

Family Name: \_\_\_\_\_

**Applicant Check List:**

- \_\_\_\_\_ Application
  - \_\_\_\_\_ Marriage Certificate
  - \_\_\_\_\_ Divorce Certificate(s)
  - \_\_\_\_\_ Birth Certificate (for each person over the age of 18 living in the home)
  - \_\_\_\_\_ Social Security Card (for each person over the age of 18 living in the home)
  - \_\_\_\_\_ Driver's License or State ID (for each person over the age of 18 living in the home)
  - \_\_\_\_\_ Physical (Must be completed on our form in its entirety, TB test must be administered, checked, and marked free from communicable diseases for each person 18 or older in the home. We cannot accept physicals from MedExpress, but test results can be accepted)
  - \_\_\_\_\_ Social Security Statement (Go to [ssa.gov](http://ssa.gov): print last 10 years of employment/estimated benefits)
  - \_\_\_\_\_ Clearances (for each person over the age of 18 living in the home)
    - Childline → [www.compass.state.pa.us/CWIS](http://www.compass.state.pa.us/CWIS) \_\_\_\_\_ Parent 1
    - Criminal Background → [www.epatch.state.pa.us](http://www.epatch.state.pa.us) \_\_\_\_\_ Parent 1
    - FBI → See Attached Instructions \_\_\_\_\_ Parent 1
  - \_\_\_\_\_ Homeowner's/Renter's Insurance
  - \_\_\_\_\_ Auto Insurance
    - \_\_\_\_\_ Policy Declaration Packet \_\_\_\_\_ ID Card(s) – per vehicle
  - \_\_\_\_\_ Auto Registration(s)
  - \_\_\_\_\_ Rabies Vaccination Certificate(s)
  - \_\_\_\_\_ Dog License(s)
  - \_\_\_\_\_ Family Biography (See attached form)
  - \_\_\_\_\_ Autobiographies (See attached form)
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- \_\_\_\_\_ Mandated Reporter Training Certificate (for each person over the age of 18 living in the home)  
(See attached form)
  - \_\_\_\_\_ CPR Certification (Go to [nationalcprfoundation.com](http://nationalcprfoundation.com) → Course title: CPR/AED/First-Aid)

Once the above is completed, contact Twin Pines Family Services to schedule your home study.

# What To Expect During Home Study

**\*\*ALL adults living in the home MUST be present\*\***

- \_\_\_\_\_ Collect the Above Paperwork
- \_\_\_\_\_ Sign Policies and Agreements
- \_\_\_\_\_ Profile Interview Questions
- \_\_\_\_\_ Distribution of Orientation Trainings
- \_\_\_\_\_ Home Inspection (tour of home)
  - \_\_\_ Class B Fire Extinguisher on Every Floor
  - \_\_\_ Operable Smoke Detectors
  - \_\_\_ Protectors for Unused Outlets
  - \_\_\_ “No Smoking” Sign on Every Exit
  - \_\_\_ Medicine Locked Up and Stored High
  - \_\_\_ Cleaning Chemicals Locked Up
  - \_\_\_ Weapons Unloaded and Locked Up
  - \_\_\_ Emergency Evacuation Diagram and Plan Posted (extra copy for TPFS)
  - \_\_\_ Emergency Contacts Posted (extra copy for TPFS)
    - 911, Poison Control, Childline, Twin Pines Family Services, local CYS, Foster Parent’s cell/home/work, a neighbor and/or close relative (emergency contact)