Dear Potential Developmental Home Provider:

We are pleased that you have chosen to go through the licensing process with JS Loving Hearts. To make the process easier, here is a list of items that will be needed.

Please do not hesitate to call if you have questions at any time. Email address [jslovinghearts@gmail.com](mailto:jslovinghearts@gmail.com); Phone number: 480-993-4208

**Copies Needed:**

* Social Security Card
* Birth Certificate, Passport, or Other Proof of Legal Residency
* Driver’s License-front and back
* Vehicle Insurance
* Vehicle Registration
* Marriage Certificate (if applicable)
* Divorce Decree (if applicable)
* Bankruptcy Discharge Paperwork (if applicable)
* Rabies Vaccinations (if applicable)
* Immunization Records (if applicable)
* Pay Stubs, Proof of Income
* Fingerprint Clearance Card-front and back
* Emergency Evacuation/Floor Plan of your home
* References- 3 per Applicate

**Paperwork Requirements:**

* Assessment Guide
* Adult/Child Developmental Home Agreement
* Applicant Statement of Understanding
* Background Check
* Criminal History Self-Disclosures
* Initial Child/Adult Developmental Home Application
* Physician’s Statement
* Self-Health Disclosure Form
* School Questionnaire (if applicable)

**Inspections:**

* Life Safety Home Inspection
  + Requested by JS Loving Hearts and Completed by OLCR
* Vehicle Inspection
  + Completed by JS Loving Hearts.

**Training:**

* CPR & First Aid
* Article 9
* Introduction to the Division of Developmental Disabilities.
* ISP/IEP/IFSP
* Behavior Management
* Legal Issues
* Policies & Procedures
* Medications
* Relationships & Communications
* Article 10 & Article 11
* Confidentiality & HIPAA
* Client Funds
* Planning Process & Skill Building
* Progress Reports
* Abuse & Neglect
* Foster Parent College Training (required for CDH applicants only)

In addition to the items mentioned above, you will be expected to participate in home study interviews. The staff will need to compile a document chronicling the events of your life. Topics of discussion include parents, siblings, relationships with extended family members, education, work experience, marriage(s), divorce(s), children, where you have lived, religious preferences, and any other significant events that have occurred in your life.

Depending on your diligence, the licensing process typically takes at least 90-120 days to complete all aspects. It may seem like an abundance of information, but rest assured, JS Loving Hearts is here to assist you every step of the way.

We look forward to working with you and your family and believe this will be a rewarding experience!