



James W. Payne, Director
Indiana Department of Child Services
Room E306 – MS47
302 W. Washington Street
Indianapolis, Indiana 46204-2739

317-234-5437
FAX: 317-234-4497

www.in.gov/dcs

Child Support Hotline: 800-840-8757
Child Abuse and Neglect Hotline: 800-800-5556

October 1, 2009

To: Regional Managers
Directors, Local Offices, Department of Child Services

From: James W. Payne, Director
Angela Green, Deputy Director Practice Support
Dave Judkins, Deputy Director of Field Operations
Indiana Department of Child Services

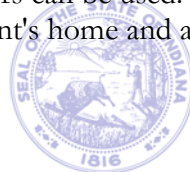
Subject: Smoking in Resource Homes
DCS-09-20

The Indiana Department of Child Services (DCS) is committed to partnering with families and communities to provide safe, nurturing, and stable homes for children under DCS care and supervision. In fulfilling our mission, it is important to ensure that children under DCS care and supervision are not exposed to second-hand smoke.

This administrative letter outlines recent revisions to policy regarding smoking in resource homes. Below is a summary of the changes effective January 1, 2010.

In order to better protect children under DCS care and supervision from the dangers associated with exposure to second-hand smoke, DCS requires resource parents to abstain from exposing children under DCS care and supervision to second hand smoke. Resource parents must not purchase tobacco products for any child in DCS care, as it is illegal for children under 18 to consume or have cigarettes. If a resource parent discovers a child under DCS care and supervision in possession of tobacco products, then he or she should contact the child's Family Case Manager (FCM) as soon as possible.

Resource parents or household members who smoke must do so in an area where children under DCS care and supervision are not exposed to second-hand smoke. If a resource parent or household member must smoke inside his or her home, smoking should be limited to rooms where windows can be opened and/or air purifiers can be used. Smoking should not occur in the immediate living area of the resource parent's home and again, cannot be done in the presence of



Protecting our children, families and future

children under DCS care and supervision. Smoking is prohibited in the child's sleeping area(s). Resource parents and DCS staff must refrain from smoking in vehicles while transporting children in DCS care and supervision.

Updates will be made to Chapter 8 Out-of-Home Services and Chapter 12 Foster Family Home Licensing to reflect these important changes.

If you have any questions regarding the information presented in this administrative letter, please address them to the DCS policy mailbox at dcspolicy@dcs.in.gov.

Sincerely,

James W. Payne, Director
Department of Child Services