

**LICENSING CHECKLIST**

**Step 1:** *Your Youthnet licensor will submit these forms to the state to begin the background clearance process. Backgrounds generally takes 1-3 months to 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

*You will 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 save your receipt.*

**Step 2:** *Please 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 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

\_\_\_ Schedule an appointment with your doctor (bring Applicant Medical Report form to them)

\_\_\_ Ensure you are up-to-date or signed up for CPR, First Aid, and HIV/AIDs training  
 www.keepthebeat.org offers free classes for foster parents

\_\_\_ Ensure you have taken or signed up for the 24-hour Core training

\_\_\_ Let your references know to expect a letter from Youthnet in the mail

**Step 3:** *After you have turned in the paperwork from Step 2, schedule your home study meetings with your Youthnet Licensor.*

\_\_/\_\_/\_\_\_\_ Interview with Caregiver #1

\_\_/\_\_/\_\_\_\_ Interview with Caregiver #2

\_\_/\_\_/\_\_\_\_ Interview with both Caregivers (or second interview with Caregiver #1, if single-parent family)  
 and any other children/adults living in the home

**Step 4:** *Your Youthnet Licensor will complete a home inspection at one of your home study meetings. Here is an overview of the things we are looking for. Please have these ready:*

\_\_\_ 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

\_\_\_ 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 (there must be smoke detectors in the bedrooms, outside bedrooms, play   
 areas, each story of the home, and in the 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, or locked if fostering 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

We will also need:

\_\_\_ First Aid card

\_\_\_ CPR card

\_\_\_ HIV/AIDS training certificate

\_\_\_ Caregiver Core Training certificate

\_\_\_ Copy of TB test results

\_\_\_ Copy of tdap/dtap/flu shot vaccination dates for everyone in the home (if fostering ages 0-2)

\_\_\_ Receipt from your fingerprint appointment

\_\_\_ 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)

\_\_\_ Safe Sleep Assessment form (in the right side of your licensing packet)

\_\_\_ Watch the Safe Sleep video and have both caregivers fill out a video worksheet (if fostering ages 0-2)  
 https://youtu.be/29sLucYtvpA

\_\_\_ Watch the PURPLE Crying video and have both caregivers fill out a video worksheet (if fostering ages 0-2)  
 https://youtu.be/5pAw8fJ\_kUc