

Licensing Requirements for Foster Homes

LICENSING REQUIREMENTS

1. Completed orientation
2. Completed application
3. Completed autobiography form
4. Completed home study (background info, discuss values, assess which children are best suited for your home)
5. Submit a written daycare plan when applicable
6. Complete 14 hours of pre-licensing training (both foster parents when applicable) - CPR/First Aid Certification, Medication Management Training
7. Complete physicals for everyone living in the home
8. Pass a health inspection for safety and cleanliness (all mini blinds will be tested for lead paint—if your home was built prior to 1978 a lead paint test will be performed if you plan to foster children under the age of 6)
9. A State Fire Marshal will complete a fire inspection of your home (smoke detectors, carbon monoxide detectors, and 2A, 10BC fire extinguishers are required—a fire escape plan must be posted and a copy must be given to the licensing agency)
10. Completed disaster preparedness plan
11. A S.L.E.D. background check must be completed (certain criminal records may disqualify licensing)
12. Child Protective Services records will be checked (indicated records may disqualify licensing)
13. The Sex Offender Registry will be checked (if you have a sexual offender record you will be disqualified)
14. Driving records will be checked
15. Fingerprinting and an FBI check will be performed
16. Three favorable written references from non-relatives who've known you 3 or more years are required
17. Completed financial statement (one of the following is required – prior year tax return, or past 3 months of payroll statements)
18. You must sign a discipline agreement and disaster plan
19. Supply a copy of driver's license, auto insurance, birth certificate, social security card, marriage license, divorce decree and petition, and military discharge papers where
20. Supply a photo of your family and the outside of your home

ANNUAL INSPECTIONS

1. Fire inspections by a State Fire Marshal
2. SLED, CPS, and sexual offender checks
3. Complete 14 hours of training (each foster parent)
4. Sign discipline agreement, disaster plan, and motor vehicle record request

RE-LICENSING PROCEDURES (completed every two years)

1. A home visit to discuss placements of children
2. New physicals
3. New health inspection if you have moved or remodeled your home
4. New financial forms if job or financial situation has changed