

Recon Home Study Checklist

RP Name: _____

FDS: _____

File Item:	YES/NO	DATE	NA
1. APPROVAL CERTIFICATE			
2. APPROVAL LETTER			
3. APPLICATION			
4. FAMILY FINANCIAL/INCOME VERIFICATION			
5. ATTITUDES TOWARDS SEXUAL ISSUES			
6. CONFIDENTIALITY & INFORMATION SHARING			
7. DISCIPLINE OF FOSTER CHILDREN			
8. EMERGENCY PREPAREDNESS FORM			
9. FIRE SAFETY SURVEY			
10. SMOKING POLICY DIRECTIVE			
11. ANGEL'S LAW			
12. RESOURCE PARENT AGREEMENT			
13. MEDICALS FOR ALL HOUSEHOLD MEMBERS			
14. FLU SHOTS COMPLETED			
15. STATE OF MARYLAND JUDICIARY CASE SEARCH			
16. SEX OFFENDER REGISTRY CLEARANCE			
17. MOTOR VEHICLE CLEARANCE			
18. AUTO INSURANCE VERIFICATION			
19. BACK UP PERSON UPDATE			
A. CJIS (STATE & FED) ~ BACKUP PERSON			
B. MJCS ~ BACKUP PERSON			
20. PET VACCINATIONS			
21. HOME HEALTH REPORT			
22. CPR & FIRST AID CERTIFICATIONS			
23. MEDICATION & BEHAVIOR CREDITS			
24. SCHOOL REPORTS			
25. UPDATE QUESTIONNAIRE			
26. TEN TRAINING HOURS			
27. HOME STUDY COMPLETE/SIGNED			

SUPERVISOR SIGNATURE: _____

DATE: _____

Recon Home Study Checklist

Administrative task:	Yes/No	Date Completed
PROFILE UPDATED IN CJAMS		
FAMILY INFORMATION ON RH LIST		
ALL FORMS SCANNED INTO CJAMS		

FDS SIGNATURE: _____ **DATE:** _____

SUPERVISOR SIGNATURE: _____ **DATE:** _____

7/2024