CSO-1270A (6-15)

ARIZONA DEPARTMENT OF CHILD SAFETY

FAMILY FOSTER HOME LICENSING INITIAL APPLICATION CHECKLIST

APPLICANT 1 NAME	APPLICANT 2 NAME

Per the Department of Child Safety/ Office of Licensing and Regulation your licensing agency is required to submit the following attachments and supporting documents. Your specific licensing agency may require additional documentation. Please complete the packet as outlined to ensure timely processing of your Family Foster Home license.

- **Completed prior to beginning AZPS-MAPP or Deciding Together training**

☐ ☐ **Applicant Statement of Understanding**

☐ ☐ **Initial Application Worksheet** – Completed by applicant in Quick Connect or provided hard copy. If applicant(s) has lived out of state within the last 5 years, a notarized **Interstate Central Registry Release of Information** (aka Adam Walsh form) or the state-specific form is required (please request form from licensing worker).

☐ ☐ **Level 1 Fingerprint Clearance Card Application**

☐ ☐ **Criminal History Self-Disclosure Affidavit**

- **Completed prior to Session 5 of AZPS-MAPP or Deciding Together training**

☐ ☐ **Physician's Statement –** If there are medical concerns identified, an **Authorization to Release Information** may be required to gather additional information. All adults living in the home without a caretaking role must complete a **Health Self-Disclosure**.

☐ ☐ **Foster Care/Adoption Assessment Guide**

Prepare for and notify your licensing agency to schedule the Life-Safety Inspection.

- **Supporting Documents:** It may be difficult to obtain copies of these supporting documents. You are encouraged to begin collecting these documents and providing copies to your licensing worker from the onset of the family foster home licensing process.

☐ **Evacuation Plan** – Found in the Life-Safety Inspection Guide. Must be completed and displayed in home.

☐ **Current car insurance**

☐ **Current car registration**

☐ **Driver's license** – Copy of front and back for each applicant and any other identified person transporting. If there are more household members than seat belts or the family uses public or private transportation, a **Transportation Plan** must be completed.

☐ **Income verification for one month** – Includes pay stubs, SS benefits, W2s, unemployment, pension, child support, adoption subsidy, state and federal benefits

☐ **Birth certificates** – If no U.S. birth certificate, then Proof of Legal Residency is required.

☐ **AZPS-MAPP Road Work**

☐ **AZPS-MAPP Eco/Family Map**

☐ **AZPS-MAPP Impact on Your Family**

☐ **AZPS-MAPP Deciding Together / Caring for Our Own** – Certificate that indicates completion of the program.

If applicable:

☐ Immunization records for all children in the home

☐ Marriage license

☐ Divorce decree or death certification

☐ Military discharge record

☐ Bankruptcy discharge record

☐ Credit report, if bankruptcy within the past 5 years

☐ Child support verification

☐ Current rabies vaccination document for dogs

☐ Current CPR/First Aid training certificate

The **Life-Safety Inspection Guidebook**, **Confidentiality Guidelines for Foster Parents**, and **Discipline Guidelines Resource Book** should also be included in your Family Foster Home Application Packet. If you did not receive these documents please request them from your licensing worker. It is important that you familiarize yourself with the information contained in these documents.

See reverse for EOE/ADA/GINA/LEP disclosures.

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