

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)
 - ___ Parent 1 ___ Parent 2
- _____ Social Security Card (for each person over the age of 18 living in the home)
 - ___ Parent 1 ___ Parent 2
- _____ Driver's License or State ID (for each person over the age of 18 living in the home)
 - ___ Parent 1 ___ Parent 2
- _____ 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)
 - ___ Parent 1 ___ Parent 2
- _____ Social Security Statement (Go to ssa.gov: print last 10 years of employment/estimated benefits)
 - ___ Parent 1 ___ Parent 2
- _____ Clearances (for each person over the age of 18 living in the home)
 - Childline → www.compass.state.pa.us/CWIS ___ Parent 1 ___ Parent 2
 - Criminal Background → www.epatch.state.pa.us ___ Parent 1 ___ Parent 2
 - FBI → See Attached Instructions ___ Parent 1 ___ Parent 2
- _____ 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)

_____ Mandated Reporter Training Certificate (for each person over the age of 18 living in the home)
(See attached form) ___ Parent 1 ___ Parent 2

_____ CPR Certification (Go to nationalcprfoundation.com → Course title: CPR/AED/First-Aid)
___ Parent 1 ___ Parent 2

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)