



## INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY

### Chapter 12: Foster Family Home Licensing

### Section 23: Evaluation of Child Abuse or Neglect (CA/N) Allegations or Complaints Involving Foster Family Homes

**Effective Date:** September 1, 2023

**Version:** 3

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

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

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

## POLICY OVERVIEW

The Indiana Department of Child Services (DCS) is responsible for assessing any Child Abuse and/or Neglect (CA/N) allegation involving DCS and Licensed Child Placing Agency (LCPA) foster family home (FFH) applicants, licensees, and household members. The DCS local office or LCPA is responsible for investigating allegations of licensing rule violations that do not meet the statutory definition of CA/N.

[Back to Top](#)

## PROCEDURE

A licensing worker may use the results of a CA/N assessment or the findings of the licensing complaint investigation as the basis for corrective licensing action, revocation of a license, or denial of an FFH application.

Upon notification of the licensing complaint or closed assessment, the licensing worker will:

1. Obtain the findings of the assessment or the licensing complaint;

**Note:** For LCPA FFH applicants, licensees, and household members, the Central Office Foster Care Licensing Team will send the LCPA a copy of the redacted Assessment of Alleged Child Abuse or Neglect (311) upon receipt of the Request for Release of Assessment Information.

2. Evaluate the findings of the assessment or the licensing complaint and work with the Central Office Foster Care Licensing Team by providing necessary records and/or documentation upon request;
3. Discuss the outcome of the closed assessment with the FFH and develop a plan, if necessary, to address any identified licensing needs (see policy 12.17 Corrective Licensing Action);
4. Submit written recommendations to the Central Office Foster Care Licensing Team for approval; and
5. Notify the FFH applicant or licensee when the placement hold is removed upon receipt from the Central Office Foster Care Licensing Team.

The Central Office Foster Care Licensing Team will:

1. Gather and review additional information, as needed;

2. Make decisions concerning any appropriate sanctions and provide direction and recommendations to licensing staff;
3. Inform the appropriate parties of the decision (e.g., licensing worker or licensing supervisor); and
4. Remove the placement hold in the case management system, if applicable.

[Back to Top](#)

## RELEVANT INFORMATION

### Definitions

#### Licensing Worker

The licensing worker refers to the Regional Foster Care Specialist (RFCS) or the Licensed Child Placing Agency (LCPA) worker.

### Forms and Tools

- Assessment of Alleged Child Abuse or Neglect (311) (SF 113)- Available in the case management system
- [Request for Release of Assessment Information \(SF 55671\)](#)

### Related Policies

- [12.17 Corrective Licensing Actions](#)

[Back to Top](#)

## LEGAL REFERENCES

- [IC 31-27-4-17: Probationary status; duration; expiration; extension](#)
- [IC 31-27-4-18: Inspection of foster family homes](#)
- [IC 31-27-4-19: Records of monitoring activities and inspections](#)
- [IC 31-27-4-20: Cooperation by licensees](#)
- [IC 31-27-4-33: Compliance with rules; disciplinary sanctions; revocation of license](#)
- [465 IAC 2-1.5: Licensing of Foster Family Homes for Children](#)

[Back to Top](#)

## PRACTICE GUIDANCE- DCS POLICY 12.23

*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](#)