Foster Parent File
Organization for Record Review

License:
Current License
Past License
Current 5015
Past 5015

Application
Agency Application
Reference Checks
HS Diploma/Education Status of Foster Parents
DSS License Application (Initial DSS-5016 and subsequent RL DSS-5157 or
DSS-5159 change requests)
Mutual Home Assessment and/or updates

Other suggested documents:
NC Driver's License
Vehicle Registration
Home Insurance
Car Insurance
Pet Information/Vaccinations (if applicable)

Licensure and/or Relicensure
Fire Inspection (DSS-1515)
Environmental Checklist (DSS-5150)
Medical Evaluation/TB for all household members (DSS 5156)
Medical History Form for all household members (DSS-5017)
Fingerprint Clearance for all adult household members
Notice of Mandatory Criminal History
Local Criminal Checks for all adult household members
NC Sex Offender Registry Check for all adult household members
NC Health Care Personnel Registry Check for all adult household members
NC DOC Check for all adult household members
RIL Registry Check for all adult household members (DSS-5268)
Disclosure Statements for all adult household members
CPS clearance letters from other states (if applicable)
Waivers (if applicable)
Fire Drills

Training
Training Log (by licensure cycle)
Copies of training certificates (by licensure cycle)
Physical Restraint Training (if applicable)
Pre-service Training (MAPP, CPR, medication administration etc)

<u>Acknowledgements</u>
Foster Parent Agreement (DSS-1796)
Discipline Agreement
Agency Specific Agreements
Confidentiality Agreements
Agency specific Agreements (water safety, firearms safety, etc.)
Any other consents/agreements/acknowledgements

<u>Documentation</u>
Quarterly Licensing Visits
Annual Assessment of Strengths and Needs
Chronological order dates and content of worker's contacts with foster family
Chronological Placement Log
Documentation of FP supervision
Annual Physical Restraint Authorization Letter (if applicable)
Correspondence/Emails

<u>Closure/Termination</u>
Discharge Summary (if applicable)
Closing Paperwork (if applicable)

02/14/14