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Steps to Being a Foster Parent:

**Step 1:** *Work with Youthnet Recruitment Specialist to complete the following, in no particular order:*

- Attend [Orientation](#)
- Within 48 hours of attending orientation, a Youthnet Recruitment Specialist will reach out to you to schedule a phone call regarding your goals and desires in foster care and what services Youthnet has to offer.

**Step 2:** *Required Trainings and Information*

- 24-hour Caregiver Core Training certificate: Required for the primary caregiver and recommended that all caregivers participate.
- CPR/First Aid training certificate for each household member 18+ who will be providing childcare. Training must be **in-person**, nationally certified and cover infant/child/adult CPR. Retain receipts!
- Blood Borne Pathogens or HIV training certificate for each household member 18+ who will be providing childcare.
- [Car Seat Safety training](#) certificate if licensing ages 0-12
- [Medication Management and Administration](#) training certificate for each household member 18+ who will be providing childcare.
- Schedule a physical with your primary care doctor, if you have not had one in the last 12 months. Bring a [Medical Form 13-001](#) for your doctor to fill out.
- Septic system documentation (if on private sewer) within the last 12 mos.
- Water test results (if on private water) within the last 12 mos. (*Note: Must show testing results for E. Coli, Coliform, and Nitrates*)
- Current rabies vaccinations for all pets in the home.

- If interested in licensing 0-2, please ensure all household members have influenza vaccines and TDAP or DTAP boosters (if not completed in the last 10 years).

*After reviewing these forms, a Youthnet Recruitment Specialist will reach out to you to further discuss your foster care aspirations and household. The Recruitment Specialist will assist your family with setting up an account via the Washington Caregiver Application Portal (WACAP) to complete necessary paperwork. Completing the above steps or the home study process does not guarantee licensure.*

**Step 3: Prepare for Inspection.** *Your Youthnet Licensor will complete a home inspection at one of your home interviews. Let us know if you have any questions. Here is an overview of the things we are looking for:*

- A securely locked cupboard, drawer, or box to store all prescription **and** non-prescription human and pet medications (including vitamins, tums, ointments, etc.)
- Locking file drawer or file box for child's records
- At least one 5-pound ABC Fire extinguisher (2A, 10BC-rated)
- Fire escape ladder for 2+ story homes (or based on licensor recommendation)
- Basic first aid supplies and a 3-5 day supply of emergency food/water  
First Aid Kit must include:
  - Protective nonlatex gloves
  - Bandages
  - Scissors and tweezers
  - Ace bandage
  - Gauze
  - Non Breakable and mercury free thermometer.
- Operable emergency lighting (flashlights, lamps, candles, or oil lamps)
- Emergency numbers, poison control number, and address must be posted by the phone
- Non-skid mats or decals in tubs and showers
- Wood burning stove or fireplace installations must have a wall-to-wall barrier (if licensing for ages 0-6)
- Working smoke detectors (inside & outside bedrooms, play areas, each story of the home, basement)
- Working carbon monoxide detectors (on each story and near bedrooms)
- Electrical outlets must have tamper-proof covers and blind cords must be secured (if licensing for ages 0-4)
- Bathroom doors must be able to be unlocked from the outside in case of emergency
- Bathroom must have a working window or fan
- All cleaning & laundry supplies must be inaccessible in a locked cabinet
- Toxic substances in locked storage (paint and garden supplies, gasoline, etc.)
- Any weapons must be in appropriate locked storage (talk to your licensor if you have weapons)

- Closet doors must be able to be opened from the inside
- Vehicles must have seat belts for each person in the family
- Alcohol/marijuana is in locked storage
- Swimming pools must be fenced with a locking gate or hardcover (but talk with your licensor before installing)
- Hot tubs must have secure, locking cover
- Hot water heater setting not over 120-degrees

#### **Step 4: Utilize WACAP for Paperwork**

*After creating and logging into your WACAP account, you are able to work through the paperwork portion of licensure through WACAP. At this time, a Youthnet licensor will be assigned to your household and be available for any questions and to discuss your*

*Your licensor will now submit the background check, application, and ROI forms which will begin your 90 day timeline to licensure. Youthnet licensor will also work with your family to schedule an introductory call interviews (the order may vary): Interview 1 with Caregiver A, Interview 2 with Caregiver B, Interview with Children/Adult Household Members, and Interview 3 with Caregivers A and B (or, an additional interview with Caregiver A if single-parent family).*

*Updated 09/2023*