

ARIZONA DEPARTMENT OF CHILD SAFETY

FAMILY FOSTER HOME LICENSING INITIAL APPLICATION CHECKLIST

APPLICANT 1 NAME	APPLICANT 2 NAME
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Per the Department of Child Safety/ Office of Licensing and Regulation your licensing agency is required to submit the following attachments and supporting documents. Your specific licensing agency may require additional documentation. Please complete the packet as outlined to ensure timely processing of your Family Foster Home license.

● **Completed prior to beginning AZPS-MAPP or Deciding Together training**

- | APPLICANT
1 | APPLICANT
2 | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Applicant Statement of Understanding |
| <input type="checkbox"/> | <input type="checkbox"/> | Initial Application Worksheet – Completed by applicant in Quick Connect or provided hard copy. If applicant(s) has lived out of state within the last 5 years, a notarized Interstate Central Registry Release of Information (aka Adam Walsh form) or the state-specific form is required (please request form from licensing worker). |
| <input type="checkbox"/> | <input type="checkbox"/> | Level 1 Fingerprint Clearance Card Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Criminal History Self-Disclosure Affidavit |

● **Completed prior to Session 5 of AZPS-MAPP or Deciding Together training**

- | APPLICANT
1 | APPLICANT
2 | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Physician’s Statement – If there are medical concerns identified, an Authorization to Release Information may be required to gather additional information. All adults living in the home without a caretaking role must complete a Health Self-Disclosure . |
| <input type="checkbox"/> | <input type="checkbox"/> | Foster Care/Adoption Assessment Guide |

Prepare for and notify your licensing agency to schedule the Life-Safety Inspection.

● **Supporting Documents:** It may be difficult to obtain copies of these supporting documents. You are encouraged to begin collecting these documents and providing copies to your licensing worker from the onset of the family foster home licensing process.

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| <ul style="list-style-type: none"> <input type="checkbox"/> Evacuation Plan – Found in the Life-Safety Inspection Guide. Must be completed and displayed in home. <input type="checkbox"/> Current car insurance <input type="checkbox"/> Current car registration <input type="checkbox"/> Driver’s license – Copy of front and back for each applicant and any other identified person transporting. If there are more household members than seat belts or the family uses public or private transportation, a Transportation Plan must be completed. <input type="checkbox"/> Income verification for one month – Includes pay stubs, SS benefits, W2s, unemployment, pension, child support, adoption subsidy, state and federal benefits <input type="checkbox"/> Birth certificates – If no U.S. birth certificate, then Proof of Legal Residency is required. <input type="checkbox"/> AZPS-MAPP Road Work <input type="checkbox"/> AZPS-MAPP Eco/Family Map | <ul style="list-style-type: none"> <input type="checkbox"/> AZPS-MAPP Impact on Your Family <input type="checkbox"/> AZPS-MAPP Deciding Together / Caring for Our Own – Certificate that indicates completion of the program. <p>If applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Immunization records for all children in the home <input type="checkbox"/> Marriage license <input type="checkbox"/> Divorce decree or death certification <input type="checkbox"/> Military discharge record <input type="checkbox"/> Bankruptcy discharge record <input type="checkbox"/> Credit report, if bankruptcy within the past 5 years <input type="checkbox"/> Child support verification <input type="checkbox"/> Current rabies vaccination document for dogs <input type="checkbox"/> Current CPR/First Aid training certificate |
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The **Life-Safety Inspection Guidebook**, **Confidentiality Guidelines for Foster Parents**, and **Discipline Guidelines Resource Book** should also be included in your Family Foster Home Application Packet. If you did not receive these documents please request them from your licensing worker. It is important that you familiarize yourself with the information contained in these documents.

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