

Orientation Date:
Complete File Due:



Kinship/Adoptive Parent Home File Checklist

Adoptive Parent(s) Name:

Adoptive Child(ren) Name:

Caseworker:

- Pre-Application Inquiry
 - Application and Home Study Questionnaire
 - Kinship Assessment/Previous Home Study
 - Consent to Release Information Form Child/Home
 - Reference Check (5)– forms included (2 family & 3 non-family) and any child/children of the parent(s)
 - Proof of Income (Both parents if applicable)
 - (60 day) Check Stub and
 - W-2
 - 2 months of bank statements
 - Copy of Social Security Card – (all household members)
 - Copy of Driver’s License - (all household members)

 - Copy of Birth Certificate - (all household members)
 - Copy of Auto Insurance for all cars
 - Copy of Marriage license , Divorce Decree or Death Certificate (if applicable)
 - Copy of High School Diploma, GED or Degree
 - Copy of Pet Vaccinations
 - Copy of Life Insurance Policy
 - Floor Plan with all room dimensions, smoke detectors marked, and specifics noted for the child’s room
 - Copy of Lease or Mortgage for Home
 - Pictures of the home (ALL Exterior and Interior – every room)
 - Pictures of household members
 - Fire Safety Check (agency completes)
 - Gas Inspection (if applicable)
 - Environmental Health Check (agency completes)/
 - Class I Abuse Statement (Affidavit signed and notarized)
- Central Registry and Criminal History Check (for all household members 14 years of age and older)
 - Background Check on Frequent Visitors and Babysitters *individuals who visit home more than 1a month.
 - FBI Fingerprinting (all household members)
 - Copy of recent TB skin test (within past year for all household members)
 - Health Status Form/ Physician Statement
 - Adoption Orientation Certificate
 - Certificate of completion of PRIDE Training – (16hrs)
 - Certificate of completion of PAPH/Emergency Behavioral Intervention training- (8hrs)
 - Certificate of completion of Psychotropic Medication Training Nurse (2hrs)
 - Copy of completion of First Aid and CPR Training –American Red Cross
 - Certificate of Shaken Baby/SIDS/Brain Development Training (1hr)
 - Medical Consent Training (2hrs)
 - Adoption Resources Training
 - Possession of Firearms Statement
 - Pre-Service Training (K-30/U-50)
 - Life Book for Adoptive Parents
 - Emergency Evacuation Plan/ Fire Safety Practice Plan
 - DFPS confidentiality Policies and Procedures
 - Domestic Violence Statement
 - Discipline Policy
 - Online Training (both parents)
 - Transportation 1 (2hrs)
 - Reporting Abuse and Neglect (1hr)
 - Trauma Informed Care (2hrs)
 - Normalcy (2hrs)
 - Additional training
 - Psychological Evaluations for each child being placed.
 - Frequent Visitor
 - Cleared DPS, CR, AND FBI



- Driver's License

- Babysitter: _____
 - Cleared DPS, CR, AND FBI
 - Driver's License, SSN Card
 - Affidavit
 - CPR/First Aid
 - TB Test
 - ONLINE TRAINING

- Home Safety Items- Pictures of items in home
 - First Aid Kit
 - Carbon monoxide detector
 - Smoke alarms
 - Medication storage (double lock)
 - Escape ladder (if 2 story)
 - 5lbs extinguisher for each level
 - Fire Evacuation Route in each child's evaluation
 - Home/Apartment swimming pools or any standing body of water, lake, pond, etc. (life saving devices and door lock)
 - Mattress covers

- 40 Hours of Shadowing Licensed Home (Unrelated Foster to Adopt Only)

House Hold Members:

- 1.
- 2.
- 3.

Frequent Visitors:

- 1.
- 2.
- 3.

NOTES: