



Thank you for stepping forward to care for your family or friend; we're here to help you! On this document you will find some suggestions and resources for support as well as a checklist of forms that are required to complete your home study.

SUGGESTIONS AND SUPPORT:

1. **Your Licensing Division worker is here to support you** and is your main point of contact for questions about the home study! Your Licensing Division worker can help you get copies of the forms listed on this checklist and help you complete them too.
2. We encourage all kinship caregivers (relatives and unrelated kin) to get foster licensed. Although you are not required to get licensed to care for your family member or friend, the licensing process includes training that many caregivers find helpful, and licensed kinship caregivers can access the greatest amount of ongoing financial support available. Please see the [Foster Care Licensing for Relatives](#) fact sheet, and talk with your Licensing Division worker who can answer questions and explain the benefits of licensing in your unique situation.
3. Please complete and return the Family Home Application and Background Authorization form to the Licensing Division to start the home study process. All other forms can be submitted to your Licensing Division worker at a later time. Please keep a copy of the forms for your records.
4. Submitting your documentation all at once will help the process move quickly and more efficiently but we also do not want it to hold up the process. Please provide the information that you have to your Licensing Division worker.
5. The [Household Safety Inspection for Unlicensed Placements DCYF 10-453](#) will help prepare your home for the inspection. Your Licensing Division worker will complete this form during their home visit.
6. To learn more about and get help with the home study process, ask home study or licensing questions, and to get support, please contact the Caregiver Retention, Education and Support (CARES) program by emailing alliancecares@uw.edu or calling 206-221-4913. You can learn more about CARES by visiting alliancecarescommunity.org.

REQUIRED FORMS:

- [Family Home Study Application, DCYF 10-354](#)
- [Background Authorization \(BAF\), DSHS 09-653](#): Anyone 16 years or older living on your property must complete a background clearance online at <https://fortress.wa.gov/dshs/bcs/> (this link works best in Chrome internet browser). When you complete your BAF online, you will be provided a confirmation number/control ID. Provide the confirmation number/control ID to your Licensing Division worker.
 - People 18 years or older and youth ages 16 and 17 years old that have lived outside of Washington in the last three years will receive instructions for setting up a fingerprint appointment.
- [Emergency Evacuation Plan, DCYF 16-204](#)
- [Financial Worksheet, DCYF 14-452](#)
- [Applicant Medical Report, DCYF 13-001](#): Each applicant/caregiver must provide a medical report form completed by their medical provider showing they had a physical exam within the last 12 months. Please initial and sign the upper section on the form and give to your Licensing Division worker with contact information for your medical provider.
- [Personal Information, DCYF 15-276](#)
- Copy of Driver's License(s) and Auto Insurance**: Provide current copies for each applicant who will be transporting children or youth.
- Current Tdap or DTap (Pertussis / Whooping Cough) Immunizations** for all household members if requesting to provide care for children under two years of age.

If you received a paper copy of this form and would like an electronic version, please visit https://www.dcyf.wa.gov/forms?field_number_value=10-581&title=.