**INITIAL APPLICATION CHECKLIST**

Information to be submitted by Foster Care or Adoption Applicant

**Submit with application at ORIENTATION or 1st HOME VISIT**

* **Application (short form)**
* Foster Care/Adoption Orientation confirmation
* Letter of Intent
* Foster Care Bill of Rights
* Adult Household Screening Request\*
* HIPPAA Statement\*
* DFCS Safety Agreement\*
* Discipline Policy\*
* Policy on SIDS and Sleeping Arrangements\*
* Hand Drawing of layout of home indicate emergency evacuation plan
* Proof of citizenship/legal residence
* Birth certificate for all residents (copy)
* Copy of social security card for all household members
* Valid GA driver’s license (copy)
* Proof of auto insurance (copy)
* Homeowner’s or renter’s insurance (copy)
* Marriage, Divorce, Death certificate (for each marriage or divorce) (copy)
* CPR Certification (if applicable)
* IMPACT certification (if previously trained as a foster parent)
* Criminal Background Check, CPS Protective History Request, Authorization to Release Information\*
* Family photo (include all house members)
* Pet inoculations

\*Indicates form will be provided

**Submit at 1st TRAINING SESSION**

Foster and adoptive home interview and evaluation will be conducted. All applicants seeking foster care or adoption must be present for the interview. Visit/interview may take up to 1 to 1 1/2 hours.

* **Home Study Questionaire** including family evaluation, stress scale, sensitive issues inventory, personal matrix inventory
* Financial Statement
* Income Verification (1 month check stub)
* Proof of fingerprint (COGENT LIVESCAN) for all adults 18 years or older residing in the home

**Submit at 2nd home visit**

Foster/Adoptive Home Safety Checklist and Home Compliance Checklist will be completed during this visit. Visit/interview may take up to 1 to 1 1/2 hours. Only one parent need be present.

* Casey Family Assessment
* Medical Report for all applicants dates within 12 months of foster care/adoption approval
* TB test results (or chest x-ray)for all applicants (may be included with medical report)
* Adults and children over 16 residing in the home must have a health statement and TB test (or chest x-ray) dated within 12 months of approval (form provided)
* Pediatrician’s statement dated within 12 months on children under 16
* Professional qualifications verification for foster parents accepting medically fragile children
* All adult household members over 18 must complete a Drug screen for the following substances: Marajuana/cannabinoids (THC), Cocaine, Amphetamines/Methamphetamines, Opiates, Phenecyclidine (PCP) and Ecstacy (MDMA)
* References (3)
* Informal walk through of home

**3rd Visit**

* Final walk through (home should be ready to receive your first child)
* Additional questions to complete home study from interviewer
* Questions and Answers

**Verifications**

* References: at least three (3) including one family member, one additional reference for foster care if a family member has been employed in supervising children or incapacitated adults; additional reference if applicant has foster/adopted elsewhere
* Interview of birth children living elsewhere (in person or by phone)
* Foster/Adoptive Home Safety Checklist completed by GHI representative in the home
* Home Compliance Form completed by a GHI representative in the home
* IMPACT Certification

*Prior to receiving your first child, a caseworker will be assigned to you and will visit you with your welcome package. This package will contain policy acknowledgements and weekly documents to be completed on each child in care and submitted to the agency by the 1st of the month.* ***Monthly meetings are held the 4th Saturday of each month and are required. Monthly meetings are held from 10:00am-12 noon and include monthly training for foster care annual training hours. Child care is provided. Monthly documentation can be submitted at the monthly meetings.***

*Thank you for supporting Georgia’s children!*