



<b>INDIANA DEPARTMENT OF CHILD SERVICES</b> <b>CHILD WELFARE POLICY</b>	
<b>Chapter 12:</b> Foster Family Home Licensing	
<b>Section 26:</b> Withdrawing an Application or License from the Foster Family Home Program	
<b>Effective Date:</b> May 1, 2023	<b>Version:</b> 3

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## POLICY OVERVIEW

A foster family applicant or licensee, whose license is in good standing, has the right to voluntarily withdraw from the foster family home (FFH) program. Procedural steps are outlined by the Indiana Department of Child Services (DCS) to support a smooth transition process for the applicant or licensee, and any child placed in the FFH.

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## PROCEDURE

To withdraw from the FFH program, the applicant or licensee will complete and submit the Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License and Exit Survey form to the licensing worker.

**Note:** If the licensing worker is unable to obtain a signed Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License and Exit Survey form from the licensee or applicant, the Central Office Foster Care Licensing Team should be consulted.

Upon receipt of the signed Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License and Exit Survey form, the licensing worker will:

1. Review the information in the exit interview to determine the primary reason for withdrawing; and
2. Submit the Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License and Exit Survey form in the case management system for the licensing worker supervisor to review and approve.

**Note:** A Licensed Child Placing Agency (LCPA) licensing worker submits the recommendation to the Central Office Foster Care Licensing Team for review and approval.

If a child is placed in the FFH, the licensing worker will:

1. Notify each Family Case Manager (FCM) with a child placed in the FFH of the pending closure of the FFH;
2. Develop a plan to transition the child from the FFH, and
3. Locate a new placement to accommodate the needs of the child, if applicable (see policies 8.38 Placement Changes and 8.41 Transitioning from Out-of-Home Care).

The Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License and Exit Survey form will be reviewed and approved in the case management system by:

1. The licensing worker supervisor if the FFH is a DCS licensed home; or
2. The Central Office Foster Care Licensing Team if the FFH is an LCPA licensed home.

**Note:** Withdrawals should not be accepted or approved if pending revocation or denial. See policies 12.18 License Denials and 12.21 Revocations for further information.

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## RELEVANT INFORMATION

### Definitions

#### Licensing Worker

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

### Forms and Tools

- [Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License and Exit Survey \(SF53237\)](#)

### Related Policies

- [8.38 Placement Changes](#)
- [8.41 Transitioning from Out-of-Home Care](#)
- [12.18 License Denials](#)
- [12.21 Revocations](#)

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## LEGAL REFERENCES

N/A

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## **PRACTICE GUIDANCE- DCS POLICY 12.26**

*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.*

N/A

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