



RESIDENTIAL LICENSING INQUIRY

State Form 57093 (3-21)
DEPARTMENT OF CHILD SERVICES

INSTRUCTIONS:

Complete this form related to your inquiry about residential licensing. E-mail the completed form to: Residential.Licensing@dcs.IN.gov and a Department of Child Services (DSC) Residential Licensing Unit (RLU) member will contact you.

NOTE: This is not a licensing application. This form serves as a tool to share information related to your licensing inquiry with the DCS RLU.

CONTACT INFORMATION	
Name	
Role at proposed facility	
Telephone number ()	E-mail address

TYPE OF LICENSE ABOUT WHICH YOU ARE INQUIRING	
<input type="checkbox"/> Child Caring Institution – Long-Term Care (465 IAC 2-9)	<input type="checkbox"/> Group Home [ten (10) or less] – Long-Term Care (465 IAC 2-12)
<input type="checkbox"/> Child Caring Institution – Emergency Shelter Care (465 IAC 2-10)	<input type="checkbox"/> Group Home [ten (10) or less] – Emergency Shelter Care (465 IAC 2-13)
<input type="checkbox"/> Private Secure Facility (465 IAC 2-11)	

FAMILIES FIRST PRESERVATION SERVICES ACT (FFPSA)	
Please review information regarding FFPSA before continuing: https://www.in.gov/dcs/familyfirstact.htm	
By initialing here, you indicate that you have reviewed the information at the link above pertaining to FFPSA and understand the impact of the federal legislation on residential placements and permanency for youth.	Initials

FACILITY AND CONTACT INFORMATION		
Name of proposed facility		
Address of proposed facility (number and street, city, state, and ZIP code)		
Proposed program type(s) under the license		
Gender(s) of target population	Age range of target population	Proposed number of children
<i>In accordance with Indiana Administrative Code (IAC), Residential Facilities require an administrator that meets certain criteria and has specific qualifications (465 IAC 2-9-48, 465 IAC 2-10-48, 465 IAC 2-11-48, 465 IAC 2-12-48, 465 IAC 2-13-48).</i>		
Name of proposed facility administrator		

HELPFUL INFORMATION
<ul style="list-style-type: none"> • Residential facilities are governed by IAC and Indiana Code (IC): <ul style="list-style-type: none"> ○ IAC, Article 2 ○ IC Code, Title 31, Article 27 • Additional information regarding the LCPA Licensing Process may be found here.