



Instructions for Foster Care Applicants

This packet includes:

- **Family Profile Guide**
- **Criminal Record Self-Disclosure**
- **CPS Records Check Form**
- **Fingerprint Instructions / Application**
- Children's Health Record (if applicable)
- Medication Policy Agreement
- Fire Safety Checklist
- Foster Home Agreements
- Home Health Inspection Tips
- Fire Evacuation Plan
- Statement of Confidentiality
- Physician Statement and TB Skin Test Form (for all household members over 18)**
(*Schedule appt as soon as possible)
- Quick Connect Application Instruction Booklet

Once you begin training your home study process begins. Please note the following due dates for paperwork to be completed:

Meeting 2: Items in **bold print** above.

Meeting 5: Remainder of paperwork including the Quick Connect Application. This is an internet application. Please contact your licensing worker if you do not have access to the internet and they will help you complete the process. Additionally, the Office of Licensing Certification and Regulation requires that we verify some of the information in your application by obtaining copies of the following documents:

- Birth Certificate for each household member
- Copy of Driver's License for each applicant
- Proof of Insurance and Registration for all vehicles
- Citizenship or Legal Resident Papers (if applicable)
- Marriage Certificate (if applicable)
- Divorce Decree(s) (if applicable)
- Form DD 214 Military Discharge (if applicable)
- Cover page of last IRS 1040 or two months of pay stubs
- Bankruptcy Papers (if applicable)
- Current Rabies Vaccination
- Social Security Card(s) for applicant(s)

We will also be contacting OLCR who will arrange an appointment with you for the inspection of your home. Thank you for your interest in the Casa de los Niños Foster Care Program. Please call your licensing worker, _____, at 326-8250 ext. _____ if you have any questions or need help completing your paperwork.