

FOSTER/ADOPTIVE FAMILY CHECKLIST

Below are the items that are needed to complete your file. Please put your name on the top of all paperwork and documents. If you have any questions or need additional forms, please contact your recruitment and certification worker or other identified individual. Please keep in mind that the sooner you complete and submit your paperwork, the sooner your family will be assigned for a home study and consultations.

- Foster/Adoptive Family Application
- Informed Consent and Release of Information and Records
- Child Abuse or Neglect Check (DPP-157) for dependent children ages 12-17
- KARES Final Results
- Medical Insurance Verification (bring and we will copy if applicable)
- Vehicle Liability Insurance Verification (bring and we will copy)
- Financial Statement (DPP-170)
- Marriage Certificate
- Divorce Decrees
- Child Custody and Support Decree(s)
- Military Discharge DD-214 (if applicable)
- List of at least 3 Personal References (non-relative)
- 2 Credit References or credit report
- Adult Child Contact Information – for each child over 18
- Adult Medicals – for each applicant and adult living in the home (DPP-107)
- Child Medicals – for each child living in the home (DPP-107)
- Scrapbook/Photo Album (This will not be returned)
- Alternative Caregiver Training
- Letter to Birth Parents
- Letter to Child