

Foster home applicant qualifications

___ Are the foster parents over the age of 18?

___ Does the foster parents express a willingness to provide care for the children?

___ Does the foster parent's express an understanding of the care that must be provided to the children?

___ Does the foster parent's express a willingness to learn how to care for the children?

___ Does the foster parent's have adequate time to provide care to the children?

___ Employment status _____

Source of income _____

___ Are the foster parent's mental wellbeing such that they are able to provide appropriate care of children?

___ Physical wellbeing?

___ Emotional wellbeing?

___ Do the foster parent's express willingness to work with the foster child's family or future family?

___ Are the foster parent's able to meet the needs of the children?

___ Do the foster parent's demonstrate a willingness and ability to comply with the licensing rules for foster homes?

___ Are the foster parent's residing in the United States legally?

Orientation

___ Did the foster parent's attend orientation?

Application submission

___ Was the foster home application completed, signed and submitted within the 30 days of receiving the application?

___ If there is two caregivers did both caregivers sign the application?

Records Check

___ List all names given of individuals living in the home, and indicate if a release signed for all adults (including children who have turned 18) to obtain the following information:

1. Conviction of a crime other than a minor traffic violation
2. Involvement in substantiated abuse or neglect of a child or adult

3. Placement on court-supervised parole or probation

- _____ Release signed _____
- _____ Release signed _____
- _____ Release signed _____
- _____ Release signed _____
- _____ Release signed _____
- _____ Release signed _____
- _____ Release signed _____
- _____ Release signed _____

___ Is the foster parent/parent's aware they must contact the agency by the next business day if another adult moves into the licensed foster home. The family will need to provide the agency with the person's name and a release to complete a background check.

___ If an adult living in the licensed foster home is identified as being on the central registry for child abuse or neglect of a child or adult he or she cannot reside in the licensed foster home.

Foster home evaluation

___ The foster parent's must allow the agency reasonable access to the foster home.

Has the foster parent's truthfully assisted the agency with the following information?

___ Marital status and family history

___ Have there been any incidents of domestic violence (perpetrator or survivor)

___ The circumstances of any arrest or criminal convictions for each member in the household.

___ What education have the foster parent's received?

___ Employment status of those living in the home

___ What is the current financial status, including property and income.

___ Does the foster parent/parent's have any outstanding financial obligations?

___ Have the foster parent/parent's shared the mental , physical, and emotional health with all members living in the household?

___ Has anyone in the household had a history with substance abuse?

___ If so what treatment did this person receive?

___ Is anyone in the household currently abusing substances?

___ If so what treatment are they currently seeking?

___ What are the foster parent's attitude towards children, and general parenting skills

___ What are the foster parents method of discipline.

___ What are the strengths and weaknesses of each member in the household.

___ Do the foster parents have personal experiences of out of home care?

___ What was the foster parent's experience with their own parents.

___ What does the foster parent/parent's feelings about what the purpose of foster care is?

___ What is the reason this family would like to be foster parents?

___ Has the family previously been a licensed foster home?

___ Does the family have experience in providing child foster care?

___ child day care

___ adult foster care

___ Is everyone in the home willing to accept a foster child with the child's individual needs, characteristics, and background?

___ Is the family willing to parent cross-racially or cross-culturally and to create a comfortable environment for the child?

___ Does the family have a willingness and ability to work with the foster child's birth family and to understand the attachment the child has to the birth family.

___ Does the family have an understanding and willingness to participate in concurrent planning?

___ Have the family identify three supports.

1.

2.

3.

___ Who does the family identify is an alternate care providers?

___ What is the families spiritual/religious beliefs?

___ Does the family have guns/weapons in the home?

___ If so where are they kept

___ what safety measures does the family take

___ Does the family have pets?

- ___ If so how are the pets when around children?
- ___ What are the sleeping arrangements in the home?
 - ___ Is there adequate beds?
- ___ Are there other safety measures or maintenance in regards to the home and property?
- ___ Is the family knowledgeable with the schools, neighborhood, and community resources?
- ___ What is the families preference on age of a foster child.
 - ___ number of children
 - ___ gender
 - ___ race
 - ___ ethnic background
 - ___ special characteristics

Provide the agency with the following:

3 references that are not family

Reference #1

Name _____

Contact number _____

Reference #2

Name _____

Contact number _____

Reference #3

Name _____

Contact number _____

___ What is the medical history of everyone residing in the home, along with treatment and medications used by each member in the home.

