

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 12: Foster Family Home Licensing</b>	<b>Effective Date: 3/1/07</b>
	<b>Section 12: Foster Family Home Capacity</b>	<b>Version: 1</b>

<b>POLICY</b>	<b>OLD POLICY: 609.26</b>
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The Indiana Department of Child Services (DCS) will require the foster family home to maintain only that number of children on the premises at any one time who are authorized by the license and only in the building or place that is designated by the license.

DCS mandates maximum capacity requirements based on the age and type of child for whom a home is licensed. Refer to 'Related Information' for details.

The Central Office Licensing Unit may grant an exception to capacity when the licensing worker determines that the placement is desirable because the child has:

- Siblings in the same foster family home
- A previous relationship with the foster family home
- Specific needs best met by this particular foster family home

DCS will require the applicant or licensee to notify the licensing worker within twenty-four hours of any change in the household composition such as the number of persons living in the home.

Code Reference

IC 31-27-4-1: License required for operation

IC 31-27-4-2: Therapeutic foster home licenses

IC 31-27-4-3: Special needs foster home licenses

<b>PROCEDURE</b>
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Prior to revising capacity, the licensing worker will:

1. Consider the number and ages of the children already in the home and the special need requirement of each child
2. Determine that the housing requirements found on the Foster Family Home Physical Environmental Checklist accommodate the number of children in the home
3. If placing the child will put the home over the capacity limit, request an exception in ICWIS
4. Process the capacity recommendation in ICWIS

To revise capacity, the Central Office Licensing Unit Manager or designee will:

1. Review the recommendation to revise capacity
2. Enter approval or denial of capacity revision in ICWIS
3. Notify licensing worker of decision and for them to notify foster family home
4. Print the approved license reflecting the revision if the capacity is changed
  - a. The licensure dates from the original license shall remain the same

- b. Request an override from Central Office Licensing Unit to maintain the same effective and end dates of the license
- 5. Mail the license to foster family home to be filed and maintained
- 6. Mail copy of license to the licensing worker to be filed and maintained

#### PRACTICE GUIDANCE

- N/A

#### FORMS AND TOOLS

- Foster Family Home Physical Environmental Checklist

#### RELATED INFORMATION

In an emergency, the Central Office Licensing Unit Manager or designee may give oral approval for the exception.

DCS shall consider the specific needs of each foster child whenever it determines the appropriate number of children to place in the foster home.

#### **Foster Family Home Capacity**

A foster family home may not provide supervision and care as a foster family home for more than:

- Eight (8) individuals, each of whom is either:
  - Less than eighteen (18) years of age OR
  - At least eighteen (18) years of age and is receiving care and supervision under an order of a juvenile court

**Note:** Not more than four (4) of the eight (8) individuals may be less than six (6) years of age.

**Note:** The maximum capacity includes the children in the home for whom the provider is a parent, stepparent, guardian, custodian, or other related or non-related child for whom the provider provides continuous and direct care and supervision.

#### **Special Needs Foster Family Home Capacity**

A special needs foster family home may not provide supervision and care as a special needs foster family home for more than:

- Eight (8) individuals, each of whom is either:
  - Less than eighteen (18) years of age OR
  - At least eighteen (18) years of age and is receiving care and supervision under an order of a juvenile court OR
- Four (4) individuals less than six (6) years of age
  - If the home accepts any children under the age of 6, there may be no more than four (4) children present at any time

**Note:** The maximum capacity includes the children in the home for whom the provider is a parent, stepparent, guardian, custodian, or other related or non-related child for whom the provider provides continuous and direct care and supervision.

DCS shall consider the specific needs of each special needs foster child whenever it determines the appropriate number of children to place in the special needs foster home.

DCS may require a special needs foster family home to provide care and supervision to less than the maximum number of children allowed upon consideration of the specific needs of a special needs foster child.

Refer to separate policy, Chapter 12, Authority to License, for the definition of a special needs foster home.

#### **Therapeutic Foster Family Home Capacity**

A therapeutic foster family home may not provide supervision and care in a therapeutic foster family home to:

- More than two (2) foster children at the same time, not including the children for whom the applicant or operator is a parent, stepparent, guardian, custodian, or other relative
- The Central Office Licensing Unit may grant an exception whenever the placement of siblings in the same therapeutic foster family home is desirable or in the best interests of the foster children residing in the home

Refer to separate policy, Chapter 12, Authority to License for the definition of a therapeutic foster home.

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