



Eric J. Holcomb, Governor
Terry J. Stigdon, MSN, RN, Director

Indiana Department of Child Services

Room E306 – MS47
302 W. Washington Street
Indianapolis, Indiana 46204-2738

317-234-KIDS
FAX: 317-234-4497

www.in.gov/dcs

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

Date: September 6, 2022

To: All DCS Staff

From: Terry Stigdon, Director

Subject: Exception to Degree Requirement for FCM position
DCS-22-3

The Indiana Department of Child Services (DCS) has had a policy and a practice of hiring family case managers (FCMs) who have earned at least a bachelor's degree. To improve recruitment and retention for the FCM position, DCS is adding an exception to the degree requirement to be more inclusive of a skills-based hiring practice. This inclusion allows for flexibility when the applicant's skill set and experience align with the needs of the agency and the practice expectations of the position. More applicants with an exceptional skill set and passion for child welfare will be afforded an opportunity to interview for the FCM position.

When a viable candidate who does not possess a bachelor's degree is identified, a **Request for Exception to Degree Requirement for the Family Case Manager (FCM) Position** may be submitted by the hiring manager. The exception may be approved by your assistant deputy director (ADD) of field operations. The candidate must be at least 21 years of age, possess a high school diploma or equivalent, and meet one of the following criteria to be considered for the exception:

1. Possess an associate degree and a minimum of two (2) years of human services experience;
2. Have four (4) years of human services experience and the successful completion of thirty (30) college credit hours from an accredited college or university; or
3. Have at least five (5) years of human services experience.

Experience in human services may include, but is not limited to, work providing resources and/or support to individuals, families and groups of people who require assistance with issues such as:

- Employment
- Inadequate housing
- Child abuse and neglect
- Substance abuse or dependence
- Aging
- Disabilities
- Physical or mental health



Children will live in safe, healthy and supportive families and communities.

Job titles for experience in human services may include, but are not limited to, the following:

- Advocate
- Caseworker
- Child services assistant
- Community coordinator
- Community health nurse
- Family support worker
- Healthcare technician
- Home-based assistant
- Human services consultant
- Human services program specialist
- Injury prevention coordinator
- Legal assistant
- Mental health technician
- Outreach specialist
- Peer support specialist
- Program coordinator
- Public health nurse
- Social services assistant
- Social work associate

Questions regarding this degree exception should be directed to HR specialist or your Assistant Deputy Director of field operations.

Sincerely,



Terry J. Stigdon, MSN, RN
Director, Indiana Department of Child Services



Children will live in safe, healthy and supportive families and communities.