

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 12:</b> Foster Family Home Licensing	<b>Effective Date:</b> March 1, 2007
	<b>Section 8:</b> Receipt of Application	<b>Version:</b> 1

<b>POLICY</b>	<b>OLD POLICY: 614</b>
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Licensure applications will include [Application for Foster Family Home Care License \(SF10100/CW0317\)](#) or the [Application for Criminal History Background Check \(SF53259/CW3610\)](#).

The placement of a related child in a resource home shall be the application date. Therefore, the [Application for Criminal History Background Check \(SF53259/CW3610\)](#) form must be signed the date of placement.

The application date for a resource family home license shall be the date the following is signed, whichever comes first:

1. [Application for Foster Family Home Care License \(SF10100/CW0317\)](#); and
2. [Application for Criminal History Background Check \(SF53259/CW3610\)](#).

Code References

[IC 31-27-4-5: Applying for license](#)

<b>PROCEDURE</b>
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The application for a resource family home license will be completed by the applicant and returned to the licensing worker during the first licensing home visit.

Upon receipt of the application or [Application for Criminal History Background Check \(SF53259/3610\)](#), the licensing worker will:

1. Input the application date and other information into Indiana Child Welfare Information System (ICWIS) on the 'Checklist Screen' as it is received; and
2. Mail four (4) [Requests for Personal Reference Statements for Foster Family Home Applicants \(SF53203/CW3419\)](#) to applicant's references.

See separate policies, [12.5 Pre-Service Training Requirements](#) and [12.7 First Licensing Home Visit](#).

<b>PRACTICE GUIDANCE</b>
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N/A

<b>FORMS AND TOOLS</b>
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1. [Application for Foster Family Home Care License \(SF10100/CW 0317\)](#)
2. [Application for Criminal History Background Check \(SF53259/CW3610\)](#)
3. [Requests for Personal Reference Statements for Foster Family Home Applicants \(SF53203/CW3419\)](#)

<b>RELATED INFORMATION</b>
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N/A

ARCHIVED - Effective 3/1/07-9/30/12