



Checklist for Annual Reconsideration for Resource Parents

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

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