



Mitchell E. Daniels, Jr., Governor  
James W. Payne, Director

**Indiana Department of Child Services**

Room W392 – MS47  
402 W. Washington Street Indianapolis,  
Indiana 46204-2739

317-232-4705  
FAX: 317-232-4490

[www.in.gov/dcs](http://www.in.gov/dcs)

**Child Abuse and Neglect Hotline: 800-800-5556**

January 12, 2007

**To:** Regional Managers DCS Child Welfare, Local Operations, Consultants, and Support Staff

**From:** James W. Payne, Director  
Department of Child Services  
Angela Green, MSW, Deputy Director Practice Support

**Subject:** Revised Background Check Policies Chapter 12  
Foster Family Home Licensing  
DCS 07-02

This administrative letter outlines the revisions for the background check policies and foster family home licensing. Below is a summary of the changes that were made:

- Streamlined policies to address:
  - a. Foster Family Homes Applicants and Unlicensed Placements  
All unlicensed relative placements must complete an initial application for foster family home licensing. Relatives are considered Foster Family Homes for related placements. An application for initial foster family home licensure consists of one of the following:
    - i. Completion of the name based background check and signature on the Background Check Application; or
    - ii. Completion of the Application for a Foster Family Home License CW/0317.
  - b. Residential facilities (Child Caring Institutions, Group Homes) and licensed agencies (Licensed Child Placing Agencies)
  - c. Adoptive Family Applicants
  - d. Employees, contractors and volunteers of residential facilities and licensed agencies
- Clarification of “conditionally disqualified” and “disqualified” applicants
- Changes in fingerprint applicant fees
  - a. No fees for DCS foster family home applicants
  - b. Adoptive family applicants fee is \$33.00
  - c. Licensed agencies foster/adoptive homes fee for is \$33.00
  - d. Employees, contractors and volunteers of residential facilities and licensed agencies fee is \$39.00



- **One** Background Check application for all foster/adoptive/unlicensed household members over the age of 14; employees, contractors, and volunteers of residential facilities and licensed agencies; and DCS employees and volunteers.

These policies and forms are **effective March 1, 2007**. Please destroy all old forms and begin using the new ones as of the effective date. Please review the revised background check policies that will be posted on the web at <http://www.in.gov/dcs/policies/bkgrndcheckpolicy.html>

All applicant fingerprint cards and applications being submitted for processing for a FBI background check must be sent to:

Department of Child Services  
 Central Office Background Check Unit  
 402 West Washington Street, MS 49 - W364  
 Indianapolis, IN 46204

Any applicant fingerprint cards and applications that are sent to Indiana State Police (ISP) will be returned to the requester. Return of the cards may delay decisions regarding placement or employment related to the application. Any monies being submitted with the applicant card(s) must be in the form of a money order or personal check made payable to: **Treasurer of the State of Indiana**.

Applicant cards may no longer be ordered by local office directors. All applicant cards must be ordered by the Central Office Background Check Unit. Please e-mail the number of cards needed to the background check unit at the following e-mail address. Practice Support has obtained an electronic mailbox for background check questions. If you have any questions or assistance is required, please contact [Background.CheckUnit@dcs.in.gov](mailto:Background.CheckUnit@dcs.in.gov) or contact Cindy Hewett (317.234.5001) or Susan Harrell (317.234.5081).

Chapter 12, Foster Family Home Licensing policies have been approved and will be posted to the DCS website. The licensing policies will also be **effective March 1, 2007**. Field Operations has provided the names of regional point persons who will be responsible for training all workers within their region. Training of Trainers sessions will be provided to the regional designees on February 1 and 2 from 8 a.m. to 5 p.m. in the Indiana Government Conference Center Room 4. Please contact your regional representative to register for training. The regional designees are as follows:

Region	Point Persons	County	Region	Point Persons	County
1	Melanie Cox	Lake	10	Nancy Speer	Marion
2	Karen Crabtree	LaPorte	11	Lora Mueller	Madison
3	Mary Hanback	St. Joseph	12	M. Lynn Lineback	Wayne/Union
4	Debra Berning	Allen	13	Heather Perkins	Green
5	Stacey Morgan	Clinton	14	Letha Oliphant	Bartholomew
6	Chris Ackerman	Fulton	15	Christine Overbey	Decatur
7	Elizabeth Kuhns	Delaware	16	Jillian Miles	Warrick
8	Lori Dickison	Clay	17	Brenda Stoner	Daviess
9	Amanda Link	Montgomery	18	Carrie Magers	Clark