___ The foster parent must proved a medical statement that includes all treatments and all prescriptions and medications being used by each member of the household,

___ the statement must also include that the members of the household have no condition that would affect the care of a foster child.

___ must be signed by a physician, physician assistance or a nurse practitioner.

___ Was this completed within the 12 month period before being licensed.

___ A statement regarding any past/ and or current mental health treatment or counseling by any member of the household.

Maintenance of the home

___ Is the home clean, safe, and in good repair?

___ Are all animals in the home safe to be around members of the household and children who may be placed in the home.

___ The foster parent must notify the agency within 3 business days if the family acquire a new pet.

___ All animals in the home must be licensed and vaccinated.

___ The foster parents must ensure that the water is clean, safe and sanitary before using residential pools, spa, or hot tub.

___ Children must be supervised at all times around water activities.

___ If the foster parents have a pool or hot tub; is there rescue equipment available at all times?

___ If there is a pool and or hot tub on the premise; does the family have alarms on the exterior doors that lead directly to the water activities.

___ Is the home heat, light, and ventilation adequate.

___ Have the foster parent's ensured that the foster home windows and doors have screens in them (if used for ventilation)

___ A foster parent should ensure that the following items are maintained in safe condition

___ Furnace

___ Water heater

___ Fireplace

___ Pipes

___ Radiators

___ Wood-burning stoves

___ Other flame producing or heat producing equipment

___ Portable heating devices may be used while caregivers are awake, except in bedrooms

Smoke Detectors; carbon monoxide detectors

___ The foster parent shall ensure that all smoke detectors in the home are approved by a nationally recognized testing laboratory and maintained as follows:

___ On each floor of the home; including the basement

___ Between all sleeping areas and the rest of the home.

___ In areas of the home that contain flame or heat producing equipment (other than domestic stoves and clothing dryer)

___ Is there one working carbon monoxide detector that is approved by a nationally recognized testing laboratory and maintained.

Bathrooms; water supply; sewage disposal

___ Does the foster parent have 1 working toilet

___ Does the foster parent have 1 working sink (warm and Cold water)

___ Does the foster parents have 1 working bath tub or shower (Warm and Cold water)

___ If the foster parent provides care to a foster child who regularly requires the use of a wheelchair is the bathroom facilities readily accessible to the foster child?

___ Is the water supply from a source that is approved for a private home by the health authority?

___ Have the foster parents ensured that all sewage is disposed through a public system, or in a manner that is approved by the health authority.

Bedrooms

___ Have the foster parents ensured that the bedrooms comply with all of the following:

___ Does the room provide adequate opportunity for both rest and privacy as well as adult supervision

___ Does the room have not less than 40sq feet of floor space per person; excluding closets

___ Have sufficient space for storage of clothing and personal belongings.

___ Have a finished ceiling, permanent walls, and finished flooring

___ Does the room have a door that will remain closed until someone opens it

___ Does the room have at least 1 outside window that complies with the following:

___ Is the window accessible to children and caregivers

___ Is the window able to easily be opened from the inside of the room

___ Is the window sufficient size and design to allow for evacuation if needed

___ Is the bedroom free from the following items:

___ Household heating equipment (ex: portable heaters)

___ water heaters

___ cloths dryer

___ A foster parent may not use the following rooms for a bedroom:

___ A hall

___ A closet

___ A stairway

___ A garage

___ A shed

___ A detachable building

___ A room or space that is only accessible by a ladder, folding stairway, or through a trapdoor.

___ A foster parent should ensure that all bedding and sleeping equipment comply with the U.S. consumer product safety commission

