



Checklist for Resource Home Licensing

Date Licensed	
Resource Parent(s)	
CJAMS Provider #	
Caseworker Licensing Family	
Local Department	

Initial Forms and Training

Resource parent application
Resource parent and kinship caregiver agreement
Pre-service training certificate
Proof of current CPR and First Aid training (completed within two years prior to licensure date)

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 household members who have resided in MD for less than 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
Child support clearances for resource parents

Home Safety

Home health and safety survey
Fire safety survey
Emergency escape plan

Medical Forms and Rabies Vaccinations

Medical forms for resource parents and household members 18 and older completed within the 12 months prior to licensure

Medical forms for child(ren) completed within the 12 months prior to licensure

Proof of current rabies vaccination for pets

References

3 SAFE reference forms

School reference forms for school-age child(ren)

SAFE Questionnaires

SAFE Questionnaire 1 for each resource parent

SAFE Questionnaire 2 for each resource parent

Personal Documents (copies)

Driver's license for all licensed drivers in the home

Auto insurance card or document for all licensed drivers in the home

Birth certificates for resource parents

Proof of citizenship or permanent legal status for resource parents born outside of the US

Proof of income (2 recent pay stubs or most recent W2) for each employed resource parent

Family financial statement

W9 form

Home Study and License

SAFE home study with resource parent signatures

Family home license