

	<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 9:</b> Disposition of Applications	<b>Version:</b> 1

<b>POLICY</b>	<b>OLD POLICY: 609.3</b>
---------------	--------------------------

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 License \(SF10100/CW 0317\)](#); and
2. [Application for Criminal History Background Check \(SF53259/CW3610\)](#).

The [Application for Criminal History Background Check \(SF53259/CW3610\)](#) for related children must be signed on or prior to the date of placement.

Code References

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

<b>PROCEDURE</b>
------------------

The licensing worker will:

1. Determine if all required documentation has been provided by the agency or individual; and
2. Notify the applicant in writing of any incomplete forms or omission in the documentation using the [Status Report for Completing Applications for Initial Foster Family Home License](#) and the date forms are due

The [Application for Criminal History Background Check \(SF53259/CW3610\)](#) for resource families caring for related children should be entered into Indiana Child Welfare Information System (ICWIS) as the application date for licensure.

If an applicant chooses to withdraw an application for licensure prior to becoming licensed, the applicant will complete and sign a [Voluntary Withdrawal of Application for or Relinquishment of Foster Family Home License \(SF53237/CW3340\)](#). This indicates that the applicant is voluntarily withdrawing the application for licensure.

Upon receipt of a [Voluntary Withdrawal of Application for or Relinquishment of Foster Family Home License \(SF53237/CW3340\)](#), the licensing worker will:

1. Process the voluntary closure in ICWIS; and
2. Submit the recommendation electronically for approval:
  - a. The DCS local office licensing worker submit to their DCS Local Office Director or designee, and
  - b. Licensed Child Placing Agency (LCPA) licensing worker submit to the Central Office Licensing Unit.

Upon receipt of the recommendation, the Central Office Licensing Unit Manager will approve the recommendation in ICWIS.

#### PRACTICE GUIDANCE

N/A

#### FORMS AND TOOLS

1. [Application for Foster Family Home Care License \(SF 10100/CW 0317\)](#)
2. [Application for Criminal History Background Check \(SF53259/CW3610\)](#)
3. [Status Report for Completing Applications for Initial Foster Family Home License- Not Yet Available](#)
4. [Voluntary Withdrawal of Application for or Relinquishment of Foster Family Home License \(SF53237/CW3340\)](#)

#### RELATED INFORMATION

Once an application has been received, one (1) of the following disposition decisions will occur:

1. The applicant becomes licensed;
2. The application is denied;
3. The application has been voluntarily withdrawn by the applicant; or
4. The application will automatically be closed by the system 365 days from the application date if one (1) of the three (3) above dispositions has not occurred.

**Note:** If the applicant is in the revocation process, they may not voluntarily close their license. See separate policy, [12.21 Revocations](#).