



HOME STUDY CHECKLIST FOR FAMILIES

JFS/Licensing Documents

- Registration information form including 10 years of addresses for each parent
- Client Grievance Policy
- Signed copy of program discipline policy
- Foster Parent Manual acknowledgement Policy
- HIPPA form
- Rights and Responsibilities Agreement
- Family Profile Authorization Agreement (N/A for ICPC)
- PA Child Abuse clearance (Form CY-113) for each applicant
- Out of State Child Abuse Clearances(if applicable)
- PA State Police Criminal history clearance (Form SP4-164) (JFS will complete)
- FBI Clearance- mailed eligibility letter
- All three clearances and signed disclosure statement for household members 18+
- Fully Compliant Home Safety Inspection
- Local Police, CYF and Prior Agency Release of Information Authorization

Family Documents

- Autobiographies (each applicant)
- Medical report for each applicant
- Five references (one must be a family member): name, phone, address, and email addresses
- Birth Certificates each applicant or proof of citizenship status
- Marriage certificate copy (if applicable)
- Divorce decree(s) or death certificate(s) on previous marriages
- Custody Order for children (in cases of divorce)
- Medical Self Questionnaire Form for each applicant
- Health Form for each child (parent completed)



JEWISH FAMILY SERVICE OF GREATER HARRISBURG, INC

- Deed to Home or proof of rental
- Homeowners or Renter's insurance declarations
- Copy of any documents related to Bankruptcy or liens
- Guardianship Form
- Copy of Driver's license
- Proof of Insurance and Registration of all cars
- Proof of car inspection (photos of inspection on vehicles)
- Disaster Plan
- Rabies Vaccination for pets
- Potable Well water report measuring e. coli and total coliform

Financials

- Financial statement for household
- Most Recent Federal Tax Return (1040)
- 30 days of pay stubs for each applicant
- Letter from employer confirming employment, salary, and length of employment
- List of jobs for past ten (10) years or copy of resume
- Copy of Social Security lifetime earnings and/or benefits letter for each applicant

Training

- Complete Training (traditional 24 hours, kinship variable) and transfer of learning forms
- Proof of completion of Agency Orientation
- Proof of completion of Mandated Reporter training
- Proof of Reasonable and Prudent Parenting training
- Proof of CPR/First Aid course (medically fragile families are required to have certification through the Red Cross or AHA)



Important Websites

JFS WEBSITE <https://jsofhbg.org> (Click on Adoption and Foster Care and scroll down to bottom of that page for all JFS forms and policies)

IDENTO GO (TO SCHEDULE FINGERPRINTING APPT. FOR FBI CLEARANCE) >> 1-844-321-2101
<https://www.identogo.com/locations> Resource parent_CODE to register: 1KG72V Adult
Household member code to register: 1KG774. The Resource Family Coordinator will provide a payment code for this service.

Child Abuse Clearance Application>> <https://www.compass.state.pa.us/cwis/public/home>
The Resource Family Coordinator will provide a payment code for this service.

MANDATED REPORTER TRAINING >> <http://www.reportabusepa.pitt.ed> (self-paced)
<https://pafsa.org/mandated-reporter-training/> (live trainer)

SOCIAL SECURITY (FOR SOCIAL SECURITY STATEMENTS) >> www.ssa.gov

CHILDCARE CONSULTANTS >> <https://childcareconsultants.org/>
<https://childcareconsultants.org/for-employers/paying-for-child-care/>

KIN CONNECTOR >> 1-866-KIN-2111 >> <https://www.facebook.com/KinConnector/>

Your JFS Contact:

Heidi Storey

Resource Family Coordinator

Address: 3333 N Front St, Harrisburg, PA 17110

Cell: 223-244-7026 (call or text)

Email: hstorey@jsofhbg.org



Resource Family Coordinator Tasks:

1. Send Reference Requests ____ _
2. PAA
3. ARFP referral
4. Bankruptcy Checks: _____
5. Local Police/CYF Checks: _____ - discuss with Rachel, ROI
6. Prothonotary Checks (PFA/Liens): _____
7. UJS Portal Search
8. Sex Offender Registry
9. Create Training Record and Certificates
10. Review profile with family and obtain signatures
11. Complete/Submit Benchmarks
12. Complete CY131 with family
13. Create training Record
14. Copies of Certificate and Letter to families
15. Add family to WFAG