___ Bedding and sleeping equipment should also comply with the following:

___ All blankets are appropriate for the weather

___ All bedding and equipment is in good condition

___ All bedding and equipment is cleaned and sanitized before being used by another person

___ All bedding washed when soiled

___ All bedding washed at a minimum weekly

___ A clean pillow is provided for children 2 years old and older

___ Infants (birth-12months) sleep alone in a crib

- All cribs should be equipped with the following:
 - A firm, tight fitting mattress with a waterproof, washable covering
 - No missing, loose or broken hardware
 - No more than 2 3/8 inches between slats
 - No corner post over 1/16 inches high
 - No cutout designs in the headboard or footboard
 - A tightly fitted bottom sheet shall cover the mattress with no additional padding placed between the mattress and sheets
- An infant's head shall remain uncovered during sleep
- No objects should be in the crib with the infant.
- Blankets should NOT be draped over cribs
- Children 24 months of age or younger should not sleep in the following:
 - Infant car seats
 - infant seat
 - Infant swing
 - bassinets
 - highchairs
 - playpens
 - pack N play
 - Collapsible cribs
 - water beds
 - adult beds
 - soft mattresses
 - sofas
 - beanbags
- The foster parents shall have the appropriate number and types of beds/cribs available in the home prior to licensure.

Exits

- Are there at least 2 exits from each floor level that may be used by the family.
- A window may be used as a second exit if the following apply:
 - The window is accessible to children and caregivers
 - Can be readily opened from the inside of the room
 - The window is of a size and design for evacuation

Telephone

- The foster parents should ensure that a working phone is available in the foster home at all times
- A foster parent shall ensure that emergency telephone numbers are within sight of the telephone
- The foster parents shall provide their telephone number to the certifying agency; and inform them within 24 hours if that number changes.
- If a foster parent is providing care to a foster child who requires a wheelchair; the home must be wheelchair accessible.

Smoking

- An individual shall not smoke any substances inside the foster home while foster children are placed in the home

Please indicate an appropriate place for smoking, away from children
 An individual shall not smoke any substance inside a vehicle while transporting foster children.

Child capacity; living arrangement

no more than 8 children under 17 years of age, including children of the foster parents, may live in or receive foster care in a foster home at any given time.

If a foster home is concurrently licensed for child care, the total number of children under 17 years of age, including children of the foster parents, who live in or receive care in the foster home, shall not exceed 12.

The foster home shall comply with all applicable licensing rules for child care homes, and foster homes:

The following applies to infants:

No more than 2 children under 1 years of age, including the children of the foster parents may receive care in a foster home at any time.

Children birth to 12 months of age shall sleep alone in a crib

An infant should remain on their back for rest time and sleep time

If an infant is not able to rest or sleep on their back, the foster parent shall get written instructions signed by a physician, detailing an alternate safe sleep method.

Foster parents shall maintain supervision and frequently monitor child's breathing and sleep position.

A child that is non-ambulatory and cannot be carried by one member of the household, shall sleep in a bedroom that has an exit at ground level.

A child shall not share a bedroom with a non-parent adult unless one of the following exists.

The child and adult are siblings of the same sex

The child and adult are foster siblings who were sharing a room prior to one of them turning 18 years old.

The child has a special medical need that requires the attention of an adult during sleeping hours.

A minor child, 3 years age or older, shall not routinely share the same bedroom with a parent

Children who are over the age of 5, and are the opposite gender may not share a room

Each child must sleep in bed alone.

The child's bed should meet all special needs of the child, including functioning level, length and size.

Resting or sleeping areas shall have adequate lighting to allow supervision of the children

Foster parent duties

A foster parent shall carry out each of the following functions:

Is the foster family willing to cooperate with the agencies service plan for the children and families?

___ Is the foster family willing to disclose to the agency information concerning a foster child's progress and problems?

___ If the foster family needs the child to be removed from their home, they must provide the agency with a written letter 14 days before the move.

___ Is the family willing to follow the agencies written polices including the following:

- ___ Behavior management
- ___ Religion
- ___ Communication
- ___ education
- ___ Personal possessions
- ___ Allowance and money
- ___ Clothing
- ___ Emergencies
- ___ Medical and dental care
- ___ Substitute care
- ___ Supervision
- ___ Incident reporting
- ___ Hazardous materials

Behavior Management

___ Are the foster parents willing to follow the behavior plan developed by the child's social services worker?

___ The foster parent may use reasonable restraint to prevent the child from harming herself or other persons in the home

___ A foster parent shall not use corporal punishment for any reason with a foster child.

Emergencies

___ Does the foster parent know the agencies policies regarding the following:

- ___ Fire
- ___ Tornado
- ___ Serious accident or injury

___ Does the foster parents have an evacuation plan in emergency situations?

___ Will the foster parent practice with the emergency evacuation procedure at least once every 4 months.

Medical and dental care

___ Is the foster parents willing to follow and carry out the health plan prescribed by a physican, health authority, or the agency?

