**Jonathan’s Place**

**Requirements for Foster/Adopt Family Verification**

**To be completed prior to pre-service training:**

* Orientation
* One on one meeting with Jonathan’s Place Foster Care & Adoption Director or Case Manager
* Application
* Background Check Documents:
	+ 2971
	+ 2970c (To be completed for everyone in the home 14 years and older)
	+ Affidavit (Must be notarized)
* Copy of Driver’s License and Social Security card
* Sensitive Subjects (One per caregiver)
* Authorization for Release of Information

**Required Training:**

* Leader-Led Training: (Must be taken prior to Supervised Observation)
	+ PRIDE
	+ Behavior Intervention Techniques
	+ Child Abuse Identification Prevention Reporting (CAIPR)
	+ CPR/1st Aid
	+ Medication Administration
	+ JP Policies and Procedures/Introduction to KaleidaCare
* Online: (Must be taken prior to verification)
	+ Medical Consent
	+ Psychotropic Medication
	+ Transportation Safety
	+ SIDS/Shaken Baby (if plan to have infants placed in home)
	+ Trauma Informed Care
* Supervised Observation

(The items below must be completed prior to beginning Supervised Observation)

* + FBI Fingerprint check
	+ TB Test (CareNow Form\*)
	+ Drug Test (CareNow Form\*)

**Items needed for file prior to home study:**

* Marriage License
* Divorce Decrees
* W-2 Forms – 2 years
* Paystubs – 2 months
* Auto Insurance
* Home Owners/Renters Insurance
* Pet Vaccinations
* High School/College Diploma or GED/Proficiency Test
* Personal References – 2 Family and 3 Non-Family**\***
* Adult Child References
* Fire Inspection
* Health Inspection
* Record of Response for Inspection\*
* Site Pictures (Inside and outside of the home, animals, and family members)
* Floor Plan Template\*
* Medical Clearance\*
* Medical History\* (Required for all household members)
* TB Tests (Required for all family members one year or older)

**To be completed prior to Verification:**

* Child’s View**\***
* Letter to Child/Parent**\***
* House Rules**\***
* Disaster and Evacuation Plan**\***
* Birth Certificate

**\*Indicates that examples or forms for these items can be found on** [**www.jpfosterparents.org**](http://www.jpfosterparents.org) **under JP Forms and Documents. The password for this site is “*website.”***