



# Resource Family Approval Home & Documents Checklist

## Home Requirements:

- Walls & Ceilings are clean and in good repair
- Rooms are free of odor
- Indoor passageways are free from obstruction & exit doors are not blocked
- Smoke Detectors operate properly
- Carbon Monoxide Detector operate properly
- Room temperature is a minimum of 68 degrees and a maximum of 85 degrees
- Fire Extinguisher (ABC 5 lb.)
- Sinks, tubs, toilets and showers are clean, operable and do not leak
- First Aid kit contains: Sterile dressings, bandages, adhesive tape, scissors, tweezers, thermometer, antiseptic solution and a current first aid manual

## Kitchen:

- Trash can has a lid
- Powdered milk is not used as a beverage
- There is an adequate food supply in the home to prepare the next three days of meals/ snacks.

## Bedroom:

- 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.

**Outdoors:**

- Equipment & yard supplies are not stored in the yard or areas used by clients

**Locks:**

- Cleaning Supplies, Laundry detergent, Clorox, Pesticides or Toxins must be **locked**
- Medication must be **double locked**
- Weapons must be **locked**
- Ammunition must be **locked** separate from fire arms
- Knives must be **locked**
- Fireplaces, open-faced heaters and wood-burning stoves must be **locked**

**Required forms to be completed prior to Approval:**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Resource Family Application</b>                                    | <input type="checkbox"/> Employment Verification   |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>3 References</b> | <input type="checkbox"/> Code of Ethics Policy   |
| <input type="checkbox"/> Health Screening for both parents                                     | <input type="checkbox"/> Code of Ethics Memorandum<br>Signature                                |
| <input type="checkbox"/> TB Screening Questionnaire for both<br>parents                        | <input type="checkbox"/> Personal Rights of the Client   |
| <input type="checkbox"/> Instructions for Completing Floor Plan &<br>Emergency Plan            | <input type="checkbox"/> Admission Policy and Procedures                                       |
| <input type="checkbox"/> Facility Sketch   | <input type="checkbox"/> Non-Corporal Punishment Statement<br>and Non-Discrimination Agreement |
| <input type="checkbox"/> Emergency Disaster Plan   | <input type="checkbox"/> Statement Acknowledging<br>Requirement to Report Child Abuse          |
| <input type="checkbox"/> Fire Drill  | <input type="checkbox"/> SAFE Home Study Questionnaire I                                       |
| <input type="checkbox"/> Vehicle Maintenance Inspection  | <input type="checkbox"/> Psycho-social Assessment Questions                                    |
| <input type="checkbox"/> Budget Information  |  |
| <input type="checkbox"/> Resource Family Criminal Record<br>Statement                          |  |

**We need copies of:**

- Live Scan- **FBI/CACI/DOJ** (Please complete as soon as possible.)
- Copy of driver's license for every adult (18+) in home
- CPR/First Aid Training for both Parents
- DMV Print out
- 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
- Copy of Dog License and Current Rabies Vaccine
- Copy of Rental Agreement or Lease Agreement