



### Checklist for Annual Reconsideration for Resource Parents

<b>Date of Home Visit</b>	
<b>Resource Parent(s)</b>	
<b>CJAMS Provider #</b>	
<b>Caseworker Completing Assessment</b>	
<b>Department Completing Assessment</b>	

#### Forms

- Annual reconsideration notice letter
- SAFE update questionnaire
- Home health and safety survey
- Fire safety survey
- Resource parent and kinship caregiver agreement
- Proof of income (2 recent pay stubs or most recent W2) for each employed resource parent
- Annual reconsideration approval letter

#### Training

- Copies of training certificates (at least 10 hours for each resource parent per year)
- Copies of behavior management training certificates (at least 2 hours every 2 years for each resource parent through CWA)
- Copies of medication management training certificates (at least 2 hours every 2 years for each resource parent through CWA)
- Proof of infant, child, and adult CPR and First Aid training (at least 2 hours every 2 years for each resource parent)

#### Medical Forms and Rabies Vaccinations

- Medical forms for resource parents and household members 18 and older (required every 2 years)
- Medical forms for child(ren) in the resource home - excluding child(ren) in care (required every 2 years)
- Proof of current rabies vaccination for pets

**Clearances**

State and FBI criminal clearances for all household members 18 and older (for household members not previously fingerprinted)

Maryland CPS clearances for all household members 18 and older

Maryland Judiciary Case Search clearances for all household members 18 and older

Maryland sex offender registry clearances for all household members 18 and older

Federal sex offender registry clearances for all household members 18 and older

Child support clearances for resource parents