



INDIANA DEPARTMENT OF CHILD SERVICES	
CHILD WELFARE POLICY	
Chapter 12: Foster Family Home Licensing	
Section 27: Transferring a Foster Family Home Application or License	
Effective Date: January 1, 2023	Version: 5

- [Procedure](#)
- [Forms and Tools](#)
- [Legal References](#)
- [Definitions](#)
- [Related Policies](#)
- [Practice Guidance](#)

POLICY OVERVIEW

The Indiana Department of Child Services (DCS) will allow a licensed foster family home (FFH) or an FFH with a pending FFH application to transfer their current FFH license or application to a different FFH licensing agency. This includes transferring from a licensed child placing agency (LCPA) to another LCPA; transfer from an LCPA to DCS; or transfer from DCS to an LCPA.

[Back to Top](#)

PROCEDURE

An FFH application/license may only be transferred when both the originating agency and receiving agency agree to the transfer, and the home is in good standing (see Practice Guidance). A home that is not in good standing shall not have its application/license transferred without prior approval from the DCS Central Office Licensing Unit. No fees may be charged for transfer of documents.

Note: A new Individual Child Placement Referral (ICPR) must be completed for each child in the FFH once the transfer is completed.

Transfer of a Foster Family Home (FFH) Application/License

The originating agency will complete the following procedures when transferring an FFH application/license:

1. Obtain a written request from the FFH to transfer the FFH application/license;
2. Evaluate the FFH and determine if the home is in good standing (see Practice Guidance for examples);
3. Contact the DCS Central Office Licensing Unit for guidance, as needed, when the FFH is not in good standing;
4. Send a summary when transferring an FFH application regarding the FFH applicant's progress toward completion of initial licensure. For an FFH license, send the completed Resource Home License Transfer form to the receiving agency;
5. Send a copy of the initial licensing file and all annual files (including any addendums), if applicable, within 14 business days when written notification is obtained stating the receiving agency is willing to evaluate the transfer of the FFH application/license;
6. Maintain all licensing responsibilities of the FFH until the mutually agreed upon application/license transfer date;
7. Update Casebook to reflect the new Supervising Agency and Assigned Worker on or prior to the agreed upon application/license transfer date; and

8. Send the complete original FFH file to the receiving agency within 10 business days of the application/license transfer completion.

The receiving agency will:

1. Review the completed Resource Home License Transfer form and the files from the originating agency for consideration of the transfer;
2. Notify the originating agency via email as to whether the receiving agency is willing to evaluate the FFH application/license transfer;
3. Contact the DCS Central Office Licensing Unit for guidance, as needed, when the FFH is not in good standing;
4. Obtain statements from the Family Case Managers (FCMs) who have children in the FFH applicant's/licensee's home stating whether they have concerns regarding the FFH;
5. Conduct an initial home visit of the FFH once the licensing file has been received and complete the following documents within 60 business days:
 - a. Resource Family Home Physical Environment Checklist, and
 - b. A Structured Analysis Family Evaluation (SAFE) update for a licensed foster home transfer or an initial SAFE home study for an unlicensed home application transfer.
6. Notify the originating agency via email regarding acceptance or denial of the FFH application/license transfer;
7. Coordinate the transfer date with the originating agency if all parties agree to the FFH application/license transfer;
8. Submit the completed Transfer of Licensing Agency Checklist in Casebook;
9. Upload the completed Resource Family Home Physical Environment Checklist and SAFE update (if applicable) in Casebook;
10. Send the new hard copy license to the FFH upon approval of the application/license transfer and receipt from the DCS Central Office Licensing Unit; and
11. E-mail the DCS Resource Unit (see Forms and Tools) and the FCM for each child in the FFH advising of the approved transfer and transfer effective date to ensure the FFH is associated with the new agency for payment purposes.

The DCS Central Office Licensing Unit will:

1. Provide guidance, as needed, to the originating agency and receiving agency regarding the request to transfer an FFH application/license;
2. Approve or deny the transfer request in Casebook and complete the following for an FFH application/license:
 - a. Review the Resource Home License Transfer form from the originating agency, and
 - b. Document the approval or denial of the transfer in Casebook.
3. Complete the following for approved FFH license transfers:
 - a. Print the approved license reflecting the transfer and ensure the licensure dates from the original license remain the same, and
 - b. Mail a copy of the new license to the receiving agency's licensing worker to be filed and maintained.
4. Notify the originating and receiving agencies of the reasons for denial if the request for transfer is denied.

[Back to Top](#)

RELEVANT INFORMATION

Definitions

Licensing File

For purposes of this policy, the “licensing file” pertains to any document required by statute or DCS policy to license an FFH.

Licensing Worker

Licensing worker refers to the DCS Regional Foster Care Specialist (RFCS) or the LCPA worker.

Forms and Tools

- [DCS Resource Unit - Email Address](#)
- [Resource Family Home Physical Environment Checklist \(SF53186\)](#)
- [Resource Home License Transfer \(SF54781\)](#)
- Transfer of Licensing Agency Checklist - Available in Casebook

Related Policies

- [12.11 Foster Family Home Licensing Study](#)
- [12.17 Probationary Status](#)
- [12.21 Revocations](#)

[Back to Top](#)

LEGAL REFERENCES

- [465 IAC 2-1.5 Licensing of Foster Family Homes for Children](#)

[Back to Top](#)

ARCHIVED (1/11/2023-2/1/2023)

PRACTICE GUIDANCE- DCS POLICY 12.27

Practice Guidance is designed to assist DCS staff with thoughtful and practical direction on how to effectively integrate tools and social work practice into daily case management in an effort to achieve positive family and child outcomes. Practice Guidance is separate from Policy.

FFH Not in Good Standing

An FFH is considered “not in good standing” if one (1) or more of the following issues are present (this is not a comprehensive list). The FFH has:

1. A placement hold;
2. A pending revocation
3. A corrective Action Plan;
4. Multiple or unresolved DCS assessments, licensing investigations, and/or licensing complaints;
5. A lack of cooperation with DCS, the LCPA, and/or service providers;
6. Problems communicating in a professional, respectful, or productive manner with DCS, LCPA staff, service providers, members of the family, and/or members of the community;
7. Multiple placement disruptions; or
8. Failed to provide information relevant to child case planning or the FFH license as requested by the court, DCS, and/or the LCPA.

[Back to Top](#)

ARCHIVED (1/1/2023)