

Required Documentation Checklist

In-Home Specialist: _____ **Email:** _____

Primary Caregiver Requirements	CG1	CG2	Comments
Documents			
<i>Take a picture or scan a copy to your Foster Kinship In-Home Specialist</i>			
Driver's License or Identification Card	<input type="checkbox"/>	<input type="checkbox"/>	
Social Security Card	<input type="checkbox"/>	<input type="checkbox"/>	
Verification of Income	<input type="checkbox"/>	<input type="checkbox"/>	
Proof of Auto Insurance	<input type="checkbox"/>	<input type="checkbox"/>	
Marriage License (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Divorce Decree (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Proof of Property (Mortgage, Lease, Etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Floor Plan w/ Sq. Ft. & Exit Routes	<input type="checkbox"/>	<input type="checkbox"/>	
Home Owner/Renter Insurance	<input type="checkbox"/>	<input type="checkbox"/>	
Proof of Rabies for all Household Pets	<input type="checkbox"/>	<input type="checkbox"/>	
Appointments			
<i>Send proof of completion and results to your Foster Kinship In-Home Specialist</i>			
TB Test	<input type="checkbox"/>	<input type="checkbox"/>	
Flu Shot & Tdap Booster (children under 1 year placed)	<input type="checkbox"/>	<input type="checkbox"/>	
Physical Form (completed by Medical Professional)	<input type="checkbox"/>	<input type="checkbox"/>	
Fingerprint (Receipt required)	<input type="checkbox"/>	<input type="checkbox"/>	
Vaccination Records for all children in household	<input type="checkbox"/>	<input type="checkbox"/>	
Photographs			
<i>Send pictures to your Foster Kinship In-Home Specialist</i>			
Family Picture (1 photo including all household members)	<input type="checkbox"/>	<input type="checkbox"/>	
Pet Pictures (photos of all household pets)	<input type="checkbox"/>	<input type="checkbox"/>	
Pool, Reaching Hook, Buoy, Fenching (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Trainings & Certificates of Completion			
<i>Send Completion Certificates to your Foster Kinship In-Home Specialist</i>			
CPR Certification (current)	<input type="checkbox"/>	<input type="checkbox"/>	
Car Seat Safety Training (children under 6 years or 60lbs)	<input type="checkbox"/>	<input type="checkbox"/>	
Kinship Training	<input type="checkbox"/>	<input type="checkbox"/>	
Normlacy - Let Kids be Kids training certificate	<input type="checkbox"/>	<input type="checkbox"/>	
CCFS: "Are You Ready" Emergency Prep training certificate	<input type="checkbox"/>	<input type="checkbox"/>	
LGBTQ: training certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Water Safety Program training certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Licensing Application Documents			
<i>These documents are included in your Licensing Application</i>			
Statement of Understanding	<input type="checkbox"/>	<input type="checkbox"/>	
Release of Information	<input type="checkbox"/>	<input type="checkbox"/>	
Discipline Form	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Disaster Plan	<input type="checkbox"/>	<input type="checkbox"/>	
References	<input type="checkbox"/>	<input type="checkbox"/>	
Non-primary	NP 1	NP2	
<i>Take a picture or scan a copy to your Foster Kinship In-Home Specialist</i>			
Driver's License	<input type="checkbox"/>	<input type="checkbox"/>	
Social Security Card	<input type="checkbox"/>	<input type="checkbox"/>	
Fingerprint Receipt	<input type="checkbox"/>	<input type="checkbox"/>	
TB Test	<input type="checkbox"/>	<input type="checkbox"/>	
Picture	<input type="checkbox"/>	<input type="checkbox"/>	