

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 12: Foster Family Home Licensing	Effective Date: October 1, 2012
	Section 22: Licensing File Requirements	Version: 2

POLICY [REVISED]

The Indiana Department of Child Services (DCS) local office or Licensed Child Placing Agency (LCPA) will be responsible for obtaining and maintaining forms and other materials used to document its decision making process for a foster family home to become licensed and maintain licensure.

The Central Office Licensing Unit will conduct random reviews of DCS local office and LCPA licensing files. The Central Office Licensing Unit will also conduct field audits of LCPA licensing files.

DCS is ultimately responsible for the licensing file as a public record.

Code Reference

[IC 31-27-4-20: Cooperation by licensees](#)

PROCEDURE

The licensing worker¹ will:

1. Use forms, [Initial Licensure Checklist for Foster Family Homes \(SF53153\)](#), [Annual Review Checklist for Foster Family Homes \(SF53154\)](#), and [Re-Licensure Checklist for Foster Family Homes \(SF53155\)](#), to aid in gathering all the necessary documentation for licensure. These may also be used for supervisory review;
2. Log dates of completed forms and other materials in the Management Gateway for Indiana's Kids (MaGIK); and
3. **[REVISED]** Ensure the forms and other materials listed below are in the licensing file, as appropriate, for foster family homes to be licensed and to maintain their license:
 - a. Completed [Application for Foster Family Home License \(SF10100\)](#),
 - b. [Resource Family Home Physical Environment Checklist \(SF53186\)](#) completed annually,
 - c. [Water Agreement \(SF54612\)](#) and documentation of results or statement of city water,
 - d. Original approved [Resource Family Preparation Assessment \(SF52795\)](#), including [Cover Page with signatures](#),
 - e. Original signed [Resource Parent Role Acknowledgment \(SF54642\)](#) and each subsequent signed agreement at licensure and re-licensure,
 - f. Completed [Annual Report Regarding Resource Family Home \(SF53213\)](#),

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

- g. Updated [Resource Family Preparation Assessment \(SF52795\)](#), including [Cover Page with signatures](#) (at every relicensure) incorporating annual reports,
- h. Completed [Licensing Staff Inquiry Regarding Foster Family Home \(SF53214\)](#) form regarding each child placed in the foster family home at the time of the child's departure from the home or at annual review or re-licensure, whichever comes first,
- i. Verification that the foster parent(s) has met the pre-service training requirement (copy of training records),
- j. Completed [Pre-Service / In-Service Evaluation of Trainee \(SF52760\)](#),
- k. Verification of the required annual in-service training hours (copy of training records),
- l. Verification of Cardiopulmonary Resuscitation (CPR), first aid, and universal precautions training (copy of training records) at initial and re-licensure,
- m. Completed [Application for Criminal History Background Check \(SF53259\)](#) at initial, annual, and re-licensure,
- n. Results of background checks at initial and relicensure. Results of criminal history checks at annual review. See separate policy, [13.10 Evaluation of Background Checks for Foster Family Home Licensing](#),
- o. Copy of supporting documentation for the waiver or variance, if applicable. See separate policies, [12.19 Waivers](#) and [12.20 Variances](#),
- p. A copy of [Medical Report for Caregivers \(SF45145\)](#) for each applicant at initial and re-licensure,
- q. A copy of [Medical Report for Household Members \(SF45144\)](#) for each household resident at initial and relicensure ,
- r. Four (4) [Request for Personal Reference Statement for Foster Family Home License Applicants \(SF53203\)](#),
- s. Completed [Foster/Adoptive Family Inventory \(SF54607\)](#),
- t. Completed [Family Network Diagram Guide](#),
- u. Completed [Child Behavioral / Health Challenges \(SF53199\)](#),
- v. Completed [Child Care Plan \(SF54608\)](#),
- w. Verification of applicant(s) or licensee(s) birth (birth certificates or other forms of verification),
- x. Verification of applicant(s) or licensee(s) marriage and divorce (if applicable),
- y. Documentation (letters, narratives, forms) related to the closure of a resource home, whether it is the result of a voluntary withdrawal or an action of the DCS local office to revoke the license, if applicable,
- z. Completed [Initial Licensure Checklist for Foster Family Homes \(SF53153\)](#),
- aa. Completed [Annual Review Checklist for Foster Family Homes \(SF53154\)](#), and
- bb. Completed [Re-Licensure Checklist for Foster Family Homes \(SF53155\)](#).

[REVISED] The DCS Central Office Licensing Unit will conduct a licensing file Quality Assurance Review (QAR) process for DCS local offices and LCPAs. Random samplings of hard copy licensing files will be reviewed. The process will be as follows:

1. LCPA and DCS local office's will receive a listing of licensing files that have been selected for review. Licensing staff will forward copies (NOT ORIGINALS) of the total file to the Central Office Licensing Unit. Documentation should be organized as requested. The complete licensing case files are due in Central Office two (2) weeks after the QAR notice is received by the DCS Local Office or LCPA;
2. Upon completion of the review, a feedback notification will be forwarded to the licensing agency. The licensing worker will be expected to correct any errors and provide missing documentation within a two (2) week time period. Anything received by the Central Office Licensing Unit after that two week (2) period will not be reviewed as part of the QAR and will be noted as an error or omission. The licensing worker will provide the

requested information in hard copy to the Central Office Licensing Unit via mail or scanned into email;

3. The Central Office Licensing Unit may request additional licensing case files to be reviewed when errors or omissions appear to be consistent throughout the initial sample files; and
4. A summary outlining the general findings will be sent to each LCPA and DCS local office within 60 days of the QAR completion.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS [REVISED]

1. [Application for Foster Family Home License \(SF10100\)](#)
2. [Resource Family Home Physical Environment Checklist \(SF53186\)](#)
3. [Water Agreement \(SF54612\)](#)
4. [Resource Family Preparation Assessment \(SF52795\)](#), including Cover Page with signatures
5. [Resource Parent Role Acknowledgment \(SF54642\)](#)
6. [Annual Report Regarding Resource Family Home \(SF53213\)](#)
7. [Licensing Staff Inquiry Regarding Foster Family Home \(SF53214\)](#)
8. [Application for Criminal History Background Check \(SF53259\)](#)
9. [Request for a Child Protection Service \(CPS\) History Check \(SF 52802\)](#) on all household members
10. [Medical Report for Caregivers \(SF45145\)](#)
11. [Medical Report for Household Members \(SF45144\)](#)
12. [Request for Personal Reference Statement for Foster Family Home License Applicants \(SF53203\)](#)
13. [Foster/Adoptive Family Inventory \(SF54607\)](#)
14. [Family Network Diagram Guide](#)
15. [Child Behavioral / Health Challenges \(SF53199\)](#)
16. [Child Care Plan \(SF54608\)](#)
17. [Initial Licensure Checklist for Foster Family Homes \(SF53153\)](#)
18. [Annual Review Checklist for Foster Family Homes \(SF53154\)](#)
19. [Re-Licensure Checklist for Foster Family Homes \(SF53155\)](#)

RELATED INFORMATION

Additional 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.

DCS Central Office Licensing Unit Address

DCS Central Office Licensing Unit
Indiana Department of Child Services, Central Office
302 West Washington Street, E306
Indianapolis, IN 46204