

Resource Parent Application Checklist



SECTION 1

In order to initiate the Family Assessment (Homestudy) process, please complete the following:

Applications:

- Resource Parent Application I *(one per family)*
- Resource Parent Application II *(one per applicant)*
- SAFE Questionnaire I *(one per applicant)*

Clearances and References:

- Resource Family Criminal Record Statement *(RFA 01B – All applicants and adults residing in the home. This form for applicants is turned in during training. There may be an additional out-of-state form to complete, if applicable)*
- Live Scan Request Form *(A1585 – 3 forms per applicant and for every adult residing in the home)*
- Personal References Form

Household Forms:

- Income/Expense Worksheet
- Babysitter/Additional Adult Household Member Agreement and Emergency Contact/Information Form
- Emergency Disaster Plan *(Leave the Licensing # blank)*
- Evidence of Homeowner's Liability Insurance *(Only evidence of dates of coverage needed)*
OR Copy of Renter's Agreement
- Facility Sketch *(Floor and Yard Plan – indicate all doors and windows in the home, location of fire extinguishers and first aid kits, and room dimensions)*
- Immunizations for all Pets and Licenses for Dogs *(must be current)*
- Copy of most recent Tax Return *(Only the first 2 pages of the federal form is needed)*
- School Report Cards *(must be current and for all school-age children in the home)*

Medical:

- Resource Family Approval Health Screening (RFA 07) *(All applicants and adults residing in the home)*
- Supplement to Resource Family Health Screening *(All applicants)*
- TB Test or Screening form *(All applicants and Adults residing in the home)*
- Most Recent Physical Examination for all Children in the Home & Up-to-date Immunizations

Training:

- Completion of Orientation. *(In-Class Training)*
- Completion of Pride Training. *(In-Class Training)*
- CPR Certification/First Aid Certification *(You can take at Extraordinary Families or in the community. Must cover adult, child, and infant)*
- Foster Parent College *(Online – Must be registered with Family Recruitment Specialist)*
- Water Safety Certification *(See Flyer included in Application Packet)*

Review, Sign, and Return Acknowledgments/Agreements:

- Requirement to Report Suspected Child Abuse
- Confidentiality Agreement
- Declaration of Understanding and Resource Parent Acknowledgment
- Discipline Guidelines and Agreement
- Non-Discrimination Policy/Agreement
- Pet Safety Contract
- Smoke Free Environment Agreement/Plan
- Swimming Pool/Spa Agreement
- Weapon Safety Agreement
- Criminal Clearance Guidelines/Agreement
- Policy Acknowledgment Form *(All policies are found in the back portion of the PRIDE Binder)*

SECTION 2

The following documents must be completed prior to final Family Assessment (Homestudy) approval.

Forms given/collected during Family Assessment (Homestudy) process:

- DCFS Child Welfare History Review Form *(During the Interview Process, this form will be emailed to you by our Foster Care/Adoptions Assistant for you to fill out electronically, print, sign, and email back)*
- Family Assessment Tools: Family Capability, Support System List, Loss Chart, Scheduling Activity

Transportation Forms:

- Copy of California Driver's License *(Copy must be in color and enlarged)*
- DMV Driving Record Printout *(You can get online for minimal fee)*
- Driving Record Disclosure
- Vehicle Inspection Form *(For all vehicles that may be used to transport children. Corresponding work order is required)*
- Vehicle Insurance *(For all vehicles that may be used to transport children. Only evidence of dates of coverage needed)*
- Vehicle Liability Statement

Parent Forms (Copies as applicable. Originals must be presented upon request):

- Marriage Certificate
- Divorce Decree
- Child Support Verification
- Court Order Finalizing Prior Adoptions
- Death Certificate of Spouse
- Discharge papers from Armed Services
- Babysitter/Additional Adult Household Member PACKET *(Must be completed and approved for any in-home babysitter and/or adult who resides in the home)*

