

Initial Checklist for Kinship Caregiver Record

Date of Licensure	
Kinship Caregiver(s)	
CJAMS Provider #	
Caseworker Licensing the Family	
Department Licensing the Family	

Clearances

- State and FBI criminal clearances for all household members 18 and older
- Maryland CPS clearances for all household members 18 and older
- CPS clearances from other states for all household members 18 and older who have resided in other states during the prior 5 years
- Maryland Judiciary Case Search clearances for all household members 18 and older
- Maryland sex offender registry clearances for all household members 18 and older
- National sex offender registry clearances for all household members 18 and older

Forms

- Kinship caregiver and home assessment
- Resource parent and kinship caregiver agreement
- W9 for the caregiver who the stipends will be issued to
- Family home license

Documentation

- A provider case for the kinship caregivers has been created and approved in CJAMS
- Children have been placed in the kinship home in CJAMS
- Contact notes for home visits related to the licensing process have been entered in the provider case in CJAMS