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

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 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

<u>Relative/Kinship Foster Home</u> 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 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

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- SIU forms