



## NEW FAMILY ORIENTATION/INFORMATION MEETING CHECKLIST

Dear Prospective Foster and Adoptive Family,

Your smooth transition into our organization is our top priority. With that being said, please collect the following documents listed below. This will allow us to verify your legal identity, marital status, health status, education, and home environment safety.

<b>Foster &amp; Adoptive Parents</b>	<b>Personal Identification, Financial, Marital Status and Education</b> <input type="checkbox"/> Texas driver's license <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Social Security Card <input type="checkbox"/> Education (Diploma, Transcripts, or G.E.D) or Foster/Adopt Proficiency Evaluation <input type="checkbox"/> 60 Days of Income verification (Weekly, By-Weekly, or Monthly Paycheck Stubs) <input type="checkbox"/> Family's Financial Contingency Plan for the child being adopted: Life Insurance Policy, Will, Trust-Fund and/or Other Beneficiary Policy (if, applicable) <input type="checkbox"/> Divorce Decree or Death Certificate from all previous marriages <input type="checkbox"/> Marriage Certificate (current marriage) <input type="checkbox"/> Affidavit signed and notarize <input type="checkbox"/> Criminal History/Central Registry Check Consent Form <input type="checkbox"/> FBI Background Check Receipt
<b>Foster &amp; Adoptive Parents</b>	<b>Health Screening</b> <input type="checkbox"/> Health Statement (current or within 12 months of your application) <input type="checkbox"/> TB Test (current or within 12 months of your application)
<b>Foster &amp; Adoptive Parents</b>	<b>Written References</b> <input type="checkbox"/> 3 Non-Relative Community (i.e. neighbors, school personnel, clergy, or other unrelated person from the community) <input type="checkbox"/> 2 Relative (not including biological child) <input type="checkbox"/> Biological Children age 12 and over not living in the home
<b>All Other Household Members</b>	<b>Health Screening</b> <input type="checkbox"/> Birth Cert. for all household members (including child being fostered or adopted) <input type="checkbox"/> Affidavit signed and notarized (for all household members 13yrs & older) <input type="checkbox"/> TB tests for all children (including child age 1) and other adult household members (including child being fostered or adopted)
<b>Frequent Visitors &amp; Other Residents age 13 yrs. or older</b>	<b>Background Check History</b> <input type="checkbox"/> Criminal History/Central Registry Check Consent Form <input type="checkbox"/> FBI Background Check Receipt (if, lived outside of Texas within the past 5yrs) <input type="checkbox"/> Texas driver's license or Texas Identification Card (if, applicable) <input type="checkbox"/> Social Security Card
<b>Auto</b>	<b>Insurance</b> <input type="checkbox"/> Auto Insurance (all vehicles used to transport children)
<b>Pets</b>	<b>Rabies Vaccine</b> <input type="checkbox"/> Vaccination Record for each Canine or feline(current or within 12 months of your application) (if, applicable)
<b>Home</b>	<b>Inspections</b> <input type="checkbox"/> Fire Inspection by Local Fire Marshall (Straight Adoptive Home are EXEMPT) <input type="checkbox"/> Gas Pressure Test (if, applicable)
<b>Home</b>	<b>Safety Equipment</b> <input type="checkbox"/> First-Aid Kit <input type="checkbox"/> Medication Storage (Lock Box) <input type="checkbox"/> Fire Escape Ladder (2 Story Homes or Second Story Apartment Units ONLY) (Straight Adoptive Home are EXEMPT) <input type="checkbox"/> Fire Extinguisher (5lbs serviced/tagged) one for each level of the home (Straight Adoptive Home are EXEMPT tag inspection) <input type="checkbox"/> Child Safety Kit install if, foster or adopting infants to 8 years old. ( i.e. lower cabinets, electrical covers, stair gate, and bathroom door knobs) (if, applicable)

Homes with firearms, pools, hot tubs, and other bodies of water such as lakes or ponds will require additional safety measures not listed above. If you need assistance with obtaining or completing any of the requirements, please ask your Safe Haven Family Development Specialist for assistance.

DeBorah Johnson, Family Development Specialist

**North Houston Area (including Conroe)**

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Brittany Brown, Family Development Specialist

**South Houston Area (including Texas City and Galveston)**

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**Thank you For Choosing Safe Haven!**