**RESOURCE PARENTS RESPONSIBILITIES/REQUIREMENTS**

* *Carry the Home Folder at all times*
* *Comply With Agency and CCL Regulations*
* *Have required documents turned in by the 15th of the month*
  + *Cash Flow Sheet, attached receipts and have yours and children/youth’s signature*
  + *Medication Logs*
  + *Medical Records (after every and any visit)*
  + *School Records (every quarter)*
* *12 Hours Training per year(2hrs. every other month)*
* You must be on time or you will be required to make-up the time on an on-line course
* If you are completing an on-line course, you must take notes and provide them to the Parent Coordinator
* *Cover ALL Transportation Needs*
* *Answer all calls*
* *Report any changes*
  + *Address*
  + *Vehicles*
  + *Phone Number*
  + *Frequent Visitors*

REPORT TO THE AGENCY ANYTIME A CHILD/YOUTH GETS PLACED OR REMOVED FROM YOUR HOME.

REPORT TO YOUR AGENCY SOCIAL WORKER ANY INCIDENTS OR MAJOR CONCERNS, IMMEDIATELY, (you don’t report it to the Parent or Child Coordinator)

* *Maintain Confidentiality*

**REQUIREMENTS TO BECOME AN APPROVED RESOURCE PARENTS**

* **Orientation Session**
* **Interview / Completion of Inquiry**
* Review and Complete the **FOSTER PARENT APPLICATION** and **HOME STUDY FORMAT**, which will include all the required agency paperwork listed below, and other general policies.
* **FINGERPRINTS** and **CHILD ABUSE CLEARANCES**, which is completed through **LIVE SCAN**, are required for all members of your household who are 18 years and older.
* Complete the **CRIMINAL RECORD STATEMENT** forms.
* We require three **LETTERS OF REFERENCE** from friends, family members or work-related persons to be sent directly to our office.
* Complete the **EMERGENCY DISASTER PLAN**. This form will then be posted in a central location of the certified family home after Parent Coordinator’s review.
* Create a **FLOOR PLAN** of your home and yard.
* We need **DMV** printouts from you and your spouse.
* Please provide us with copies of your and your spouse’s **DRIVERS LICENSES**.
* Copies of your and your spouse’s **SOCIAL SECURITY CARDS** are needed.
* Proof of Income
* We need verification of **CURRENT AUTO AND HOME OWNER/RENTERS INSURANCE**.
* You are required to pass a **STANDARD FIRST AID AND CPR** class. We recommend **American Red Cross, Heartbeat** or a local community center for these classes.
* A current **HEALTH SCREEN AND TB TEST** from your physician is required.
* Attend 12 hours of **INITIAL FOSTER PARENT TRAINING** (to be completed in two 6hrs. classes) provided by **LCCO** **FOSTER FAMILY AGENCY, and** 12 hours of ongoing training is also required each subsequent year.

The final step of the process is the completion of a **HOME STUDY** that is completed together with your Social Worker, and a **FOSTER HOME SAFETY CHECKLIST** (walk-thru of your home) will also be conducted and reviewed with you prior to certification.