



## Work Aid for Scanning Foster Home Approval Documentation

**Supplemental to DCS Policy: 16.4 Foster Home Selection and Approval; 16.8 Responsibilities of Approved Foster Homes; 16.23 Foster Home Case Files**

The below Document Types are used for uploading foster home approval documents into TFACTS under the home study record. Documents listed for each Document Type are scanned together as a packet. The Document Name includes the person's first name initial, full last name underscore effective date. Example: **JDOE\_01-01-2020**. The file name used to save the packet or form to your desktop cannot be the same as the Document Name used to upload the file into TFACTS.

### **Traditional Foster Home**

- **RET Packet**
  - Home Study
  - Addendums
  - POPS
  - Extensions
  - Approval Letter
  - Background Check History and IV-E Eligibility Checklist
  - Criminals Checks
  - Waivers
  - Pre-service training certificate
  - Mutual Re-assessment and Re-activation
  
- **Initial Approval Forms**
  - Application
  - Fingerprint Card
  - TBI Waiver form
  - Release of Information
  - Foster Home Disclosure Acknowledgment
  - Home Safety Checklist
  - Disaster Plan
  - Medical forms
  - Oath to Abide
  - Notice of Privacy Practices (HIPAA)
  - Disclosure Statement
  - Discipline Policy
  - Family Eco Map

**Effective Date: 4/24**

**Supersedes: 12/20**

**Supplemental to: DCS Policies 16.4, 16.8, 16.23**

**SW22**

**CS-0001**

## **Subject: Work Aid for Scanning Foster Home Approval Documentation**

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- Foster Parent Applicant Questionnaire
- References
- Birth Certificate
- Driver's License
- Monthly Income and Expenditures
- Proof of income
- Proof of Auto Insurance/registration
- Driving Record Check
- Handgun permit
- Pet Vaccination
- Marriage/Divorce records
- Death Certificates
- Adoption Decrees
- Medical Insurance (adoption)
- Contingency Plan (adoption)
- Monthly Income & Expenditures
- W-9
  
- **Re-assessment Forms**
  - Foster Home Disclosure Acknowledgment
  - Release of Information
  - Discipline Policy
  - Foster Parent Oath to Abide
  - Monthly Income and Expenditures
  - Foster Parent/Other Adult Medical Report
  - Self-Medical Report
  - Home Safety Checklist
  - Foster Home Disaster Plan
  - Notice of Privacy Practices (HIPAA)
  - Driver's License
  - Proof of Auto Insurance/registration
  - Driving Record Check
  - Pet Vaccination
  
- **Anniversary Assessment**
  - Mutual Re-assessment and Re-activation
  - Home Safety Checklist
  - Release of Information
  - Updated Verifications
  
- **Training-Other**
  - IM Certificate
  - Pre-service Assessment

**Effective Date: 4/24**

**Supersedes: 12/20**

**Supplemental to: DCS Policies 16.4, 16.8, 16.23**

**RDA SW22**

**CS-0001**

## **Subject: Work Aid for Scanning Foster Home Approval Documentation**

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- Non-DCS Training Certificates
- Other Certificates
- **Correspondence/Photos**
  - Denial Letter
  - ICPC form A & B
  - Family Photo
  - Photo of Exterior of Home
  - Family Floor Plan/Fire Escape Route
  - Foster Home House Rules
  - Emergency Contact Numbers
  - Mentorship Form
  - Out of State/Country Travel Authorization form
  - Shared Home Authorization
  - Notice of Removal of a Child from a Foster Home
- **Fiscal Documents**
  - Placement Contracts
  - Special or Extraordinary Rate Request
  - Supplemental Respite Billing form
  - Claim for Travel Expenses
- **Foster Home Concerns**
  - Program Improvement Plan/Corrective Action Plan
  - Incident Reports
  - SIU forms

### **Relative/Kinship Foster Home**

#### **If entered as an Expedited Approval:**

- **RET Packet**
  - Relative/Kinship Home Study
  - Background Check History and IV-E Eligibility Checklist
  - Criminal Checks
  - Waivers
  - Approval Letter
- **Expedited Approval Packet**
  - Release of Information
  - Fingerprint Card
  - TBI Waiver form
  - Disclosure Statement
  - Oath to Abide
  - Discipline Policy
  - Extension Request

**Effective Date: 4/24**

**Supersedes: 12/20**

**Supplemental to: DCS Policies 16.4, 16.8, 16.23**

**RDA SW22**

**CS-0001**

## **Subject: Work Aid for Scanning Foster Home Approval Documentation**

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- W-9

### **If entered as a Regular Approval:**

- **RET Packet**
  - Relative/Kinship Home Study
  - Background Check History and IV-E Eligibility Checklist
  - Criminal Checks
  - Waivers
  - Approval Letter
- **Initial Approval Packet**
  - Relative/Kinship Home Study
  - Release of Information
  - Fingerprint Card
  - TBI Waiver form
  - Disclosure Statement
  - Oath to Abide
  - Discipline Policy
  - W-9
- **Anniversary Assessment**
  - Mutual Re-assessment and Re-activation
- **Fiscal Documents**
  - Placement Contracts
  - Special or Extraordinary Rate Request
  - Supplemental Respite Billing form
  - Claim for Travel Expenses
- **Foster Home Concerns**
  - Program Improvement Plan/Corrective Action Plan
  - Incident Reports
  - SIU forms