

# Licensing Application Checklist for Yolo County Licensed Foster Parents

Submit only **COMPLETE APPLICATIONS** with **ANCILLARY DOCUMENTS** attached (keep a copy):



## 1. Pre-Service Educational Series:

Specific classes have been designed to help answer your questions about becoming a Yolo County Licensed foster parent, or adopting from foster care, to help you understand the impact of trauma and separation has on a child, how to rebuild safety, trust and establish positive attachments, along with effective methods for navigating the juvenile justice, child welfare and adoption systems.

If more than one adult in a household is interested in becoming licensed, each is required to attend pre-service training. To adopt from foster care, both parents must be licensed foster parents. There are a total of 31 hours of pre-service classes of which 21 must be completed in order to be considered "placement ready"; to obtain your foster care license 12 hours of pre-service must be completed. Please review the schedule of "Pre-Service" classes.



## 2. Background Clearance (also known as Live Scan):

Each prospective foster parent and all other adults residing in the household must complete a criminal background clearance. You will notice on the form that you must have a "facility number. This number is given to you only after you have submitted your completed application to the State Community Care Licensing office and a letter will be sent to you with your facility number.



## 3. Current Pediatric CPR/ First Aid Certificates:

Each prospective foster parent and all adult living in the household must have current pediatric CPR/ First Aid certificates. These courses are offered 4-5 times per year through the Woodland Community College Foster and Kinship Care Education (FKCE) program at no charge. However, they are also available through your local Red Cross, Heart Share, community center, fire station, or hospital.



## 5. Foster Care Application:

All adults in the household who want their name on the Foster Care License -- those who will be caring for the children placed -- must complete an application. A few of the forms, will ask for a "Facility Name". The "Facility Name" typically is the name of the primary applicant; the parent who is most involved in the child rearing.

Let us review each page of the Application Forms. Yolo County Foster Care Licensing Application Forms can be downloaded at: [http://www.yolofostercare.com/index.php?option=com\\_content&task=view&id=17&Itemid=41](http://www.yolofostercare.com/index.php?option=com_content&task=view&id=17&Itemid=41)

### Foster Family Home Application

This form provides Community Care Licensing general information about your home. Detailed instructions are on the backside. If there is more than one applicant, both applicants must sign the document, the primary applicant always signs first.

### a) Applicant Information

You will find two of these forms. Every applicant must complete a form. For example, if you are married, you must complete one of the forms and your spouse the other.

**c. & d.) Criminal Record Statement**

You will find two of these forms. Again, each applicant must complete an individual form pursuant State law. If you have any sort of criminal conviction in your history, including a DUI, an arrest with no charges, or expunged charges, please indicate “Yes” and complete the questions on the back of the document. We encourage you to discuss this further with the licensing analyst, Julie Darden.

**e.) Emergency Plan for Foster Family Homes**

In the event of an emergency; for example, your home loses water or electricity for several days, what is your plan? To assist you with completing this portion of the application, we have provided you with a list of most emergency telephone numbers specific to each major city in Yolo County (you do not need the phone number for a probation officer).

**f.) Health Screen Report**

You will find two of these forms. Each applicant must have the form completed and certification of a TB test. If your medical provider sees you regularly and they are comfortable completing the form, you do not need to have a full physical examination. However, please have your physician state that he or she does not have any medical concerns that will affect your ability to foster a child. As a part of your Health Screen, each applicant must have a clear TB test that has been issued within 6 months of submitting your application.

**g.) Personal Rights of Children**

Please review the personal rights of foster children found on the back of this form. This form requires your signature as certification you have read these rights; the remainder can be left blank.

**h.) Evidence of Residence**

A copy of a Rental Agreement or Mortgage Statement needs to be included with your ancillary documents as evidence of your residency in Yolo County.



**4. Pre-Licensing Home Evaluation and Interview:**

Typically our “Prospective Foster Parents” submit their applications in person to our Licensing Analyst, Dawn Eunice-MacLean, when she attends an evening of training mid-way through our series. Once she, on behalf of Community Care Licensing, accepted your application an appointment will be made for a home evaluation and family interview. The home evaluation allows the licensing analyst to meet you and to assess your home’s environment for safely accepting foster children. You are welcome to call and talk with Dawn or Carlita any analyst at Community Care Licensing by calling their general number at (916) 263-4700.

**Original completed application and supporting documents go to:**

**Erin Carter, Yolo County Licensing Analyst**

[erin.carter@dss.ca.gov](mailto:erin.carter@dss.ca.gov)

(916) 206-1524 Cell

(916) 263-4700 General Line

**Carlita Lawson, Licensing Support Staff**

For **Erin Carter, Licensing Analyst**

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(916) 572-9767 Cell

**Community Care Licensing Division**

Children’s Residential Programs

**CDSS Community Care Licensing Division**

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