

Checklist and Directions for Foster Parent Paperwork

Application (One per Family)

Fill out and return ASAP. Make sure that you include your references on the last page. You are required to have at least 6 references—at least 3 personal references (including no more than 1 relative), all adult children, school personnel for each school age child (give name of school and name of school counselor or principal), and the employer for each foster parent applicant. Do not leave any blanks, as all information is required for home study.

DHS Consent (One per Parent)

Sign and return form as soon as possible—it can take a long time to get the approval back once we have sent the request off so the earlier we can send it, the better.

OSBI/MVR Consent (One for **EACH** Individual in the Home 16 or older, including children). Sign and return form.

FBI Consent (One for **EACH** Individual in the Home 18 or older, including adult children) Sign and return form. This consent will have to be resigned every 3 years.

Jolts Consent Every minor child in the home, age 13 or over

Have child sign and return. Parents must also sign at the bottom. Make sure that the date your child lists and the date you list are the same. Don't worry about the space for a notary or witness. **IMPORTANT:** Parent must also put their initials next to "criminal history" about ¼ down the page, so that we may complete the background check.

Fingerprints (2 cards per Individual 18 or older residing in the home)

Get your fingers printed and return the cards.

Prior Foster Care Information (One per Family) ~ Fill this out only if you have any previous experience as a foster parent. You will also need to complete Shadow Mountain's consent to obtain/release information in order for us to obtain the required reference letter.

Foster Parent Questionnaire(s) (one per Parent)

Please complete all sections. All information is necessary for home study.

Birth Child Questionnaire(s) (One per minor child in the Home)

There are two different sets of questionnaires, one for children 10 and under and one for children over 10. Please make sure you have the appropriate one. Have children fill out and sign. The parent may help the child write their answers if they are unable.

Car Insurance (One per Car)

Make a photocopy of your insurance verification, ensuring that the expiration date is visible. This will need to be redone as your insurance expires and is renewed.

Car Tag (One per Car)

Make a photocopy or bring the original receipt when you get your tags, making sure the expiration date is visible. This will need to be redone as the tag expires and is renewed.

Driver's License (One per Parent)

Photocopy your license, making sure the birthday and expiration date are visible. You will need to continue to provide new copies as your license expires.

Social Security Card (One per Parent)

Photocopy your license, making sure your birthday and the expiration date are visible.

Adult Health Record (One per Adult in the Home)

Take the form with you to the doctor and have him or her fill it out, making sure they sign the bottom, and return the form to Shadow Mountain. This will have to be redone every 3 years.

Child Health Records (One per Child in the Home)

Have doctor fill out and sign. Return to Shadow Mountain.

Childrens' Immunizations (One per child in the home)

You should be able to obtain record from doctor or school.

TB (One per Parent)

Take the form with you to the doctor and have him or her sign it before returning it to Shadow Mountain. This will have to be redone every 3 years. If you have recently had the TB immunization, please make a copy of the results.

Financial Statement (One per Family)

Fill out and return. This will have to be redone every three years.

Fire Escape Plan (One per Family)

Make a map specific to your home, clearly indicating the route to all emergency exits. This will only need to be redone if you change your place of residence. One copy should be posted on your refrigerator and the other should be turned in to TFC for your file.

Child Needs List (One per Family)

Fill out and return. This will be used to help match an appropriate child to your home, so carefully discuss it with all members of the family. Keep in mind that

children in therapeutic foster care have special needs and it would be extremely difficult to place a child in a home that could not tolerate many problem behaviors.

Proof of Income (One per Employed Parent)

This is used to verify your financial statement. Provide a checkstub or copy of income tax form. This will have to be redone every 3 years.

Family Health History (One per Family)

Fill out and return. The “mother” and “father” columns refer to the foster parent applicants.

“If Applicable” Forms

Marriage License

Make photocopy of marriage license for existing marriage.

Divorce Decree(s)

Make photocopy of any divorce(s) had by any parent in the home.

Military Discharge

Make photocopy and return.

Tribal Verification

Make photocopy and return.

Vaccinations

Provide proof (ex. Receipt) that every pet in the household has had Rabies vaccination, clearly indicating expiration date. Will need to repeat as vaccination expires.

All paperwork must be completed before certification can be attained.