCPAs).

**Note:** DCS will not recommend children to be placed in a home until final approval has been given to license unless the home is a relative or kinship home. See policy 8.48 Relative or Kinship Placements for more information.

DCS will process all recommendations received by the licensing worker within 30 calendar days of receipt as follows:

1. The DCS LOD or designee will process the licensure approval or endorse the denial in the case management system for DCS local offices. See policy 12.18 License Denials for further guidance regarding license denials; or
2. The Central Office Licensing Unit will process the license approval or denial in the case management system for LCPAs. See policy 12.18 License Denials for further guidance regarding license denials.

**Note:** If the license is approved, the Central Office Licensing Unit will print the approved license and mail the license to the licensing worker, who will maintain a copy in the file and provide a copy to the foster family home.

The case management system will automatically set the effective date of the license to be the date the applicant completes the requirements. In accordance with Indiana Code, the expiration date of the license will be four (4) years from the effective date, minus one (1) day. The effective date and expiration date will be listed on the license.

### License Revisions

Licensing workers are required to make revisions in the case management system when a change occurs. After receiving the notification of a change, the licensing worker will follow the approval process outlined in this policy. Changes may include, but are not limited to:

1. The family moving to a new residence within the licensing agency's jurisdiction;
2. People entering or leaving the household (see policy 12.12 Foster Family Home Capacity); and
3. Licensee name change.

Upon approval of the revision, the Central Office Licensing Unit Manager or designee will:

1. Print the approved license with the revision, keeping the licensure dates the same as the original license; and
2. Ensure a copy of the license is mailed to the licensing worker to be filed and forwarded to the foster family home.

### LEGAL REFERENCES

- [IC 31-27-4-16: Duration of license; limitations; renewal](#)
- [IC 31-27-4-6.5](#)
- [42 USC 12102: Definition of disability](#)

### RELEVANT INFORMATION

#### Definitions

##### Licensing Worker

The licensing worker refers to the DCS Regional Foster Care Specialist (RFCS) or the LCPA worker.

#### Forms and Tools

N/A

#### Related Policies

- [12.11 Foster Family Home Licensing Study](#)
- [12.12 Foster Family Home Capacity](#)
- [12.18 License Denials](#)