

# Document Checklist



Thank you for being willing to support a foster family by becoming certified to provide short-term childcare. You are truly and extremely valuable to our families and kids! There are several documents that you will need to secure before training day. We are committed to helping you get each document ready to go. Please let us know if you have any questions at all along the way.

A Certified Babysitter is the only person who can be a primary interim caregiver for a child in care. To be present in the home where a child in care is being cared for, any person (14 years of age and older) must fill out the Joint Agency Application, complete the background check and fingerprinting process through the primary agency.

## Round 1 Documents –

Document	Notes:	Copies Needed	From Who?	<input checked="" type="checkbox"/>
Joint Agency Application	Electronic Copy	Email to ONE (primary) agency	Each person getting certified	
Joint Agency Application- Skip Sections 5, 6 an 7	Electronic Copy	Email to ONE (primary) agency	Any person 14 years old and up in home	
Copy of Driver's License	Electronic Copy Can place on same page as SS card	Email to ONE (primary) agency	Each person getting certified	
Copy of Social Security Card	Electronic Copy Can place on same page as DL	Email to ONE (primary) agency	Each person getting certified	

### Once completed, email all documents to your PRIMARY agency.

Once you have collected all the First Round documents, you will submit them via email to ONLY your primary agency. The email addresses for each agency are listed below.

This will initiate the fingerprinting process as well. You will be contacted by FAST MorphoTrust or Identigo to complete your fingerprinting. The fingerprinting fee is around \$37 for EACH person 14 years of age or older living in the home where the foster child will be watched.

## Round 2 Documents -

This list is only for those being CERTIFIED as a foster care babysitter.

Document	Notes:	Copies Needed	From Who?	<input checked="" type="checkbox"/>
Reference Letter #1	When possible, this should come from your identified foster family.	1 copy per agency*	Each person getting certified	
Reference Letter #2		1 copy per agency*	Each person getting certified	
Reference Letter #3		1 copy per agency*	Each person getting certified	
Home Photo Page	Photo of your kitchen, bedroom, street view of house and back of house. All of these arranged on one page, printed and in color.	1 copy per agency	Each person getting certified	
Out-Of-State Background Check	If you have lived outside of Texas in the past 5 years.	Contact your paperwork support person if this is needed		
Pet Vaccinations		1 copy per agency	Each person getting certified	
Car Insurance - Copy	Paper Copy	1 per agency		
Background Check - Copy	Paper Copy			
TB test Results	Paper Copy (Must be from the last 8 months)			

\*Couples can use the same reference letters IF they are both listed by name in the reference letter.

## Round 3 Documents -

These will be given upon completion of training day. This list is also to be completed only by those becoming CERTIFIED foster care babysitters.

Document	Notes:	Copies	From Who?	<input checked="" type="checkbox"/>
Trauma Informed, Psychiatric and Transportation Training Certificate	Provided after Training day	1 per agency	Each person getting certified	
Environmental Checklist	Provided after Training day	1 per agency	Each person getting certified	
DFPS Discipline Policy	Provided after Training day	1 per agency	Each person getting certified	
CPR/First Aid Training Card - Copy	Provided after Training day	1 per agency	Each person getting certified	

## Agency Contact Information -

Agency	Representative	Email
Angelheart	Briana Torres	btorres@ahkids.org
Arrow	Jessica Aaron	jessica.aaron@arrow.org
Child Protective Services	Terri Parsons	terri.parsons@dfps.texas.gov
Circles of Care	Kirsten Wigley	kwigley@circlesofcareinc.org
Depelchin	Patricia L. Grose	pgrose@depelchin.org
Divinity Family Services	Lori Cox	lcox@divinityfamilyservices.com
Giocosa	Heather Greenwood	heather.greenwood@giocosa.org
Helping Hand Home	Kristi Duck	kduck@helpinghandhome.org
Pathways	Cynthia Bartholomew	cbartholomew@pathway.org
PCHAS	Jamie Bauman	Jamie.Bauman@pchas.org
SAFE	Carol Strychalski	cstrychalski@safeaustin.org
The Settlement Home	Megan Zellner	maveryzellner@settlementhome.org
STARRY	Deanna Godsey	deanna.godsey@starry.org
Upbring	Julia Modi	Julia.Modi@upbring.org

# Reference Letter Template

(If both individuals in a couple are being certified, a joint reference letter may be written for both. There must be three different letters from three different individuals.)

## Template

(Insert Date)

To Whom It May Concern,

This letter should stand as a character reference for \_\_\_\_\_. I have known this person(s) for \_\_\_\_\_ years.

Provide a few paragraphs including the following information -

- Describe the context in which you have know the person or the couple
- Include 2-3 positive character qualities about the person(s)
- Describe why you believe this person/couple can be trusted to responsibly babysit children
- List anything else that you consider important to share that would qualify this person

(Your Name)

(Title or relationship of the person(s) you are writing about)

(Physical Address)

(Email Address)

(Phone Number)

# How, Where & Why

## FBI Fingerprints-

Once the joint certification application is submitted to the ONE primary agency you choose, that agency will initiate the fingerprinting process. FAST MorphoTrust, the fingerprinting company, will contact you with appointment options. Once you get your fingerprints complete, other agencies you choose will be able to access these prints and run a background check.

This appointment will take approximately 10-20 minutes. You may bring children along to the fingerprinting appointment. Fingerprints are required for anyone getting certified to be a foster care babysitter AND for **anyone 14 years or older living in the home where a foster care child may stay for ANY length of time.**

Reminder, any person who does not complete the babysitter certification CANNOT be left alone with a foster child.

## Pet Vaccinations -

You can provide a copy of all the vaccines of your pet(s). You can also bring a simple document from your veterinarian stating that your pet(s) are up to date with their vaccinations. The document must be dated.

## Photos of your Home-

Place the following photos on a single page and print 3 color copies.

- Kitchen – include as much as possible
- A bedroom where the child might sleep if staying overnight
- Front of house from street view
- Back of house

If you live in an apartment, take a photo of the front and back of the floor you live on with a view of the front door, back patio/door and windows.

## CPR and First Aid -

If you are already CPR and First Aid certified, you may use your certification if it does not expire in the next 12 months. You will not have to take that portion of the training. Make 3 copies before the day of training.

If you do plan on taking the CPR/First Aid course, you will receive your attendance documents that day.

## TB Test -

If you have completed a TB test recently, you will need to make 3 copies of the results before training day. The results must be less than 8 months old or less.

**Driver's License, Social Security Card and Car Insurance**

You will need 3 copies of your driver's license, social security card and car insurance for training day. Please place them all on one page.

**Trauma-Informed training, Psychiatric Medication training and Transportation Training**

These will be completed on training day. You will be sent a copy of the certifications.