

**COMPLIANCE LIST FOR YOUR FILE – you can check off as done if not applicable:**

- A current driver's license / Photo ID for all individuals in home as applicable
- Home Exterior and Interior Photos
- Complete Home Study Questionnaire
- Copies of declaration page for vehicle insured reflecting effective dates – if this is not available you can copy insurance cards, but you will need to update these as they expire – usually every 6 months. We need these for all vehicles the client (s) would be transported in.
- Copies of all vehicle registration cards – must have for all vehicles the client (s) would be transported in.
- Home / Rental Insurance - Copies of declaration page showing effective dates. You are required to provide proof of insurance – usually every 12 months for each service address the client (s) would dwell.
- Mortgage, Title / Lease agreement - for each service address the client (s) would dwell.
- Signed Disclosure statements for Foster Parents and Household Members 14 and above  
If you or anyone in the household has a past criminal record we will need a statement stating the year, location, specifics of charges, outcomes, and your interpretation of what happened, why, and how you have grown as a person from the incident (s)
- Child abuse, Criminal background check, & FBI clearances for all household members age 14 and above
- Current Medical Certificate/ Physical report reflecting – TB, PPD, etc. for all household members age 14 and above
- Proof of Income – copies of two most current pay stubs, 3 months bank statements, current Social security award letter if you receive SSI, current W2 or tax return, also accepted: proof from a household member income of notarized letter if they contribute to household income
- If you have had a bankruptcy in the last ten years, we need copy of discharge paperwork
- Birth certificate / Passport and Social Security card
- Citizenship paperwork if you previously lived out of the country and moved to the U.S
- Proof of pet vaccinations - If you own pets, a copy of all dog/ cat and large animal rabies certificates are needed. Must be current to be approved. Also, for every dog we must have a copy of the dog license and / see the tag for the current year license
- Marriage License/ Divorce Decree (if applicable)
- Copy of Spouse death certificate (if applicable)
- Child custody paperwork (if applicable)
- Child support statement (if applicable)
- Copies of Protection from Abuse Orders or Restraining Orders files by anyone in your home or against any household members

- If anyone in the home receives mental health services – we will need a signed release enabling us to obtain information on the services provided. Additional information may be required, see Recruiter for details
- If anyone in the home has past or current drug or alcohol issues, we will need a signed release enabling us to obtain information on the services provided. Additional information may be required, see Recruiter for details
- If your family has been involved with another agency providing in home services to children or adults, we will need a signed release to obtain information from that agency
- Release of information from previous foster care agencies
- Foster Parent Referral Forms / Recommendation Letters
- Complete 30 hrs. Foster Parent Pre- service (1-4) parts orientation training
- Recognizing and Reporting Child Abuse - a three continuing credit hours: Mandated and Permissive reporting in Pennsylvania training free of charge and meets ACTs 31 and 126 requirements for all (see website info) [www.reportabusepapa.pitt.edu](http://www.reportabusepapa.pitt.edu).
- Complete CPR/ First Aid, S.A.M.A and Medications – [www.nationalcprfoundation.com](http://www.nationalcprfoundation.com)
- Ongoing monthly training (in house & face to face) to support and provide foster parents with the tools/ resource they need to stay ahead.