
APPENDIX B: RESOURCE HOME RECORDS

06/2022

Special divided folders will be used for the case records of resource homes. When a resource home is approved, the resource home record should include the items listed below. All documents should be filed in chronological order with the most current on top.

Front left:

- Approval or Denial Letter
- CFS-475-A: Initial Approval Checklist for Resource Home Record
- All Records Checks:
 - Results of the CFS-316: Child Maltreatment Central Registry Check for each applicable household member, all information received and, in case of a report of violations, a summary of the face-to-face discussion, determination, and reasons for the determinations
 - CFS-341: Certification of Absence of Criminal Record, if children age of ten (10) through seventeen (17) reside in the household
 - Results of the CFS-342: State Police Criminal Record Check for each applicable household member, all information received and, in case of a report of violations, a summary of the face-to-face discussion, determination, and reasons for the determination
 - Results of the Federal Bureau of Investigation (FBI) Criminal Background Check for each applicable household member, all information received and, in case of a report of violations, a summary of the face-to-face discussion, determination, and reasons for the determinations
 - Results of the Arkansas State Vehicle Safety Program (ASVSP) check for each resource parent and applicable teenage driver
 - Copy of driver's license for each applicable driver
 - Documentation of current auto insurance
- CFS-446: In-Home Consultation Visit Report
- CFS-363: Resource Applicant Smoking Certification

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- CFS-404: General Medical Report
 - Current immunization records for all children in the home
 - Documentation of current rabies vaccinations for all household pets
 - CFS-409: Resource Family Preference Checklist
 - CFS-448: Privacy and Use of Surveillance in Resource Homes
 - CFS-455: Request/Consent for Health Department Services, when appropriate
 - CFS-480: Alternate Compliance of Water Supply Agreement, when appropriate
 - CFS-484: Tenant Notification to Landlord Regarding Potential Tenant Foster Care Services, when appropriate
 - Current floor plan
 - Documentation of homeowner's or renter's insurance and general liability insurance
 - Written approval from the owner of the home that the applicants may care for children in foster care, when appropriate
 - Three completed, positive Structured Analysis Family Evaluation (SAFE) reference letters or kinship reference letters, as applicable
 - SAFE Home Study Final Report and supporting documents (e.g. SAFE Questionnaires I & II, Psychosocial Inventory) or Kinship Home Study Report, as applicable
 - Alternative compliance and/or policy waiver approval, if applicable
 - Current certification in Cardiopulmonary Resuscitation (CPR) and Standard First Aid
 - Summary with Recommendations
 - CFS-462: Initial Resource Home Agreement
 - CFS-462-A: Resource Home Agreement Addendum on each child currently placed in the home

- CFS-474: Provisional Resource Home Orientation Checklist (for provisionals only)
- CFS-452: Provisional Resource Home Verification (for provisionals only)
- CFS-445: Agency Approved Tornado Plan

Front Right:

- Placement history

Center Left:

- CFS-475-B: Quarterly Monitoring Checklist for Resource Home
- Any documentation gathered during the quarterly visit

Center Right:

- Letter of Notification of Disposition of Reevaluation or of Closure
- CFS-475-C: Reevaluation Checklist for Resource Home
- Any documentation gathered during the reevaluation visit, including but not limited to, updated auto insurance, updated CPR certificate
- CFS-451: Resource Parent Reevaluation
- SAFE Update Report or Kinship Update Report, as applicable
- Documentation of fifteen (15) hours of continuing education
- Documentation of quarterly emergency evacuation drills
- CFS-475-G: Checklist for Resource Home Closure, when appropriate
- Reevaluation Summary or Closure Summary

Back Left:

- CFS-475-D: Transfer of a Resource Home to Another County, when appropriate
- CFS-475-E: Complaint Against Resource Family Other Than Maltreatment, when appropriate
- CFS-475-F: True Reports of Child Maltreatment Against Resource Family Members, when appropriate

Back Right:

- CFS-419: Resource Family Support System Information
- Current results of all applicable background checks for Resource Family Support System (RFSS) members