



Relicensing Checklist

FOSTER PARENT(S): _____

ATTACH THE FOLLOWING DOCUMENTS FOR RELICENSING:

- TRANSMITTAL SHEET
RECOMMENDATION LETTER
APPLICATION FOR LICENSE (ONE PAGE WITH MEPA LANGUAGE)
FOSTER PARENT SUPPLEMENTAL INFORMATION SHEET
RELICENSING SUMMARY FORM A & B
HOMESTUDY NARRATIVE (SIGNED/DATED BY OUT OF HOME CAREGIVER/LICENSING COUNSELOR/SUPERVISOR)
DOG ASSESSMENT
DOG SAFETY PLAN (SCORE OF 29+)
INSERVICE TRAINING LOG
RELEASE OF INFORMATION
COPY OF DRIVER'S LICENSES
COPY OF INSURANCE CARDS
COPY OF RABIES VACCINATION RECORDS
RELICENSING SURVEY (FROM FAMILY)
STAFF INQUIRY FORMS (FROM ALL CPCM'S WHO HAD CHILDREN IN THE HOME)
EXIT INTERVIEWS (CHILDREN 5 YEARS OF AGE AND OLDER)
TWO COMMUNITY INPUT FORM'S (GAL, PROVIDERS, NEIGHBORS, SCHOOL PERSONEL, ETC.)
INSPECTION BY LICENSING COUNSELOR
ENVIRONMENTAL HEALTH INSPECTION
RADON (5 YEAR UPDATE/CHARLOTTE COUNTY)
BILATERAL SERVICE AGREEMENT
WATER SAFETY AGREEMENT
CONFIDENTIALITY/GUN POLICY
FINANCIAL CAPABILITY AND BUDGET
DISASTER PREPAREDNESS PLAN
FLOOR PLAN
EPSDT
MEDICAL STATEMENTS/RELEASE (IF NECESSARY)
DJJ CHECK FOR ANY BIOLOGICAL/ADOPTED CHILD 12 YEARS AND UP
ABUSE REGISTRY CLEARANCES (ALL ADULTS IN HOME & THEIR BACKUPS)
LOCAL LAW CLEARANCES (ALL ADULTS IN HOME & THEIR BACKUPS)
DOCUMENTATION OF ALL COMPLAINT INVESTIGATIONS FOR THE PAST YEAR
ALL WAIVER DOCUMENTATION FOR THE PAST LICENSING
PLACEMENT HISTORY OF ALL CHILDREN IN THE HOME DURING LAST YEAR
CLERK OF COURTS CHECK
DATE OF LAST FBI/FDLE CLEARANCE (ENSURE THAT A 5 YEAR RESCREEN IS NOT DUE)
NAME OF BACK-UP PROVIDER FOR SINGLE PARENT
**BACK UP PROVIDER SCREENING:
FBI FDLE LOCAL LAW ABUSE REGISTRY

Licensing Counselor Date Supervisor Date

Please Note: One home visit is required and all household members must be interviewed