___ Are the foster parents willing to keep all medications safely away from children?

___ Please indicate where medications will be stored

___ All medication that is prescribed to a foster child must be administered by the foster parents as directed by the physician.

Substitute care

___ Is the foster parents willing to ensure the foster child has appropriate care and supervision at all times?

___ Who has the foster parents identified as a primary substitute caregiver?

Does this person agree to follow all agency policies when caring for the foster child?

Unusual incidents

The foster parents must notify the agency immediately of the death of a foster child.

The foster parents must notify the agency immediately of a removal or attempt removal of a foster child from the foster home by any person not authorized by the agency.

The foster parent should notify the agency immediately if the foster child is missing.

The foster parent should notify the agency within 24 hours if any of the following occur:

Any illness that results to inpatient hospitalization

Accidents/injury that requires medical treatment

If the foster child was involved with law enforcement authorities

Pregnancy of a foster child

All incidents of child-on-child abuse

If anyone in the home is involved in a criminal investigation

Hazardous materials

Are all hazardous materials, object, weapons, chemicals, medication or equipment out of the reach of children?

Foster parents must follow these conditions regarding firearms:

Are the firearms stored in a locked metal or solid wood gun safe or

Is the trigger locked and stored without ammunition in a locked area

Ammunition must be stored in a separate locked location

A handgun should be registered, and documentation should be provided to the agency.

Training

Licensed foster parents must attend training; totaling to at least 6 clock hours per year.

At least one adult member of the household must maintain a certification in first aid from the American Heart Association or the American Red Cross.

Food and nutrition

foster parents will provide the foster child with meals that are nutritious, well-balanced and sufficient quantity.

If the foster child is on a special diet, the foster parents will follow this diet.

Only a licensed physician may prescribe the foster child with a special diet.

Foster parents will allow the foster child to eat with other members in the household.

The foster child will be served with the same meals as other members in the home, unless a physician prescribed them a special diet or unless differing nutritional requirements related to the child's age, medical condition, or religious belief.

Foster parents will refrigerate perishable foods.

A foster parent will only serve pasteurized milk products to foster children.

Foster parents will ensure that foster children are safe while in a motor vehicle, abiding by Michigan's safety restraint laws.

Reporting and record keeping

___ If a foster parent suspects physical or sexual abuse or neglect of a child they are to report it to central intake.

___ If the foster parent suspect's physical or sexual abuse or neglect occurred within the foster home or to the foster child they are to report it immediately to the following:

___ Child protective services central intake

___ The agency

___ The foster parents are also required to provide a written report of the incident

___ A foster parent is to report to the agency any changes within the foster home by the next working day; including the following.

___ A change in employment status of a foster parent

___ Serious illness, injury, or death of a foster parent or a member of the household

___ Changes in within the household

___ Arrest and criminal convictions to foster parents or members in the home

___ Court-supervised parole or probation of a foster parent or member of the home

___ Admissions or release from a correctional facility of a foster parent or member of the home

___ Admissions or release to a hospital/institution for the treatment of emotional, mental, or substance abuse of a foster parent or member of the household.

___ Counseling, treatment, or therapy on a outpatient basis for emotional, mental, or substance abuse of a foster parent or a member of the household.

___ A foster parent will need to notify the agency within 5 days after filing an application for an adult foster care license, a family child care home certificate of registration, or a group child care home license

___ The foster parent will need to notify the agency if there is a change in the terms of the adult foster care or child care license or registration.

___ A foster parent will need to inform the agency of any changes of residence and submit an application for licensure at the new address 4 weeks before the move.

Confidentiality

___ The foster parents will agree to keep information obtained, records maintained, regarding a foster child and a foster child's parents confidential.

___ A foster parent will maintain a record for each foster child in the home; the record will include the following:

___ Child's name and date of birth

___ History of child abuse or neglect

___ All known emotional and psychological problems of the child

___ All known behavioral problems of the child

___ Information that will enable the foster parent to provide a stable, safe, and healthy environment for the foster child and foster family.

___ Date of placement, date of termination

___ All records will be returned to the agency after the child has moved from the home.