

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 12: Foster Family Home Licensing	Effective Date: November 1, 2016
	Section 11: Foster Family Home Licensing Study	Version: 4

POLICY [REVISED]

[REVISED] The Indiana Department of Child Services (DCS) will require all foster family home studies to be prepared using the state-approved foster family home licensing study (see Practice Guidance).

[REVISED] The state-approved foster family home licensing study must be completed within 30 business days of the final home visit and updated at the time of annual review and relicensure. An addendum will be completed within 30 days when any significant changes occur within the foster family home.

Code References

1. **[NEW]** [IC 31-27-4-10: Investigation of applicants](#)
2. **[NEW]** [IC 31-27-4-14: Delegation of investigations](#)

PROCEDURE

[REVISED] The licensing worker¹ will complete the state-approved foster family home licensing study by:

1. **[REVISED]** Incorporating feedback from prospective foster family interviews completed during all licensing home visits, information from the training feedback form, and information from other required forms;
2. Conducting additional interviews or obtaining additional records as necessary; and
3. Documenting the licensing recommendation and supporting evidence within the summary.

[REVISED] Following the completion of the state-approved foster family home licensing study, the licensing worker will:

1. Meet with the applicant to have the applicant review the summary and submit any feedback; and
2. **[REVISED]** Obtain signatures as required on the appropriate forms for the state-approved foster family home licensing study.

[REVISED] The state-approved foster family home licensing study must be updated by completing an addendum within 30 days when any significant changes occur within the foster family home, such as, but not limited to:

1. Change in address;
2. Change in employment or finances of the foster family;
3. Household members being added or deleted from the family composition; and

¹ The licensing worker refers to the DCS Regional Foster Care Specialist (RFCS) or the Licensed Child Placing Agency worker

4. Changes to the living environment that affect the structure of the home.

[NEW] Note: The state-approved foster family home licensing study will also be updated at the time of annual review and re-licensure.

PRACTICE GUIDANCE

[NEW] State-approved Foster Family Home Licensing Study

The Structured Analysis Family Evaluation (SAFE) home study is the preferred format, and must be used by all DCS Regional Foster Care Specialists. Additional information regarding the SAFE home study may be found at <http://www.safehomestudy.org/Home.aspx> or by contacting the Central Office Foster Care Licensing Unit.

Until January 1, 2017, LCPA licensing staff may utilize the Resource Family Preparation Assessment Outline in MaGIK to prepare their state-approved foster family home licensing study. The [Child Behavioral Health Challenges \(SF 53199\)](#) and [Foster/Adoptive Family Inventory \(SF 54607\)](#) forms should be used to support the assessments and recommendations contained in the licensing study.

FORMS AND TOOLS

1. [Resource Family Preparation Assessment \(SF 52795\)](#) - Cover page/Signature page
2. **[NEW]** [Child Behavioral Health Challenges \(SF 53199\)](#)
3. **[NEW]** [Foster/Adoptive Family Inventory \(SF 54607\)](#)

RELATED INFORMATION

N/A