

INITIAL APPROVAL HOME STUDY CHECKLIST

RP Name: _____

FDS: _____

File Item:	YES/NO	DATE	NA
1. APPROVAL CERTIFICATE			
2. APPROVAL LETTER			
3. PRIDE CERTIFICATE			
4. HOME STUDY COMPLETE/SIGNATURES			
5. HOME HEALTH REPORT			
6. APPLICATION (DATED & SIGNED)			
FAMILY FINANCIAL/INCOME VERIFICATION			
ATTITUDES TOWARDS SEXUAL ISSUES			
CONFIDENTIALITY & SHARING FORM			
DISCIPLINE OF FOSTER CHILDREN			
EMERGENCY PREPAREDNESS FORM			
FIRE SAFETY SURVEY			
SMOKING POLICY DIRECTIVE SIGNED			
ANGEL'S LAW SIGNED			
RESOURCE PARENT AGREEMENT			
7. MEDICALS FOR ALL HOUSEHOLD MEMBERS			
8. FLU SHOTS COMPLETED			
9. MEDICATION MANAGEMENT TRAINING			
10. BEHAVIORAL MANAGEMENT TRAINING			
11. BIRTH CERTIFICATES OR DRIVER'S LICENSE			
12. CJIS (STATE & FED)			
13. MJCS			
14. CPS CLEARANCE LETTER			
15. SEX OFFENDER REGISTRY CLEARANCE			
16. CHILD SUPPORT CLEARANCE			
17. MOTOR VEHICLE CLEARANCE			
18. AUTO INSURANCE VERIFICATION			
19. MARRIAGE/DIVORCE CERTIFICATE			
20. RESIDENTIAL VERIFICATION			
21. FIRE MARSHAL REPORT			
22. SANITATION REPORT			
23. REFERENCES & BACK UP INFORMATION			
A. CJIS (STATE & FED) ~ BACKUP PERSON			
B. MJCS ~ BACKUP PERSON			

24. COMPATABILITY QUESTIONNAIRE			
25. QUESTIONNAIRE #1			
26. QUESTIONNAIRE #2			
27. PET VACCINATIONS			
28. CPR & FIRST AID CERTS.			
29. SCHOOL REPORTS			

SUPERVISOR SIGNATURE: _____ **DATE:** _____
INITIAL HOME STUDY FILE CHECKLIST Cont'd

RP Name: _____ **FDS:** _____

Administrative tasks:	Yes/No	Date Completed
PROFILE UPDATED IN CJAMS		
FAMILY INFORMATION ON RH LIST		
ALL FORMS SCANNED INTO CJAMS		
INTRODUCE RP (STAFF, RP, BIOS)		

SUPERVISOR SIGNATURE: _____ **DATE:** _____

9/2024