

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 12: Foster Family Home Licensing	Effective Date: July 1, 2011
	Section 15: Annual Review	Version: 2

POLICY

The Indiana Department of Child Services (DCS) requires that each licensed resource 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 resource family home annual review is due and when it has been completed.

[NEW] If the licensed foster parent fails to respond or fails to withdraw his or her license within 90 days from the annual review due date, the licensing worker must recommend revocation of the foster family home license. See separate policy, [12.21 Revocations](#).

Code Reference

1. [IC 31-27-2-5: Monitoring of licensed entities](#)
2. [IC 31-27-4-18: Inspection of foster family homes](#)
3. [IC 31-27-4-19: Records of monitoring activities and inspections](#)

PROCEDURE

Prior to the annual review, the licensing worker will:

1. Notify the licensed resource family an estimated 90 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; and
5. Assist the licensee(s) with completing any forms or documentation, as necessary.

[NEW] Note: If the annual review is due and the licensed foster family has not completed the requirements encourage them to either proceed with licensure or voluntarily withdraw their license. See separate policy, [12.26 Withdrawing from the Foster Family Home Program](#).

6. **[NEW]** If the licensed foster parent fails to respond or withdraw his or her license after 90 days from the annual review date, recommend revocation to the DCS Local Office Director (LOD). See separate policy, [12.21 Revocations](#).

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 [Resource Family Home Physical Environment Checklist \(SF53186\)](#);
3. Use the [Annual Review Checklist for Foster Family Homes \(SF53154\)](#) to track receipt and processing of requirements; and
4. Collect the following completed and signed documents and forms:
 - a. Results from the [Water Agreement \(SF54612\)](#), if applicable,
 - b. Verification of completed [12.14 In-Service Training Requirements](#). See separate policy, [12.14 In-Service Training Requirements](#),
 - c. [Request for Limited Criminal History Information \(SF8053\)](#) for each applicant and non-applicant household member age 14 and over,
 - d. [Request for a Child Protection Services \(CPS\) History Check \(SF52802\)](#), on all household members, and
 - e. [Application for Criminal History Background Check \(SF53259\)](#).

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

1. Process criminal history checks. See separate policy, [12.29 Conducting Background Checks for Foster Family Home Applicants](#);
2. Complete the [Annual Report Regarding Resource Family Home \(SF53213\)](#);
3. Send the [Licensing Staff Inquiry Regarding Foster Family Home \(SF53214\)](#) to be completed by the Family Case Manager (FCM) for each child that has been in the home during that licensed year;
4. Complete the [Annual Review Checklist for Foster Family Homes \(SF53154\)](#) and place in the licensing file;
5. **[NEW]** If necessary, place the licensed foster family home on a Corrective Action Plan until all licensing requirements are met. See separate policy, [12.17 Probationary Status](#).

[NEW] Note: If there are safety concerns (i.e., background checks are not completed) the home should be placed on probation with a Corrective Action Plan until all licensing requirements are met. No new placements are permitted while the home is on probation. See separate policy, [12.17 Probationary Status](#).

See separate policies, [12.22 Licensing File Requirements](#) and [12.16 Foster Family Home Relicensure](#).

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

1. [Resource Family Home Physical Environment Checklist \(SF53186\)](#)
2. [Annual Review Checklist for Foster Family Homes \(SF53154\)](#)
3. [Water Agreement \(SF54612\)](#)
4. [Request for Limited Criminal History Information \(SF8053\)](#) for each applicant and non-applicant household member age 14 and over
5. [Request for a Child Protection Services \(CPS\) History Check \(SF52802\)](#), on all

household members

6. [Application for Criminal History Background Check \(SF53259\)](#)
7. [Annual Report Regarding Resource Family Home \(SF53213\)](#)
8. [Licensing Staff Inquiry Regarding Foster Family Home \(SF53214\)](#)
9. [Annual Review Checklist for Foster Family Homes \(SF53154\)](#)

RELATED INFORMATION

Due to accreditation standards, the licensing 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 cannot be altered.

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