

Family Foster Home Licensing Preparation Checklist

(For your convenience and ease of use, it is recommended you print out a copy of this checklist.)

In consideration of your application for licensure, your contracted licensing agency, and/or the Office of Licensing, Certification, and Regulation (OLCR), will need you to provide various types of documentation to support your qualifications.

The following checklist will provide you, the applicant, a helpful resource in gathering the information your licensing agency and/or the OLCR minimally require(s) to review and process your application for licensure. If you should have any specific questions regarding any of the documents listed on the checklist, or require clarification of any kind, feel free to discuss these with your licensing agency.

Proof of Income

You will need to provide current documentation in support of the income reported on the budget statement. Some examples of proof of income you may provide your licensing agency, include:

- | | |
|---|--|
| <input type="checkbox"/> Pay Stubs | <input type="checkbox"/> W-2 |
| <input type="checkbox"/> Tax Returns | <input type="checkbox"/> State/Federal Entitlement |
| <input type="checkbox"/> Child Support | <input type="checkbox"/> Rent |
| <input type="checkbox"/> Contributions By Household Members | <input type="checkbox"/> Assets |
| <input type="checkbox"/> Adoption Subsidy | <input type="checkbox"/> Other/ State Federal Assistance |

Criminal History Declaration

You, as well each adult household member (18 years and older), will need to be fingerprinted and be required to complete a declaration of criminal history form. The documentation you will need to provide consists of a:

- Fingerprint Card (complete with expiration date and Department of Public Safety Card #) **AND**
- Criminal History Declaration

Transportation

If you and/or any adult household member (18 years and older) will be transporting children or vulnerable adults, documentation of valid driver's license, liability insurance, vehicle registration will need to be shown for each driver.

When transporting a child or vulnerable adult you, and/or any adult household member drivers, will be expected to provide and use safety restraints appropriate to the age and weight of each child or adult transported; prohibit the number of persons in any vehicle from exceeding the number of available seats and seat belts in the vehicle; and ensure that any vehicle used to transport children or adults in wheelchairs be equipped with floor mounted seat belts and wheelchair lock-downs for each wheelchair being transported.

Be prepared to provide the current documentation consisting of:

- Valid Driver's License (State, License Number, Expiration Date, Restrictions) **AND**
- Liability Insurance (Company Name, Coverage Expiration Date) **AND**
- Vehicle Registration (Car Year, Make, Model, Vehicle Identification Number, Expiration Date)

References

If you are applying for a Family Foster Home License, be prepared to provide documentation consisting of the names, addresses, telephone numbers (and e-mail addresses if available) for:

- 5 Character References, with no more than 2 references from people to whom you are related. If you are married, 2 references must be from people who know you as a couple.**
- School References may be required if you have school aged children.**

If you are applying for a Child or Adult Developmental Foster Home License, compile a list of references including names, addresses, telephone numbers (and e-mail addresses if available) for:

- 3 Character References from people who are familiar with you and your family, but who are not related.**
- 1 Employment Reference if you are currently working, or have worked, with children or adults with developmental disabilities.**
- School References may be required if you have school aged children.**

Children's Immunizations

Provide documentation that each child living in your home has received the immunizations appropriate to the child's age and state of health, unless you have submitted a signed statement that the child has not been immunized because of either: a) religious affiliation which is opposed to such immunizations or b) because you are opposed to such immunizations. Documentation you will be asked to provide consists of:

- Immunization Records OR**
- Statement of affiliation with a religion which is opposed to immunizations OR**
- Statement of applicant opposition to such immunizations**

Training

You will be required to complete training. For each training requirement, be prepared to provide the completion date, credit hours and course title. Dependent on the type of license for which you are applying, you will be asked to provide documentation verifying completion of one of the following types of training:

- Adult Development Home pre-service training**
- Adult Development Home ongoing training**
- Child Development Home pre-service training**
- Child Development Home ongoing training**
- Family Foster Home pre-service training**

- Family Foster Home ongoing training
- Professional Foster Home pre-service training
- Professional Foster Home ongoing training
- Other training

Certifications

If you are applying for a Family Foster Home License:

- You will be required to have current CPR Certification (showing the expiration date of the certification) if any bodies of water on your premises are greater than 18 inches in depth and, a foster child 13 or younger is placed in your home; OR if you are applying for a professional foster home license.**
- First Aid certification (showing the expiration date of the certification) is only required if you are seeking a Professional Family Foster Home License.**

If you are applying for a Child or Adult Developmental Foster Home License, provide documentation of:

- Current CPR Certification (showing the expiration date of the certification)**
- First Aid certification (showing the expiration date of the certification)**

Dog Rabies Vaccinations

If you own a dog and the dog is routinely present on your premises, you will need to provide documentation for that dog demonstrating current vaccination against rabies.

- Rabies Vaccination Verification (Name of dog and vaccination expiration date)**

Physician's Statement

If this is the first time you are applying for a Family Foster Home License, you will be required to provide a physician's statement, current within 6 months of your application for licensure. This same requirement also exists for any other adult household member or person living on your premises (18 years or older) who will be regularly providing care and/or supervision for a foster child. At least every 3 years after initial licensure, you, your adult household members and persons living in your premises (who regularly provide care for foster children) will be required to obtain new/updated physician's statements.

Physician's Statement

If this is the first time you are applying for a Child or Adult Developmental Home License, you and each adult household member (18 years or older), will be required to provide a physician's statement, current within 6 months of your application for licensure. A physician's statement may also be required of any adults, not living in your home, but who reside on your premises. At least every 3 years after initial licensure, you and your adult household members will be required to obtain new/updated physician's statements.

Physician's Statement

Emergency Evacuation Plan

Prepare a drawing of an Emergency Evacuation Plan minimally showing: 1) 2 exits which are remote from each other on each floor used by a child or vulnerable adult 2) at least one exit, on each floor, with a direct and safe means of travel to the outdoors and a safe method to reach the ground level; and 3) a window serving as a second exit only if the child or vulnerable adult can access and open the window and can pass through it.

Emergency Evacuation Plan