** Foster Family Application Checklist**

* Criminal History Check Consent
* Disclosure of any Family Violence Calls
* 24 Months 911 service calls to the home
* Copy of drivers license (for all requesting background check)
* Copy of social security card (for all requesting background check)
* Proof of Citizenship
* Completed Foster Parent Application (application completed by both parents)
* Completed Home Study Questionnaire
* Completed Consent for Information/Releases from previous agencies (transferring and previously verified foster parents)
* Health assessment Form competed by your physician for both foster parents.
* Floor plan of your home with dimensions of all areas
* Pictures of the home
* Emergency evacuation diagram showing all exits and assembling area for emergency
* Fire inspection report completed by city Fire Marshal’s office
* Environmental health inspection report by the city environmental health department.
* Birth certificates and drivers licenses for all household members
* TB test for everyone over the age of one in the household within 1 year of evaluation
* Water well results if not on a city water system
* Copy of animals (pets) vaccinations (rabies) or a statement of no pets at home document
* Medication box with double locking facility
* First Aid Kit
* Fire extinguishers- Minimum 5lbs- A, B &C- One on each floor minimum
* Child safety or booster seat for children under 8 years old
* Smoke detectors in kitchen and sleeping areas.
* Firearms double locked
* No Trampoline
* Child safety locks for cabinets
* Swimming pool- fenced around area with self latching door with lock
* No locks for the kids bed rooms
* Locking facility for knives and cleaning chemicals
* Negative drug test for both foster parents and caregivers
* Auto insurance policy (requires full coverage for autos used to transport foster children)
* Auto Title Inspection
* Auto large enough for the number of children placed in the home
* Home owners’ insurance policy/ Renters insurance policy
* Copy of home ownership documents or lease agreement (minimum one year renewable lease)
* Copy of marriage license/ notarized document to verify length of common-law relationship and supporting docs
* Copy of all previous divorce decrees
* Copy of income verification documents (check stubs – current 3 months , W2, Child support, social security income)
* Copy of High School diploma/college transcripts/ Degrees for both parents/High School Equivalence Test
* Land phone line (required prior to the verification of the home)
* Fax machine or ability to send and receive fax
* Family picture
* Home Rules