

ITEMS NEEDED TO COMPLETE RESOURCE FAMILY FILE

1. _____ **Resource Family Application**
2. _____ **Autobiography** *(one for each parent)*
3. _____ **Medical Report** *(one for each parent)*
4. _____ **Three References** *(Diakon sends to individuals listed on the application)*
5. _____ **Criminal History Clearances** *(completed every 60 months for anyone 18 years of age or older residing in the home)*
6. _____ **Child Abuse Clearances** *(completed every 60 months for anyone 18 years of age or older residing in the home)*
7. _____ **Out of State Clearances** *(for anyone residing in the household 18 years of age and older who has lived outside of PA in the past five years)*
8. _____ **Disclosure Statement** *(signed by household members 18 years of age and older, completed annually)*
9. _____ **FBI Clearances** *(completed every 60 months for anyone 18 years of age or older residing in the home)*
10. _____ **Financial Statement**
11. _____ **Verification of income** *(one month of pay stubs and Income Tax 1040 form)*
12. _____ **Social Security Verification**
13. _____ **Certificate of Birth of Applicants** *(copy)*
14. _____ **Marriage Certificate** *(copy)*
15. _____ **Divorce Decree or Death Certificate from previous marriage(s)** *(copy)*
16. _____ **Well water report** *(completed annually for those with well water, test for e coli and coliform bacteria)*
17. _____ **Home Safety Checklist** *(Diakon completes annually)*
18. _____ **Acknowledgement of Receipt of Notice of Privacy Practices (HIPAA)**
19. _____ **Confidentiality Agreement** *(updated annually)*
20. _____ **Discipline Practices Policy** *(updated annually)*
21. _____ **Authorization/Communication Release Form**
22. _____ **Copy of valid Declaration pages for homeowner's or renter's Insurance** *(copy)*
23. _____ **Copy of valid Vehicle Registration for each operable vehicle** *(updated as info expires)*
24. _____ **Copy of valid insurance policy information for each operable vehicle** *(updated as info expires)*
25. _____ **Auto Insurance/Financial Responsibility Cards** *(updated as policy declaration information expires)*
26. _____ **Vehicle Registration and Inspection Verification** *(updated as needed)*
27. _____ **Current PA Driver's License for all licensed drivers in household** *(copy)*
28. _____ **Photograph of immediate family**
29. _____ **Acknowledgement of Adoption Fees and Payment Schedule**
30. _____ **Family Profile Authorization Agreement**
31. _____ **Clean Indoor Air Act** *(magnet must be displayed on refrigerator)*
32. _____ **Agreement of Mutual Rights and Responsibilities** *(updated annually)*
33. _____ **Pet Vaccination Records** *(rabies)*
34. _____ **Acknowledgement of Transportation Requirements**
35. _____ **Grievance Policy and Procedure** *(updated with each placement)*
36. _____ **Applicant Questionnaire** *(one for each parent)*
37. _____ **Mandated Reporter Training Certificate** *(completed every 60 months)*
38. _____ **Acknowledgement of the PA Child Protective Services Law**
39. _____ **Resource Family Emergency/Disaster Plan** *(updated annually)*
40. _____ **Local police/County Children and Youth Release of Information** *(one for each parent)*
41. _____ **Fire escape plan**
42. _____ **Copy of concealed weapons carry permit**