



AIFACS

AMERICAN INDIAN FAMILY AND CHILDREN'S SERVICES

Foster Parent Interest Information

Thank you for your interest in becoming a foster parent. This serves as an explanation of the licensing process, licensing requirements, and licensing processing timeline.

AIFACS has moved from a paper application process to an online process using software called Binti. All the required paperwork is online to be filled out along with the required training. Some items will need to be uploaded, such as identification, vet records (if applicable), water tests (if applicable), an Emergency Escape Plan, and a Car Seat Training Certificate (if applicable). Once all the paperwork has been filled out and uploaded, all the training has been completed, all the required background checks have been completed, and the three reference forms have been received, a licensor will contact you to schedule a meeting to facilitate your home study and home safety checklist. This meeting can take up to 4 hours, depending on the family, so you are prepared. After the home study has been completed and approved by an LICSW, an AIFACS licensor will be able to request MN DHS to issue your home a child foster care license. Once all the completed paperwork, training, references and background checks have been received, we should be able to finish up your licensing within 45 days.

After all the initial paperwork is completed, we can start processing it. You can then start on the required training. We find that it's the training that usually takes families the longest to complete. A list of the required training is below. If you are going to care for children under age 6, you are required to complete SUID/AHT training. If you are going to care for children under age 8, you are required to complete Car Seat training; anyone in or outside the home helping care for foster children in your home in those age groups will also be required to complete those trainings. The Car Seat training must be completed in person. You can go online through Develop to find a class ([click here for the Develop website](#)).

The licensing requirements are guided by MN Rule 2960.3000 – 2960.3100. This is covered in the Orientation training. This can also be found online on our website. One of the most significant requirements that applicants should be aware of is, along with the applicants, all other adults in the home and children ages 13 and older are required to complete and clear a background check. Each person must have a valid email address and a current/valid ID must be uploaded for a background check for everyone in the home age 13 and older. Those in the home who are age 18 and older (including the applicants) must also complete fingerprints for their background check. The cost of the fingerprints is at their own expense.



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A list of forms and training that will need to be completed is on the third page for reference. If you have any questions and/or problems with the application process, please get in touch with us at 651-223-8526 or email Joniesha Dalton at jdalton@aifacs.org. We will happily answer your questions and help you in any way we can. There is also an online Help button that can be used on Binti!

Pidamaya/Miigwech/Thank you,

AIFACS Staff & Board



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Paperwork Required

List of forms you will be reviewing, completing, and/or need to upload:

- ☐ Historical Perspective of AIFACS (review listed on Binti and our website)
- ☐ Definition of Foster Care (review listed on Binti and our website)
- ☐ Foster Parents Rights in MN (review listed on Binti and our website)
- ☐ Foster Parent Liability Insurance Information (review listed on Binti and our website)
- ☐ AIFACS Agency Grievance Policy (review listed on Binti and our website)
- ☐ Acceptable Forms of Identification for Background Checks (review listed on Binti and our website)
- ☐ Child Foster Care All Applicants (review listed on Binti and our website)
- ☐ Required Training (review listed on Binti and our website)
- ☐ Application (if does not apply, put NA)
 - DO NOT use the names of any foster children already placed in your home or potential foster children you are getting licensed for. You can say Foster Child or FC or use initials instead.
 - Email addresses are required for the three references. They will be emailed a request to fill out an electronic reference form for all applicants
 - On the last page, you must list an authorized agent (if there is more than one applicant). Choose one of you to be the authorized agent.
- ☐ Individual Fact Sheet (everyone ages 18 and older in the home)
- ☐ Tennessee Warning (everyone ages 13 years old and older – parents can sign for minors)
- ☐ Background Questionnaire (ONLY applicants)
- ☐ Background Data Collection Form (everyone ages 13 and older in the home)
- ☐ Emergency Exit Plan front side completed and floor plan on the back (needs to be uploaded)
- ☐ Discipline Policy
- ☐ Drug and Alcohol Policy
- ☐ Complaint and Grievance Policy
- ☐ Training Policy
- ☐ Respite Policy
- ☐ Foster Parent/Agency Agreement
- ☐ Vet Records (must be current shot records for any pets – needs to be uploaded)
- ☐ IDs (anyone in the home age 13 years or older – needs to be uploaded)



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Required training for all applicants:

- ☐ AIFACS Orientation
- ☐ Introduction to Children's Mental Health
 - (Mental Health training 2 hours initially required and 1 hour annually required after)
- ☐ Normalcy and Prudent Parenting
- ☐ Mandated Reporter (annual requirement)
- ☐ Fetal Alcohol Spectrum Disorder (FASD) Pr%F Video (1 hour annually required)
- ☐ SUID/AHT (required if caring for children under age 6 – good for 5 years)
- ☐ Car Seat (required if caring for children under age 8 – good for 5 years)