

## Unlicensed Placement Application Checklist

- Family Home Study Application DCYF 10-354:** Fill out completely and include contact information for **three** references including mailing addresses and phone numbers. Two references must be unrelated, one reference must be related, and list all adult children. Your home study writer will contact your references.
- Background Authorization (BAF), DSHS 09-653:** Anyone 16 years or older living on the premises must submit a BAF and provide a copy of photo identification. **Section 2** on the BAF form must be filled out completely. Once the BAF is received, individuals 18 years or older and individuals 16 & 17 years that have lived outside Washington in the last three years will receive instructions for setting up a fingerprint appointment. **Note: You may Complete your BAF online at <https://fortress.wa.gov/dshs/bcs/>.** This link works best in Chrome internet browser.
  - For all BAFs completed online, you will be provided a confirmation number/control ID. Provide that information to your home study worker for processing.
- Emergency Evacuation Plan DCYF, 16-204:** Please complete and sign.
- Financial Worksheet, DCYF 14-452:** Please attach verification of income (i.e. W-2s, pay stubs, etc.).
- Applicant Medical Report, DCYF 13-001:** A physical exam completed within the last 12 months is required for each applicant. Please initial and sign the upper section on the form and give to your home study worker with contact information for your medical provider. Home study worker to send medical request directly to provider.
- Personal Information, DCYF 15-276:** Required for each applicant.
- Copy of Driver's License(s) and Auto Insurance:** Provide current copies for each applicant.
- Current Tdap or DTap (Pertussis / Whooping Cough) Immunizations** for all household members if requesting to provide care for children under two years of age.

### NOTES:

1. **Submitting your documentation all at once will help the process proceed quicker and more efficiently but we also do not want it to hold up the process. Please send in the information that you have and the home study worker can work with you to complete.**
2. The forms listed above are also available at the request of the home study worker. **Please keep a copy for your records.**
3. Included in this packet is the **Household Safety Inspection for Unlicensed Placements DCYF 10-453**. Please utilize this checklist to help prepare your home for the inspection. The **home study worker** will complete this form during their home visit.
4. We also encourage our relatives to get foster care licensed. Please see [Foster Care Licensing for Relatives](#) fact sheet for the benefits and information on licensing. The home study worker can also answer any questions you may have about becoming foster licensed.
5. If you would like help with the home study process, please contact your home study worker or liaison/peer mentor.

**Thank you for your interest in becoming a Placement Resource!** To learn more about the home study process or for help with home study questions please contact:

- Fostering Together at 1-866-958-KIDS (5437) for western Washington residents or
- Fostering Washington at 1-877-620-5748 for eastern Washington residents.
- These agencies provide support and services to relative and suitable other placement resources.