

## **Relative/Fictive Kin FOSTER/ADOPTIVE FAMILY CHECKLIST**

Below are the items that are needed to complete your file. 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
- Child Abuse or Neglect Check (DPP-157) for dependent children ages 12-17
- KARES Fingerprint Background Check Results
- SAFE Questionnaire I and II
- Discipline Policy DPP 1291
- HIPPA/Confidentiality Form
- Pet Vaccinations
- Proof of Citizenship or legal immigration status
- Copy of Driver's License
- Vehicle Liability Insurance Verification
- Home Safety Check
- Emergency Preparedness Plan DPP-174
- Child Custody and Support Decree(s) (if applicable)
- P&P Employee Memo (if applicable)