



Items Needed to Complete Family Profile

- _____ **Criminal History Clearances** *(all adults over 18 yo)*
- _____ **FBI Clearances** *(all adults over 18 yo)*
- _____ **Child Abuse Clearances** *(all adults over 18 yo)*
- _____ **Out of State Clearances** *(if you have lived out of state in the past five years)*

Complete the following paperwork:

- _____ **Resource Family Application**
- _____ **Autobiography** *(one for each parent)*
- _____ **Diakon Financial Statement**
- _____ **Acknowledgement of Receipt of Notice of Privacy Practices (HIPPA)**
- _____ **Disclosure Statement** *(signed by adults over 18yo)*
- _____ **Confidentiality Agreement**
- _____ **Discipline Practices Policy**
- _____ **Family Profile Authorization Agreement**
- _____ **Clean Indoor Act** *(magnet must be displayed on refrigerator)*
- _____ **Agreement of Mutual Rights and Responsibilities**
- _____ **Act 31- Mandated Reporter Policy**
- _____ **Adoption Fees and Payment Schedule**
- _____ **Transportation form**
- _____ **Car Seat Acknowledgement**
- _____ **Grievance Policy**
- _____ **Emergency Disaster Plan**
- _____ **Local police/CYS Release of Information form** *(one for each parent)*
- _____ **Fire Escape plan**
- _____ **Vehicle Inspection Verification**

Submit copies of:

- _____ **Medical Report** *(one for each parent)*
- _____ **Pay stubs for 1 month**
- _____ **Federal Income Tax Return 1040**
- _____ **Social Security Verification** *(10 year financial verification)*
- _____ **Certificate of Birth of Applicants**
- _____ **Marriage Certificate**
- _____ **Divorce Decree or Death Certificate from previous marriage(s)**
- _____ **Well water test**
- _____ **Declaration pages for homeowner's/renter's Insurance**
- _____ **Vehicle registration card for each operable vehicle**
- _____ **Auto insurance policy for each operable vehicle**
- _____ **Auto insurance cards for each operable vehicle**
- _____ **Current PA Driver's License for all licensed drivers in household**
- _____ **Pet Vaccination Records**
- _____ **Medical Marijuana Card**
- _____ **Concealed weapon carrying permit**
- _____ **Complete Mandated Reporter Training and print certificate** *(each parent)*