**MAKE A WAY, CHILD PLACING AGENCY**

**NEW FOSTER PARENT PROCESS**

Hello,

The Foster Parent Verification Process is on average a 30 to 60-day process; however, it can take up to or more than 90 days. It really depends on how quickly you are able to get your paperwork turned in and complete the on-line training and classroom training as well.

**The very first step** in the process is completing the Application and Questionnaire Packet. Please see attachments for details.

**The second step** is then passing a background check.  This requires for us to have a signed consent form, which is a part of the application and also copies of your Driver's License and Social Security Card for everyone living in the home under the age of 14-years-old.  I can obtain this via email, fax or in person; whichever, is more convenient for you.  These documents are automatically put into your Pre Service File and locked behind two locks at all times.  Once I complete the initial background check, you will receive notification to schedule your finger prints to obtain a FBI background check. This will cost you $40.00. This is paid directly to the facility you get your fingerprints done at.

**The third step** is preparing your home. There are a few things listed below that will need to be completed.  There will also be additional documents sent to your email that contains the Foster Parent Minimum Standards Handbook, which is the state's "rule book/guide" to becoming and being a productive and successful foster parent. It is a lengthy document, so please ask me if you have any specific questions and I will be happy to answer any questions you may have!

**The following trainings required by the state:**

* CPR and First Aid
* SAMA-Emergency Behavioral Intervention Training (8 Hours) (ALSO CALLED RESTRAINT TRAINING)
* Trauma Informed Care (2 Hours).

**The following items need to be completed for your pre-service file:**

* Copy of Home Owners Insurance
* Copy of Auto Insurance (all cars)
* TB test (has to be from this year).
* Sketch of Floor Plan (dimensions and designation of all rooms; exits not blocked; location of smoke detectors and fire extinguishers documented).
* One Fire Extinguisher on each floor.

**Additional items needed to complete the process are as follows:**

* Marriage License/Divorce Decree (whichever applies)
* Financial Statement
* High School Diploma or GED
* 3 References (1 from Job or School, 1 from personal, 1 from neighbor)
* References from all children, biological or adoptive if applies

Also, here are some trainings that can be done on line to kind of give you an idea of what the training process will be like.   Make sure to print the certificate and send me a copy via fax, email or I can pick up when I come to your home.

**ON-LINE TRAINING LINKS**

**Reporting Abuse / Neglect Training**

<http://www.dfps.state.tx.us/Training/Reporting/default.asp>

**Trauma Informed Care Training**

<http://www.dfps.state.tx.us/Training/Trauma_Informed_Care/default.asp>

**Psychotropic Medication Training**

<http://www.dfps.state.tx.us/Training/Psychotropic_Medication/begin.asp>

**Medical Consenter Training**

<http://www.dfps.state.tx.us/child_protection/medical_services/medical-consent-training.asp>

**Also, during the process, we will need to schedule a meeting to come out and completed several things. This can be broken up into several meetings if necessary.**

* Orientation
* Health Inspection
* Fire inspection
* Verifying square footage and taking pictures of your home
* Disaster and Emergency Plan
* Weapons Verification Form (if applicable)
* Disclosure of Family Violence Form (if applicable)
* Animal Vaccinations (if applicable)
* HIPPA Individual consent form
* Direct Deposit Authorization Form
* Foster Parent/Respite Agreement Form (Done right before

verification process is complete).

* Discipline Guidance Policy

I will gladly come out to the house and speak with you and your family in more detail. Just let me know!

Thank you,

Kristina Williams

Executive Director/Intake

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Providing A Safe Home for Children