

# The Licensing Process

## Requirements

- 21 years of age or older
- At least 5 years of parenting experience or experience working with children
- Ability to pass background checks (see below)
- Time and ability to meet a child's treatment needs
- A stable living environment
- Financial ability to meet own needs

## Paperwork

### Part 1 Paperwork:

- Part 1 Application
- Foster Parent Qualifications & Experience
- BID (Background Information Disclosure)

### Part 2 Paperwork:

- Part 2 Application
- Releases
  - CPS/County
  - Local law enforcement
- Family Works Questionnaire
- SAFE (Structured Analysis Family Evaluation) I Questionnaire

### Part 3 Paperwork:

- Insurance Verifications
  - Home
  - Auto
- Foster Family Characteristics form
- Physicians Report on Household Members
- Home Layout Drawing
- FBI Fingerprint Cards
- Home Safety Check
- SAFE II Questionnaire

## Training

### Training Requirements:

- Foster Parent Pre-Placement Training (6 hours, online)
- Foster Parent Foundation Training (30 hours, in person)

## Home Visits

Throughout the licensing process, a licensing specialist will visit your home in order to:

- Complete SAFE Home Study
- Assess the safety and stability of your home, including all household members
- Answer any questions you may have and assist you with paperwork

## Foster Care License

Once you have completed licensing requirements, you will be issued a foster care license and assigned a Family Works social worker, who will assist you with anything you may need pertaining to fostering. When we receive an appropriate referral for your home, you will receive information about that child to determine if they would be a good fit for your family.

## Questions?

[family-works.com](http://family-works.com)

800-660-9204

