

YOUR AGENCY NAME

SAMPLE Foster Parent Checklist

Please see below the due dates for paperwork needed for your certification to be a foster parent. Timely completion of the paperwork is an important part of the process, as well as GPS/MAPP attendance. Please ensure that you provide the information by each due date. Missing or late paperwork will delay or even close your application.

Your Name(s): _____

Directions: When you submit each item, please note the date, initial the item, and ask the homefinder to initialize, as well. Keep this checklist handy throughout the entire MAPP class.

Due by MAPP Class #2

Profile	Date Submitted: _____	Your Initials: _____	Homefinder Initials: _____
Child Care Plan	Date Submitted: _____	Your Initials: _____	Homefinder Initials: _____
SCR Clearance Form	Date Submitted: _____	Your Initials: _____	Homefinder Initials: _____
Fingerprint Receipts (Week 1- request fingerprint appointment)	Date Submitted: _____	Your Initials: _____	Homefinder Initials: _____
Conviction Statement	Date Submitted: _____	Your Initials: _____	Homefinder Initials: _____

Due by MAPP Class #4

Financial Info Sheet	Date Submitted: _____	Your Initials: _____	Homefinder Initials: _____
Completed budget	Date Submitted: _____	Your Initials: _____	Homefinder Initials: _____
Copy of a Phone Bill	Date Submitted: _____	Your Initials: _____	Homefinder Initials: _____
Copy of a Pay Stub	Date Submitted: _____	Your Initials: _____	Homefinder Initials: _____
Copy of Mortgage/Rent Statement	Date Submitted: _____	Your Initials: _____	Homefinder Initials: _____

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Due by MAPP Class #5

Copy of Driver's License	Date Submitted:_____	Your Initials:_____	Homefinder Initials:_____
Copy of Car Registration	Date Submitted:_____	Your Initials:_____	Homefinder Initials:_____
Copy of Car Insurance	Date Submitted:_____	Your Initials:_____	Homefinder Initials:_____
Marriage/Divorce/Death Certificate (as applicable)	Date Submitted:_____	Your Initials:_____	Homefinder Initials:_____
Birth Certificates of all persons in home (including your children)	Date Submitted:_____	Your Initials:_____	Homefinder Initials:_____
Pet License and Vet Records	Date Submitted:_____	Your Initials:_____	Homefinder Initials:_____

Due by MAPP Class #6

Employment History	Date Submitted:_____	Your Initials:_____	Homefinder Initials:_____
Three references	Date Submitted:_____	Your Initials:_____	Homefinder Initials:_____
Medical history form for each foster parent and TB test (form provided by DSS)	Date Submitted:_____	Your Initials:_____	Homefinder Initials:_____
School records/Medical statement for your biological children	Date Submitted:_____	Your Initials:_____	Homefinder Initials:_____
Life Story (Autobiography)	Date Submitted:_____	Your Initials:_____	Homefinder Initials:_____
Photos of your home and family	Date Submitted:_____	Your Initials:_____	Homefinder Initials:_____

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Due by MAPP Class #9

Foster Parent Contract	Date Submitted:_____	Your Initials:_____	Homefinder Initials:_____
Foster Placement Agreement	Date Submitted:_____	Your Initials:_____	Homefinder Initials:_____
Water Safety Form (if well water)	Date Submitted:_____	Your Initials:_____	Homefinder Initials:_____
Fire Safety Form	Date Submitted:_____	Your Initials:_____	Homefinder Initials:_____
Discipline Policy	Date Submitted:_____	Your Initials:_____	Homefinder Initials:_____
HIPPA Policy Statement	Date Submitted:_____	Your Initials:_____	Homefinder Initials:_____