**Foster/Adoptive Parent Checklist**

|  |  |
| --- | --- |
| **DFPS Agency Home Verification License** | **Medical Information** |
| License Verification Certificate | Health Status Form |
|  | TB Test Results (Ages 1 and Up) |
| **AFS Admission Documentation** | Other |
| Release of Information (if Applicable) |  |
| Foster/Adoptive Family Transfer Acknowledgment (if Applicable) | **Household Information** |
| Application for Foster/Adoptive Home Verification | Car Insurance |
| Parent Profile | Driving Record Statement |
| Sensitive Subjects | Driving Record |
| Foster/Adoptive Parent Agreement | Income Verification (2 Bank Statements and 2 Paycheck Stubs or Tax Return) |
| Foster/Adoptive Parent and Child Placing Agency Rights and Responsibilities | Disaster and Emergency Plan |
| Personal Reference Form (3 if you are only fostering(one must be a family member)/5 if you are doing adoption(2 must be a family member. ) | Floor Plan (with Evacuation Route Illustrated. It must also include dimensions of each room and rooms labeled) |
| Adult Children References (or Letter) | Pictures of Home (Interior and Exterior) |
| Home Screening | Environmental Health Inspection |
| Other | Fire Safety Evaluation Checklist |
|  | Fire Extinguisher (Pictures of Inspection Tag) |
| **Policies and Acknowledgments** | Home Safety Checklist |
| Grievance and Appeal Acknowledgement | Pet Vaccinations (or Letter) |
| Individual Consent (HIPPA) | Regular/Summer Daily Routine |
| Drug and Alcohol Policy | Local School Information |
| Mandated Reporting of Abuse/Neglect Policy | Weapons Inventory |
| Discipline Policy Guidelines/Agreement | Family Violence Disclosure |
| Restraint Policy | Other |
| Confidentiality Statement |  |
| Receipt of Handbook | **Approved Babysitters** |
| Other | Occasional Child Care Plan |
|  | Background Check |
| **Legal Information** | CPR/First Aid |
| Criminal Background Consent | Discipline Policy Guidelines/Agreement |
| Eligibility Letter | Confidentiality Statement |
| Central Registry from other states (if applicable) | Reporting Abuse and Neglect |
| Affidavit | SIDS (if Applicable) |
| Birth Certificate (for each household member) | Other |
| Social Security Card |  |
| Driver’s License | **Approved Frequent Visitors** |
| Marriage License (or Letter) | Background Check |
| Divorce Decree (or Letter) | Other |
| Highest Level of Education |  |
| Other | **Investigation** |
|  | **Miscellaneous** |