

Checklist for Foster Parents

You are welcome to send in any document at anytime, but we've prioritized the list in order to get your information processed in a timely manner, and get you ready for your homestudy. Please print the checklist for your records and check it off as you go.

Submit all of the completed documents below to documents@familylinkkids.com

Prior to Training

- Application
- Pay Stubs, W2 or Tax returns for each working parent
- Health Status for each parent
- Background Consent Form for each parent and any person living in the home age 14 and up
- Consent to Release/Agency Transfer (*if applicable*)
- TB tests for all family members above age 1 living in home
- Orientation Conference Call
(call: **218-862-1099 access code: 627772#**)
- Orientation Review
- Out of State Background Check (for states you lived within the past 5 years)
 - o _____
 - o _____
 - o _____

Prior to Meeting with Foster Home Development and Program Director

- Confidentiality agreement (*both parent signatures*)
 - Disclosure of Family Domestic Violence Form
 - First Aid & CPR for each parent (*infant, child, and adult, not online*)
 - Home study questionnaire
 - Special Needs Checklist
 - Meet with Foster Home Development and Program Director
 - Begin Your 40 Interactive Training Hours (*we'll explain how when we meet*)
 - o Contact your Foster Parent Mentors
 - o Sign up to volunteer at our next event
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Prior to Your Homestudy

- Affidavit of Compliance (*must be notarized for each parent*)
- Completion of Day 1 of Foster Parent Training
- Completion of Day 2 of Foster Parent Training
- FBI Cleared Criminal Check (*for all home occupants over 18 - look for email instructions about Fast Pass*)
- Fire Inspection
- Floor Plan (list designated rooms with dimensions)
- Health Inspection
- Out of State Background Check (*only applicable if you have lived outside of Texas within the past 5 years*)
- Pet Policy
 - o Pet Vaccines for each pet
- Transportation policy
- Have your assignments from training ready to submit to Family Link
 - o Loss history Chart
 - o Relational Needs Checklist
 - o Eco Map
- Don't forget your Interactive Training Hours!**

Prior to Your License

- 5 Show Summaries of Life Matters! With Mariah
 - o Please submit via email in a word document. Do not use the comments box on the website for summaries.
- Diploma/GED or College Transcripts
- Driver's Licenses **w/current address**
- Divorce papers (*if applicable*)
- Insurance, Auto
- Insurance, Home/Renters (*with LIABILITY Coverage*)
- Marriage License
- Pictures of house, inside (all rooms) and front and back
- 40 Interactive Training Hours**
- Daily Schedule & Children's Chores
- Disaster and Emergency Form
- Fire Escape Plan with sketch
- Occasional Caregiver List (at least 1 with the following)
 - o Background consent form
 - o CPR/1st Aid
 - o TB test
- Online Medical Consent Training Certificate
- Outdoor Recreation Form
- Outdoor Sketch
- Rules, Rewards, and Consequences
- Sample Menu
- Weapons Inventory

Please feel free to call us : Austin & Houston Office: 512-233-6464 or San Antonio: 210-476-5017