



Resource Family Approval Checklist

Required Forms to be Completed Prior to Approval:

- Resource Family Application (3 References must be listed)
- RFA Health Screening Questionnaire for both applicants
- TB Screening Questionnaire for both applicants
- Emergency Disaster Plan (refer to “Instructions for Completing Floor Plan & Emergency Plan”)
- Facility Sketch (Yard & Floor Plan)
- Fire Drill Evaluation
- 14 Point Vehicle Maintenance Inspection (for vehicles used to transport clients)
- Budget Information
- Employment Verification
- Resource Family Criminal Record Statement (each person 18+ residing in the home)
- Codes of Ethics Policy (signed by each applicant)
- Personal Rights of the Client (signed by each applicant)
- Admission Policy and Procedures (signed by each applicant)
- Noncorporal Punishment & Nondiscrimination Agreement (signed by each applicant)
- Statement Acknowledging Requirement to Report Child Abuse (signed by each applicant)
- 3 Reference Letters
- SAFE Questionnaire(s)

We need copies of:

- Live Scan- **FBI/CACI/DOJ** (Provided by SV. Appointment required)
- Copy of driver’s license for every adult (18+) in the home
- CPR/AED/First Aid Training (Infant, Child, Adult) for both applicants
- Negative TB tests for both applicants
- DMV checks for both applicants
- Current copy of home insurance (\$100,000/\$300,000 Liability)
- Current copy of car insurance (\$100,000/\$300,000 Liability)
- Marriage Certificate
- Divorce Decree(s)
- Dog License and Up-to-Date Rabies Vaccination
- Copy of Rental Agreement or Lease Agreement

Required Trainings Each Applicant is to Complete Prior to Approval*:

- Resource Parent Orientation
- Mandated Reporter Training
- Understanding Sex Trafficking
- Working with Primary Families
- Grief & Loss in the Care System

**Required trainings are provided by Sierra Vista at no cost to applicants.*



Resource Family Pre-Approval Checklist

- Trauma-Informed Parenting

Home Requirements:

This is a summary. Please see the annual walk-through form for a detailed list

- Walls and ceilings are clean and in good condition
- Indoor passageways are free from obstruction & exit doors are not blocked
- Smoke detectors and carbon monoxide detectors operate properly
- Fire extinguisher (2A 10BC 5 lb.) charged and in kitchen
- First aid kit contains: sterile dressings, bandages, adhesive tape, scissors, tweezers, thermometer, antiseptic solution, current first aid manual
- Firearms locked, or trigger lock & ammunition stored separately
- Fireplace screened or inaccessible
- Functioning smoke detector is installed in the hallway(s) in each sleeping area in the home. The smoke detectors shall be audible in each bedroom or sleeping room and installed in at least each floor level.
- All serrated and sharp steak knives must be locked
- Equipment & yard supplies are not stored in the yard or areas used by clients.
- Cleaning supplies are kept in areas separate from food supplies.
- All medication (including over-the-counter medicines, inhalers, & medications stored in the refrigerator) are locked.
- Access to telephone services

Kitchen

- Trash can has a secure lid
- There is an adequate food supply in the home to prepare the next three days of meals/snacks

Bedrooms

- Bedroom is not used as a common space
- There is enough closet space and a dresser for each child
- 2 children per room and up to 4 children per room, if there is adequate space
- Children do not share a room with an adult unless they are under the age of three
- Mattresses are in good repair
- Beds are arranged in rooms safely and bunk beds have no more than two tiers. Upper bunks are equipped with railings and are not placed close to ceiling fans.