



FOSTER CARE SERVICES

Forms/Documents and Trainings That Must Be Completed Before Licensing

Family Name: _____

FBI Fingerprinting

Anyone over the age of 18 who lives in your house and/or who would have regular access to your foster child should be fingerprinted. Our program secretary will set up the appointments. Please give her/him times and dates that you would be available to go downtown to have procedure completed. The process should only take about 15 minutes. However, you should get to the Hawaii State Criminal Justice Data Center early because parking is very scarce. Results can take anywhere from four (4) weeks to four (4) months. Please complete this as soon as possible, because we cannot license you until results from all of your adult household members have come back to our office.

Child Abuse and Neglect Clearance (CAN)

This clearance is specifically for the state of Hawaii. We need for everyone in your household who is above the age of 18 to sign this form in the presence of a staff member. We need your permission in order to check the computer system for reports of child abuse or neglect.

Medical Clearances

A medical clearance form must be turned in for all applicants. If you have had a physical within the last 365 days, you do not have to have one completed on you again. However, if it has been longer than a year since you have had a complete physical, please make an appointment to have one completed. The medical clearance forms must be completed and signed by a doctor.

Tuberculosis Clearances

Tuberculosis clearances must be completed on every member of your household. You must have either had a negative skin test within the past 365 days, or you must have had a negative chest x-ray. If you are soon approaching the one (1) year point of your clearance, please remember that you will need to get it again. TB clearances need to be kept current even after a child is placed in your home.

Employment References

Employment references need to be completed for all applicants. For those of you who are not employed, please complete the forms on yourselves.

Character References

All unmarried applicants should have three (3) character reference forms filled out on themselves. Married applicants are required to have two (2) references for each spouse. Please give the character reference forms to those who know you well enough to be able to answer all of the questions on the forms. Family members may not complete character references.

Financial Worksheet

On this worksheet, you are to estimate your current monthly income (after taxes). Then, you are to estimate your total monthly expenses. If you have an expense that you usually pay once a year, please divide that number by 12 and include it as an expense on your form. After you have totaled up your current monthly expenses, please subtract that number from your net monthly income.

Discipline Policy

This policy will be given to you during the P.R.I.D.E. training where we cover the issue of discipline. You are required to sign this policy before you will be licensed as a foster parent with our agency.



Copy of Marriage Certificate

If you are married, you will be required to submit a copy of your marriage certificate.

Copy of Divorce Decree

If you have been divorced, you will be required to submit a copy of the top page of your divorce decree.

Copy of Driver's Licenses

You will be required to submit copies of the driver's licenses of all of the people who will be responsible for driving your prospective foster child around.

- _____ Applicant 1
- _____ Applicant 2
- _____ Other Driver
- _____ Other Driver

Copy of No Fault Insurance Card

You will be required to submit proof of current no fault insurance.

List of Emergency Contacts

We need all of you to compile a list of people that you would leave your foster children with if you had to leave for an emergency. Along with the names, please include phone numbers and addresses. We also need to know if they are friends or family members.

Photographs of All Family Members

These can either be in the form of group photographs or separate pictures.

Floor Plan

Please submit a floor plan of your house. It doesn't have to be really detailed and we do not want you to spend extraordinary amounts of time creating this. However, it is very important that we get a general idea of how your house is situated and who sleeps where. Please label the bedrooms that people occupy and include the dimensions of the bedroom(s) that foster children will be using.

Emergency Plans

Please provide our agency with a copy of your fire escape plan. This can either be in written or picture form. You might want to include it with the floor plan of your home. Our agency will also need a copy of your hurricane plan. Where would your family go and what actions would it take if a hurricane was imminent.

CPR/1ST AID Training

All foster parents are required to have CPR and 1st Aid Training. Hale Kipa does provide training monthly at no charge. If you are unable to attend one of the trainings offered by Hale Kipa you may attend training at another location at your own expense, Hale Kipa will not reimburse you. If you have attended training within the past year (CPR) we will need a copy of your CPR card. If you have attended a 1st Aid training within the past three (3) years, we will need a copy of your 1st Aid card.

CPI Training

All foster parents are required to attend Crisis Prevention Intervention (CPI) Training. Hale Kipa provides training monthly at no charge. If you have attended CPI training within the past year, we will need a copy of your CPI card.