

## 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, online or in person, at least one caregiver must complete
- ☐ CPR/First Aid and Blood Borne Pathogens/HIV training certificate, all household members 18+ Training must be current, and CPR must be completed in person, covering infant/child/adult CPR Keepthebeatcpr.org offers free in-person classes for foster families, covering all requirements
- ☐ 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.

- ☐ Complete background check forms
- ☐ Complete the out-of-state forms
- ☐ Complete the release of information forms
- ☐ Photocopy of your driver's license(s)
- ☐ Submit all of the above to your Youthnet licensor

All adults over age 18 will then receive an email from DSHS 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 save your receipt.

**Step 3:** Please submit the following forms to your Youthnet licensor within 2 weeks of submitting the background packet. For a quicker licensing process, you may submit these items at the same time as your background packet. If you need assistance, we would be happy to set up a meeting to go through the forms together.

- ☐ Personal Information packets
- ☐ Policy Agreement
- ☐ Financial Worksheet, and verification of income
- ☐ Marital/Domestic Partnership History, and marriage certificates/divorce decrees
- ☐ Employed Foster Parent Child Care Plan
- ☐ Emergency Evacuation Plan

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.

**Step 4:** *Gather the following pieces of documentation, and turn these into your Youthnet licensor.*

- \_\_\_ Receipt from your fingerprint appointment
- \_\_\_ Applicant Medical Forms
- \_\_\_ Copy of TB test results
- \_\_\_ Photocopy of auto insurance/liability (showing expiration date and amount of coverage; i.e., \$50,000/\$100,000 etc)
- \_\_\_ Septic system documentation (if not on public sewer)
- \_\_\_ Water test results (if not on public water)
- \_\_\_ Current rabies vaccinations for all pets in the home
- \_\_\_ Current vaccinations for all children in the home

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

- \_\_\_ Copy of tdap/dtap/flu shot vaccination dates for everyone in the home
- \_\_\_ Safe Sleep Assessment form (in the right side of your licensing packet)
- \_\_\_ 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](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 locked cupboard, drawer, or small box for medications (locked tackle boxes work well)
- \_\_\_ Locking file drawer or file box for child's records
- \_\_\_ At least one 2A, 10BC-rated 5lb ABC Fire extinguisher with current inspection tag
- \_\_\_ Need 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
- \_\_\_ Working smoke detectors (inside & outside bedrooms, play areas, each story of the home, basement)
- \_\_\_ Electrical outlets must have tamper-proof covers (plastic push-in things) if fostering ages 0-4
- \_\_\_ Bathroom doors must be able to be unlocked from the outside
- \_\_\_ Bathroom must have a working window or fan
- \_\_\_ 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 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 (high cabinet OK for fostering young kids, locked for teens)
- \_\_\_ Address is clearly visible on house or mailbox
- \_\_\_ Swimming pools must be fenced with a locking gate (but talk with your licensor before installing)
- \_\_\_ Hot tubs must have secure, locking cover
- \_\_\_ Hot water heater setting not over 120-degrees