

	<b>INDIANA DEPARTMENT OF CHILD SERVICES</b>	
	<b>PROBATION SERVICES MANUAL</b>	
	<b>Chapter 2: Placements</b>	<b>Effective Date:</b>
<b>Section 23: Foster Care and Unlicensed Relative Placements</b>	<b>Version: 1</b>	

## **FOSTER CARE PLACEMENTS AND UNLICENSED RELATIVE PLACEMENTS:**

Foster care placements are also reviewed by the Probation Services Consultant (PSC) if the placement is the placement of first removal. If the youth is in a group home or a residential placement it is considered a “step down” and does not require a review by the PSC.

There are 2 types of foster homes:

- 1) **Licensed DCS foster home:** This is a foster home with a standard DCS license. A list of available foster homes can be obtained from the Local DCS office.
- 2) **Licensed Child Placing Agency (LCPA):** This would be a therapeutic foster care placement. Typically, a therapeutic foster parent(s) has additional therapeutic training to meet the needs of youth. Please note when entering a placement in a therapeutic foster home into Kidtraks, the level for a Probation case is always set at 3.

If a suitable relative is available to care for the youth, they could be placed with that relative as an Unlicensed Relative Placement. By doing this, the youth would be eligible for many of the same allowances that a youth in foster care placement may receive. Please note that an unlicensed relative does not receive a per diem (daily rate) for having the youth in the home. Background checks are required on all placements where the youth is placed with an unlicensed relative. A **Checklist** is provided below showing the steps that need to be taken to complete a background check.

The following allowances are available for Licensed Foster Homes and Unlicensed Foster Placements:

- Initial Clothing up to \$200
- Annual Personal Allowance up to \$300 per child per calendar year; available when the child has been in placement for at least 8 days. Examples are baby equipment, special occasion clothing, school related events/fees, extracurricular activities, computers, etc.,

- Special Occasion Allowance up to \$50 on child's birthday and during December holidays.

**Unlicensed/Relative Only:** Travel Expenses starting at mile 1 for travel to school (if not covered by the school corporation), visitation, medical and mental health appointments, and court related travel.

**Licensed Only:** Travel Expenses for certain purposes if over about 162 miles per month.

**Child Care Allowance:** up to \$18 per day or \$90 per week, per child, for licensed child care costs for relatives that work or attend school. Funding is available for up to six months or until Child Care Development Fund (CCDF) Vouchers (see below) begin, whichever occurs first,

**Bedding Allowance:** up to \$400 per child for a bed and bedding if needed and pre-approved.

**TANF (Temporary Assistance for Needy Families)** is available for Unlicensed Relatives who have a blood connection to the child in their care.

**The Food Stamp (Supplemental Nutrition Assistance Program)** can help provide food for individuals who live in the home.

**When placing a child in a foster home or unlicensed relative home please email the DCS Probation Services Inbox: [Probation.Services@dcs.IN.gov](mailto:Probation.Services@dcs.IN.gov)**

If requesting an allowance or more information regarding financial assistance, contact your Probation Services Consultant. They will assist you by completing the referral in KidTraks.

\*Please note to be reimbursed, the resource must be a vendor through the State of Indiana and have copies of the receipt.

## **Checklist for Background Checks For Unlicensed Relatives**

- Fingerprint checks:** PO or relative completes the online registration through L1 ([www.L1enrollment.com](http://www.L1enrollment.com)) or the relative can call to schedule the appointment (877-472-6917). Step-by-Step instructions for this are attached. ISP conducts the check and results come back through a secure website to the designee for your department.
- CPS checks:** Complete the Form: Indiana Request for CPS Background Check. Probation Officers would complete Section A, the prospective relative placement would fill out and sign Section B. Send form to local office via e-mail or fax. DCS will complete Section C of this form to let the PO know if there is a CPS record. Link to Form: <https://forms.in.gov/Download.aspx?id=6543>
- Local Law Enforcement Checks:** Complete Application for Criminal History Background Check. The Probation Officer completes Section 1 & 2 only. The relative would complete Section 3 and sign Section 4. Send to the local law enforcement agency that is assigned to respond to the home for a 911 call. Link to Form: <https://forms.in.gov/Download.aspx?id=6719>
- Sex Offender Registry:** Look up the name of the unlicensed relative on the National Sex Offender Registry.  
[http://www.nsopw.gov/\(X\(1\)S\(qhgloscnubfgirubg54ctwwj\)\)/en-US](http://www.nsopw.gov/(X(1)S(qhgloscnubfgirubg54ctwwj))/en-US)