



HOME STUDY CHECKLIST FOR FAMILIES

*Not required for private home studies

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 and household members 14+
- Out of State Child Abuse Clearances(if applicable)
- PA State Police Criminal history clearance (Form SP4-164) (JFS will complete) for each applicant and household members 14+
- FBI Clearance- mailed eligibility letter for each applicant and household members 18+
- 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



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- Health Form for each child (parent completed)
- 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)



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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. Rachel issue Certificate and Letter to families
15. Add family to WFAG
16. Save RFR in file
17. Add family to licensing list and document due date tracker