

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