

Family Name: _____

Single Applicant Check List:

- _____ Application
- _____ Divorce Certificate(s)
- _____ Birth Certificate
- _____ Social Security Card
- _____ Driver's License
- _____ Physical w/ Proof of TB
- _____ Social Security Statement (Go to ssa.gov: print last 10 years of employment/estimated benefits)
- _____ Clearances
 - Childline → www.compass.state.pa.us/CWIS
 - Criminal Background → www.epatch.state.pa.us
 - FBI → See Attached Instructions
- _____ 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
- _____ Autobiography
- _____ Mandated Reporter Training Certificate (See attached form)
- _____ CPR Certification
 - Option 1: Find a local class for certification
 - Option 2: Go to 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

- _____ Collect the Above Paperwork
- _____ Sign Confidentiality Statement
- _____ Sign Discipline Policy
- _____ Sign Disclosure Statements
- _____ Sign Clean Indoor Policy
- _____ Sign Transportation Policy
- _____ Sign Exclusive Agreement
- _____ Sign Foster Parent Agreement
- _____ Sign Mutual Rights and Responsibilities Agreement
- _____ Sign Financial Stability Agreement
- _____ Sign Authorization for Release of Information
- _____ 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 Uploaded & 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
 - Fayette/Greene/Washington/Westmoreland/Indiana/Mercer County CYS
 - Foster Parent’s cell/home/work
 - A Neighbor’s and/or Close Relative’s (emergency contact)