



# Community Care Resources, Inc. Community Care Programs, Inc.

*Partnership In Planning*

## LICENSING PROCESS

### ***Phase I. Paperwork***

Initial paperwork mailed:

- Foster Parent Application
- Releases for your county of residence Human Services and Sheriff's Departments, if applicable  
Releases for Daycare/Foster care licensing, and your children's schools, and Background Information Disclosures

These releases allow us to complete a protective service check regarding any allegations of abuse, neglect or maltreatment of children, a criminal check regarding any law violations you may have committed, a background information disclosure form for all members of your household over age 9, a form regarding any history of care-giving (adult or child day care or foster care) from other agencies you have been affiliated with, and a form for information from your child(s) school.

- Fingerprint Check for the Adam Walsh Child Protection & Safety Act
- Appeal Rights of Foster Parents
- Informational Sheet and forms regarding health checks for all household members
- Auto and Homeowner's insurance requirements
- Questionnaire One for each prospective Foster Parent (*Please return prior to your first meeting with the Foster Care Coordinator*)

Phase I is completed when the paperwork is reviewed and releases sent out to the appropriate agencies to be completed and if you meet the criteria you will then be invited to meet with a Foster Care Coordinator, either at our offices in Middleton, or at your home. Expect this meeting to last approximately 4-5 hours.

### ***Phase II. Meeting***

- Before the meeting we will send out more paperwork to be filled out and discussed with the Foster Care Coordinator the day of the meeting.
  - Financial Statement
  - Description of Current Residence
  - Fire Safety Plan
  - Foster Family Emergency Disaster Plan
  - Pet Documentation
  - Health Check Forms
  - Three personal references to be completed by non-family members
- At the meeting we will review the various paperwork completed from Phase I. You will also be given and complete Questionnaire II.
- We will discuss together whether treatment foster care is right for your family, and whether you have the characteristics we are seeking in our foster families.
- If we agree on a choice to proceed, a second meeting will be scheduled and you will receive paperwork which will need to be completed by the second meeting.

Phase II is complete when the Foster Care Coordinator receives all of your paperwork, the personal references, and responses on the background checks we have sent out requesting information about you.

### ***Phase III. Home Visit***

- The Home Visit will last for approximately 4 hours and everyone residing in the home is required to be present for some of the meeting.
- We will review:
  - Your Questionnaire's
  - Complete a walk through of your home for compliance with statutory requirements.
- We will discuss:
  - Whether you will be invited to attend our two day pre-service. If you live quite a distance from our offices we offer to provide a hotel room for you on the night you stay in Middleton to attend the two day training.
  - Any questions or concerns that you may have regarding the process
- If the Foster Care Coordinator is satisfied that you meet all the requirements and there has not been any reason to discontinue the process you will subsequently receive a letter inviting you to training.
- By this time your health checks should be either scheduled or completed and the paperwork returned

### ***Phase IV. Training***

- By the time you are invited to training we will need verification of auto, homeowner's or tenant insurance policies meeting the requirements specified on the enclosed sheet, and copies of each adult's valid driver's license (*these can be copied the day of the training*). Also documentation of each pet's up to date rabies vaccination from your veterinarian needs to be submitted.  
**All of this can be faxed to our office from your insurance company and veterinarian's office (our fax number is 608-827-7101).**
- At the training you will receive a large binder of information including all relevant state statutes, and all CCR policies and procedures for future reference.

### ***Phase V. Written Report/Licensing***

- The Foster Care Coordinator will write a report stating if all requirements have been met.
- You will be issued a two year treatment foster license which will be mailed to you with your CCR foster parent identification cards and other information if all requirements are met.