Initial Approval Checklist

When you are on the road to becoming approved as a foster parent for the first time, it seems like there are an endless amount of documents that need to be submitted. We know it’s a lot, but we hope that this list assists you in staying organized!

☐ Completed Application (dated within one year of license approval)

☐ Copy of Driver’s License from every member of the household (ages 16 and older)

☐ A copy of each parent’s two most recent pay stubs (if possible, but no older than six months), and each parent’s most recent W-2

☐ A copy of any other document that proves any additional income (two most recent months if possible, but no older than six months)

☐ Physical Form completed by a medical doctor for every member of the household (physical exam must have been completed within one year of license approval)

☐ Psycho-Social Form completed by a therapist for every member in the household who is currently in therapy

☐ Klingberg’s Pet Form with an attached copy of up-to-date vaccination records for each pet

☐ A copy of each parent’s up-to-date CPR Certification

☐ Emergency Escape Plan and Emergency Phone Number posted in plain sight in the home

☐ Landlord Notification Form (if applicable)

☐ Auxiliary Heat Inspection (if applicable)

☐ Well Water Test (if applicable)

☐ Pool Inspection (if applicable)

☐ Lead Paint Inspection (if applicable)

☐ 3 Letters of Reference

☐ Completed Local Police Check Form for each household member (ages 16 and older)