## Purpose

This policy outlines the requirements and procedures for applying to become a licensed foster or adoptive parent in New Hampshire, in accordance with the Foster Family Care Licensing Requirements, He-C 6446.

## Policy

I. Persons interested in applying for a foster or adoptive family care license must complete the application and pre-service training process prior to being issued a foster family care license.

II. The application process is open to any person in accordance with He-C 6446.03.

## Procedures

I. Each family must complete or provide to DCYF:

   A. The "Foster Family Application Cover Sheet" (Form 2350);

   B. The "Application Information for Child 11 Years Old or Younger" (Form 2352) and "Application Information for Child 12 Years Old or Older" (Form 2353);

   C. The "Autobiography of Foster and Adoptive Parents" (Form 2163) for each adult whose name will be included on the license;

   D. Proof of pre-licensing training, as described in [ITEM 1750 Pre-Licensing Training](#);

   E. The results of inspection of the household premises by the local fire inspector as documented on the "Fire Department Inspection" (Form 2361);

   F. The results of the inspection of the household premises by the local health inspector as documented on the "Foster Family Home Health Inspection" (Form 2360);

   G. The "Medical Information Statement" (Form 2152) for each member of the household that is signed by a physician or nurse practitioner;

   H. Proof of automobile and homeowner or rental insurance;
I. Notarized Criminal Records Release Authorizations for each individual over age 17 in the household;

J. "Provider Enrollment Agreement" (Form 2105), "Provider Enrollment (Form 2106), W-9, and the "Foster Family Care Worksheet" (Form 2367), upon completion of the pre-licensing training; and

K. For adoptive families only, verification of marriage and divorce information and photographs of the family.

II. The Foster Care Worker or Adoption CPSW must:

A. Collect the forms required in part I and create a foster home record in accordance with ITEM 1740 or adoption record in accordance with ITEM 1827 Adoption Case Records;

B. Mail the "Reference Request" (Form 2357) with a self-addressed stamped envelope to each of the names provided by the applicant;

C. Check the names of applicants and all household members over the age of 17 on the Central Registry's database for matching names;

D. Forward the Criminal Records Release Authorizations to the NH State Police Records Division for the records' check;

E. Contact the applicant’s local police department and request that any arrest or criminal information on the household members be forwarded to the D.O.;

F. Inspect the applicant’s residence to insure compliance with He-C 6446.09;

G. Perform a Home Study and prepare the "Foster Family Assessment" (Form 2363) of the applicant’s ability to comply with the requirements for a license in He-C 6446.03-04.

H. Complete the "FFC Worksheet" (Form 2367) and "Provider Enrollment/Change" (Form 2106) in accordance with ITEM 1850 Enrollment of Providers;

I. Obtain the approval of the D.O. Supervisor; and

J. Forward the Forms 2367, 2106, 2105, and the Alternate W-9 to the Licensing Program Specialist at State Office for processing.