

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b>	
	<b>Chapter 12:</b> Foster Family Home Licensing	<b>Effective Date:</b> October 1, 2019
	<b>Section 24:</b> Staff as Foster Parents	<b>Version:</b> 3

<b>STATEMENTS OF PURPOSE</b>
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The Indiana Department of Child Services (DCS) prohibits an employee who is a licensed foster parent from having any professional responsibilities related to the employee's own license.

DCS prohibits a DCS local office or Licensed Child Placing Agency (LCPA) from providing pre-service or in-service training for an applicant or licensee who is employed by the agency.

DCS prohibits staff of an LCPA who are licensed foster parents from being licensed through or having placements monitored by the agency by which they are employed.

Licensed foster parents who become employed by a DCS local office or LCPA must immediately transfer their license to a DCS local office in a region other than the region in which they are employed or to an LCPA.

Licensed foster parents who become employed by an LCPA must immediately transfer their license to a DCS local office or to another LCPA.

Any individual employed by a DCS local office choosing to become a licensed foster parent must be licensed by an LCPA or a DCS local office in a region other than the region in which he or she is employed. The employee may not accept placement of children from the DCS local office in which he or she is employed unless prior approval is obtained by the Deputy Director of Field Operations.

**Note:** Regional Foster Care Specialists (RFCS) must be licensed in a region other than the region in which they are employed.

Any individual employed by a LCPA and choosing to become a licensed foster parent must be licensed by another LCPA or a DCS local office. The employee may not accept placement of children who are supervised by the LCPA in which he or she is employed unless prior approval is obtained by the Deputy Director of Field Operations.

Code Reference  
N/A

<b>PROCEDURE</b>
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The RFCS will notify his or her Supervisor when a foster parent or individual applying to be a foster parent is an employee of DCS .

The RFCS Supervisor will:

1. Determine if the foster parent or individual applying to be a foster parent is employed by a DCS local office; and
2. Ensure no conflict of interest exists by requesting the RFCS to begin transferring an employee's existing license or application to a different region or an LCPA, whichever is chosen by the licensee or applicant.

The RFCS will then:

1. Contact the foster parent applicant or foster parent to discuss getting licensed in another region, or transferring their license to an LCPA;
2. Discuss with the foster parent or applicant which DCS local office (outside of the region where he or she is employed) or LCPA is most appropriate to hold the license in order to ensure there are no conflicts;
3. Contact the DCS local office in the region where the foster parent chooses to maintain their license or the LCPA and ask if the transfer is possible; and
4. Begin transferring the license or application in the case management system. See separate policy, [12.27 Transferring a Foster Family Home License](#).

The LCPA licensing worker will notify the Central Office Licensing Unit when a foster parent or applicant is an employee of the LCPA.

The LCPA licensing worker will:

1. Contact the foster parent or applicant to discuss being licensed by another LCPA or DCS local office;
2. Discuss with the foster parent which local office or LCPA is most appropriate to hold the license in order to ensure there are no conflicts of interest;
3. Contact the DCS local office or the LCPA and ask if the transfer is possible; and
4. Begin transferring the license or application in the case management system. See separate policy, [12.27 Transferring a Foster Family Home License](#).

If the two (2) agencies involved agree that it would be in the child's best interest to have case management services provided by the agency where the foster parent works, a proposal may be submitted to the Central Office Licensing Unit outlining why this arrangement is best for the child and what procedures and/or policies have been put in place to avoid any potential conflict.

<b>PRACTICE GUIDANCE</b>
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N/A

<b>FORMS AND TOOLS</b>
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N/A

<b>RELATED INFORMATION</b>
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LCPAs may develop a Memorandum Of Understanding (MOU) to prevent the disruption of case management services until the child in question reaches permanency. LCPAs may continue providing therapeutic services which are Medicaid reimbursed regardless of which agency is providing the service.