

**CERTIFICATION CHECKLIST FOR**

 **FOSTER/ADOPT PARENT(S)**

 Name of Applicant(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The items listed below must be completed during the certification process by both the applicant and**

**the co-applicant. Please submit original forms, documents required.**

 **To be completed by applicant**

­­­­­\_\_\_\_ Fost/Adopt Application form - Part I

\_\_\_\_ Fost/Adopt Application form - Part II

\_\_\_\_ Application Fee Contract

\_\_\_\_ References List

\_\_\_\_ Release of Information (2 originals)

\_\_\_\_ SAFE Questionnaire I

\_\_\_\_ Confidentiality Agreement

\_\_\_\_ Authorization for Release of Confidentiality Information

\_\_\_\_ Acknowledgement of Confidentiality of Fost/Adopt Parent Records

\_\_\_\_ Statement of Non-Discrimination

\_\_\_\_ Disciplinary Guidelines

\_\_\_\_ Report of Suspected Child Abuse

\_\_\_\_ Weapons Safety Agreement

\_\_\_\_ Swimming Pool Agreement

\_\_\_\_ Out-of-State Disclosure & Criminal Record Statement – (508D - for all adults in the home)

\_\_\_\_ Guidelines on Required Criminal/Child Abuse Clearances

\_\_\_\_ Declaration of Understanding

\_\_\_\_ No Smoking Policy

\_\_\_\_ Guidelines & Agreement/Child Caregivers

\_\_\_\_ Pre-Certification Agreement

\_\_\_\_ Livescans (DOJ/FBI/CAI)

\_\_\_\_Foster Care (**A0448**) and \_\_\_\_Adoption (**A1585**)

\_\_\_\_ DMV driving record printout – form attached (16 yrs. old**+** in the home)

\_\_\_\_ California Driver's License – legible, in color and enlarged (16 yrs **+** in the home-)

\_\_\_\_ Driving Record Disclosure

\_\_\_\_ Facility Sketches – Floor and yard (indicate all windows in the home)

\_\_\_\_ Emergency Disaster Plan

\_\_\_\_ Evidence of Homeowner's Liability Insurance (page showing dates of coverage only)

\_\_\_\_ Physician’s Examination **(AD524**) and Health Screening Report **(Lic 503)**

\_\_\_\_ Physical Examination for all the children in the home

\_\_\_\_ TB Test (for all adults in the home)

\_\_\_\_ Income Verification (two current pay stubs per person, or prior year tax returns - 1st and signature pages only)

\_\_\_\_ Current school report cards (for all school age children in the home)

\_\_\_\_ Marriage Certificate (certified copy)

\_\_\_\_ Divorce Document (certified copy)

\_\_\_\_ Death Certificate of prior spouse

\_\_\_\_ Court order finalizing prior adoptions

\_\_\_\_ Discharge papers from Armed Services

\_\_\_\_ Child support verification for children not living in the home

\_\_\_\_ Licenses and Immunization Records for Dogs

\_\_\_\_ Baby-Sitter Information (separate packet)

**Transportation: (for cars used to transport fost/adopt children)**

\_\_\_\_ Fost/Adopt Parent Vehicle Liability Statement

\_\_\_\_ Vehicle(s) inspection (Mechanic’s signature required)

\_\_\_\_ Evidence of vehicle(s) insurance (page showing dates of coverage only)

**Information given to Adoptive Parents during interviews:**

\_\_\_\_ Questionnaire II (to be done by Adoption Social Worker)

\_\_\_\_ Fost/Adopt Risks Contract

\_\_\_\_ AAP Information Booklet

\_\_\_\_ Grievance Procedures

\_\_\_\_ Adoption Resources

\_\_\_\_ Social Security Information

\_\_\_\_ Signature Page

\_\_\_\_ Children’s Questionnaire

\_\_\_\_ Child desired worksheet

\_\_\_\_ Support System List

\_\_\_\_ Child Information Disclosure

**Documents completed by Adoption Worker/Staff:**

\_\_\_\_ CWS/CMS Release of Information

\_\_\_\_ Request for History of Child Abuse/Neglect

\_\_\_\_ References (4 required)

\_\_\_\_ Employment Verification **Mailed \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_ Psychosocial Inventory

\_\_\_\_ Approved Home Study

\_\_\_\_ Home Inspection

\_\_\_\_Megan’s Law website clearance

**Coursework:**

\_\_\_\_ Completion of Orientation and Training Sessions

\_\_\_\_ CPR Training Certificate

\_\_\_\_ First Aid Training Certificate