

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 12: Foster Family Home Licensing	Effective Date: March 1, 2007
	Section 28: License Reinstatement	Version: 1

POLICY	OLD POLICY: 603.231
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If a license is closed and it has been four (4) years or less since the date of original license issuance, Indiana Department Child Services (DCS) requires an individual to meet all annual review requirements, including, but not limited to:

1. 10 hours of in-service training prior to obtaining a foster home license; or
2. 20 hours of in-service training prior to obtaining a therapeutic or a special needs foster home license.

Note: The expiration date of the reinstated license will be the same expiration date as the original license.

If a license is closed or expired and it has been more than four (4) years since the date of original license issuance, DCS requires the individual to meet all initial licensing requirements, including attending new pre-service training. See separate policy, [12.5 Pre-Service Training Requirements](#). The individual would be treated as a new applicant.

This policy does not apply to licenses that have been revoked.

Code References

1. [465 IAC 2-1-16: Foster parent training](#)
2. [IC 31-27-4-2: Therapeutic foster home; licenses](#)
3. [IC 31-27-4-3: Special needs foster home; licenses](#)

PROCEDURE

Upon receipt of a license reinstatement request, the following needs to occur:

1. If four (4) years or less has lapsed, upon receipt of a license reinstatement request, the licensing worker will:
 - a. Verify all (annual review) requirements have been completed,
 - b. Open an existing resource in Indiana Child Welfare Information System (ICWIS) and update applicable information, and
 - c. Submit recommendation in ICWIS for approval.
2. If more than four (4) years has lapsed, upon receipt of a license reinstatement request, the licensing worker will:
 - a. Verify all initial application verifications have been met. See separate policies, [12.3 Initial Licensing Packet](#), [12.5 Pre-Service Training Requirements](#), [12.6 Medical Training Requirements](#), [12.8 Receipt of Application](#), and [12.29 Conducting Background Checks for Foster Home Applicants](#),
 - b. Open an existing resource in ICWIS and update applicable information, and

c. Submit recommendation in ICWIS for appropriate approval

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

N/A

RELATED INFORMATION

N/A

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