

YOUTHNET LICENSING CHECKLIST

Step 1: Please ensure that you have completed the following, or are signed up for a class/appointment within the next 6 weeks.

- Orientation/Foster Care Info Meeting certificate
- 24-hour Caregiver Core Training certificate: recommend that all caregivers participate, required for at least the primary caregiver.
- CPR/First Aid training certificate for each household member 18+ who will be providing childcare. Training must be nationally certified and cover infant/child/adult CPR. When classes become available in-person again, an in-person component will be required.
- Blood Borne Pathogens or HIV 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 Medical Form for your doctor to fill out, and complete a TB test

Step 2: These background forms are required for all household members over the age of 16. Your Youthnet licensor will submit these forms to the state to begin the background clearance process. Please let us know if you expect anything to show on your record, even if it is a minor infraction or unfounded CPS history.

- Home Study Application form (one per family)
- Complete background authorization forms
- Complete the release of information forms
- Photocopy of driver's license(s)
- Submit all of the above to your Youthnet licensor

All adults over age 18 will then receive an email from the State requesting that you schedule a finger print appointment. You will need to schedule an appointment at an approved facility within 10 days of receiving that email. Please let your licensor know when you have completed this step.

Step 3: You will receive an email from Youthnet's online system, Extended Reach. Please log in and submit the following forms to your Youthnet licensor within 2 weeks of submitting the background packet. If you need assistance, we would be happy to set up a meeting or video call to go through the forms together.

- Log in and create your Extended Reach account
- Personal Information form (one per caregiver)
- Financial Worksheet and verification of income (one per home)
- Emergency Evacuation Plan (one per home)

After receiving these forms, your Youthnet licensor will review and will reach out to schedule your interviews: interview with caregiver #1, interview with caregiver #2 and interview #3 together (or second interview with caregiver #1, if single-parent family) and any children/adults living in the home. These interviews are currently taking place over Zoom video calls.

Step 4: *Gather the following pieces of documentation and submit these to Youthnet using Extended Reach.*

- Copies of current marriage certificates and ALL previous divorce decrees
- Applicant Medical Forms (one per caregiver)
- Copy of TB test results for each person in the home 18+ (within last 12 months)
- Photocopy of auto insurance/liability (showing expiration date and amount of coverage; i.e., \$50,000/\$100,000 etc)
- Photocopy of current vehicle registrations
- Septic system documentation (if on private sewer)
- Water test results (if on private water)
- Current rabies vaccinations for all pets in the home
- Current tdap/dtap vaccinations for all children in the home

If licensing to provide care for children ages 0-2:

- Documentation of current season flu shots for everyone in the home
- Documentation of current tdap/dtap vaccinations for everyone in the home
- Safe Sleep Assessment form
- Watch Safe Sleep video & both caregivers fill out video worksheet, <https://youtu.be/29sLucYtvpA>
- Watch PURPLE Crying video & both caregivers fill out video worksheet, https://youtu.be/5pAw8fJ_kUc

Step 5: *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 medications
- Locking file drawer or file box for child's records
- At least one 5-pound ABC Fire extinguisher (2A, 10BC-rated) with current inspection tag
- Fire escape ladder for 2+ story homes
- Basic first aid supplies and a 3-5 day supply of emergency food/water
- 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 (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 out of reach on a high shelf or locked cabinet
- Toxic substances in locked storage (paint and garden supplies, gasoline, etc.)
- Operable emergency lighting (flashlights, lamps, candles, or oil lamps)
- Emergency numbers, poison control number, and address must be posted by the phone
- 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 inaccessible (alcohol in high cabinet OK for fostering young kids, locked for teens)
- Swimming pools must be fenced with a locking gate or hard cover (but talk with your licensor before installing)
- Hot tubs must have secure, locking cover
- Hot water heater setting not over 120-degrees