

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 12: Foster Family Home Licensing	Effective Date: March 1, 2007
	Section 24: Staff as Foster Parents	Version: 1

POLICY	OLD POLICY: 616
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The Indiana Department of Child Services (DCS) recommends that DCS local office staff refrain from assuming the role of resource parent.

DCS prohibits an employee who is a licensed resource parent from having any professional responsibilities related to the employee's own license. DCS prohibits staff of the Central Office Licensing Unit from being licensed resource parents.

DCS prohibits staff of Licensed Child Placing Agency (LCPA) who are licensed resource parents from being licensed through or have placements monitored by the agency by which they are employed.

DCS requires individuals who contract with an agency for professional or personal services for more than 30 hours a week and more than 26 weeks a year to comply with the policies and procedures applicable to staff of the agency.

DCS prohibits a DCS local office or LCPA from providing pre-service or in-service training for an applicant or licensee who is employed by the agency.

Code Reference

N/A

PROCEDURE

Any individual employed by a DCS local office choosing to become a licensed resource parent, must be licensed by a DCS local office or LCPA in a county other than the county in which he or she is employed. The employee may not accept placement of children from the county by which he or she is employed.

Licensed resource parents who become employed by a DCS local office or LCPA, must before the next annual review, transfer their license to a DCS local office or LCPA in a county other than the county in which they are employed. See separate policy, [12.27 Transferring a Foster Family Home License](#).

If the two (2) agencies involved agree that it would be in the child(ren)'s best interest to have case management services¹ provided by the agency where the resource parent works, a proposal can be submitted to DCS Central Office Licensing Unit outlining why this arrangement

¹ Case management services includes coordination of services, preparation of court report, attendance at Child & Family Team (CFT) Meetings, location of the child's ongoing file

is best for the child(ren) and what procedures and/or policies have been put in place to avoid any potential conflict.

Exceptions to this provision can be granted if compelling reasons are presented to the Central Office Licensing Unit Manager.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

N/A

RELATED INFORMATION

If at the time this policy becomes effective, a child is placed in a home where the resource parent is licensed and employed by the same agency, then the license will need to be transferred within 90 days to another LCPA.

LCPAs can develop a Memorandum Of Understanding (MOU) to prevent the disruption of case management services until the child(ren) in question reach permanency.

LCPAs can continue providing therapeutic services which are Medicaid reimbursed regardless of which agency is providing the service.

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