

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 12: Foster Family Home Licensing	Effective Date: 3/1/07
	Section 15: Annual Review	Version: 1

POLICY	OLD POLICY: 610.4
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The Indiana Department of Child Services (DCS) requires that each licensed foster family home be visited annually by the licensing worker to update information and to determine that the family continues to meet the requirements for licensure.

DCS requires the annual review to be completed following the initial licensure and yearly until relicensure is due. All licensing workers are responsible for tracking the dates when a foster family home Annual Review is due and when it has been completed.

Code Reference

[IC 31-27-2-5: Monitoring of licensed entities](#)

[IC 31-27-4-18: Inspection of foster family homes](#)

[IC 31-27-4-19: Records of monitoring activities and inspections](#)

PROCEDURE

Prior to Annual Review, the licensing worker will:

1. Notify the foster family an estimated ninety days in advance of the annual review due date concerning the requirements and paperwork to be completed
2. Provide appropriate annual review forms and materials
3. Schedule an onsite home visit
4. Review and discuss the content of forms with the licensee(s) and answer any questions
5. Assist the licensee(s) with completing any forms or documentation, as necessary

To evaluate the home and ensure the home continues to meet requirements, the licensing worker will:

1. Conduct an onsite home visit to update information and determine if the family continues to meet the requirements for licensure
2. Complete [Foster Family Home Physical Environment Checklist](#)
3. Use the [Annual Review Requirement Sheet for Foster Family Homes](#) to track receipt and processing of requirements
4. Collect the following completed and signed documents and forms:
 - a. Results from the [Instructions for Water Analysis](#), if applicable
 - b. Verification of completed [In-Service Training Requirements](#). Refer to separate policy, Chapter 12, [In-Service Training Requirements](#)
 - c. [Applicant's Statement of Attestation \(SF 46151/CW 0025\)](#)
 - d. [Request for Limited Adult Criminal History Information \(SF 8053 \(R 6/2-04\)\)](#) for each applicant and non-applicant household member age fourteen (14) and over
 - e. [Request for Child Protection Service \(CPS\) History Check \(SF 52802/CW2128\)](#), on all household members
 - f. [Application for Criminal History Background Check](#)

Following, the onsite annual review visit, the licensing worker will:

1. Process criminal history checks. Refer to separate policy, Chapter 12, [Conducting Background Checks for Foster Family Home Licensing](#)
2. Complete the [Annual Report Regarding Foster Family Home](#)
3. Send the [Licensing Staff Inquiry Regarding Foster Family Home Form](#) to be completed by the family case manager for each child that has been in the home during that licensed year
4. Thirty days prior to the date set for the annual review, mail the [Status Report for Completing Annual Review](#) letter to the foster family home if any required document is missing
5. Complete the [Annual Review Licensure Requirement Sheet for Foster Family](#) and place in the licensing file

Next Steps: Refer to separate policies, Chapter 12, [Licensing File Requirements](#) and [Foster Family Home Relicensure](#).

PRACTICE GUIDANCE

- N/A

FORMS AND TOOLS

- [Foster Family Home Physical Environment Checklist](#)
- [Annual Review Requirement Sheet for Foster Family Homes](#)
- [Instructions for Water Analysis](#)
- [Request for Limited Adult Criminal History Information \(SF 8053 \(R 6/2-04\)\)](#) for each applicant and non-applicant household member age fourteen (14) and over
- [Request for Child Protection Service \(CPS\) History Check \(SF 52802/CW2128\)](#), on all household members
- [Application for Criminal History Background Check](#)
- [Annual Report Regarding Foster Family Home](#)
- [Licensing Staff Inquiry Regarding Foster Family Home Form](#)
- [Status Report for Completing Annual Review](#)

RELATED INFORMATION

Due to accreditation standards, your agency may require additional documentation. This information can be added in the comment section of state forms or documented in the licensing file. State forms can not be altered.