

Unlicensed Placement Application Checklist

- Family Home Study Application DSHS 10-354:** Fill out completely and include contact information for **three** references including mailing addresses and phone numbers. Two references must be unrelated and list all adult children. Your home study writer will contact your references.
- Background Authorization (BAF), DSHS 09-653:** Anyone 16 years or older living on the premises must submit a BAF and provide photo identification. **Section 2** on the BAF must be filled out completely. Once the BAF is received, individuals 18 yrs. or older will also receive a letter with instructions on how to set up a fingerprint appointment.
- Out of State Child Abuse and Neglect Check, DSHS 15-460:** Please complete for anyone submitting a BAF.
- Emergency Evacuation Plan DSHS, 16-204:** Please complete and sign.
- Financial Worksheet, DSHS 14-452:** Please attach verification of income (i.e. W-2s, pay stubs, etc.).
- Applicant Medical Report, DSHS 13-001:** A physical exam completed within the last 12 months is required for each applicant. Please initial and sign the upper section on the form, and give to your medical provider to complete and send back to your home study worker directly.
- Marital / Domestic Partnership History, DSHS 09-979:** Including marriage and/or divorce decrees.
- Personal Information, DSHS 15-276:** Required for each applicant.
- Copy of Driver's License(s) and Auto Insurance:** Provide current copies for each applicant.
- Current Tdap or DTap (Pertussis / Whooping Cough) Immunizations** for all household members if requesting to provide care for children under two years of age.

NOTES:

- The forms listed above are also available at <http://www.dshs.wa.gov/fsa/forms>. You will need to enter the form number to download and print each form. Do not enter "DSHS" (i.e. enter 10-354 in the Form Number search field). **Please keep a copy for your records.**
- Included in this packet is the **Household Safety Inspection for Unlicensed Placements DSHS 10-453**. Please utilize this checklist to help prepare your home for the inspection. The **home study worker** will complete this form during their home visit.
- Submitting your documentation all at once will help the process proceed quicker and more efficiently.
- If you would like help with the home study process, please contact your home study writer or liaison/peer mentor.

Thank you for your interest in becoming a Placement Resource! To learn more about the home study process or for help with home study questions please contact:

- Fostering Together at 1-866-958-KIDS (5437) for western Washington residents or
- Fostering Washington at 1-877-620-5748 for eastern Washington residents.
- These agencies provide support and services to relative and suitable other placement resources.