

HOME STUDY PROCESS & TIMELINES

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|---------------------------|
| Primary Caregiver Name: |
| Secondary Caregiver Name: |
| Licensing Completed Date: |

| Recruitment: | Primary Applicant Date Rec'd | Secondary Applicant Date Rec'd |
|---|---------------------------------|-----------------------------------|
| Weeks 1-3: | | |
| Initial Information Sent/Delivered | | |
| Family & Home Questionnaire | | |
| Application Form | | |
| Weeks 3-6: | | |
| Second Package Sent/Delivered | | |
| Face to Face Visit #1 | | |
| Consent to Release of Information - Previous Agency (if applicable) | | |
| Prior Home Study (if applicable) | | |
| Face to Face Visit #2 | | |
| Criminal Record Check (to include vulnerable sector check) | | |
| Child Intervention Record | | |
| Completed Medicals | | |
| Completed References (5-Couples/3-Singles)- See Over | | |
| Completed SAFE Questionnaire 1 | | |
| Completed Special Considerations Document | | |
| Orientation for Caregiver Training Scheduled | | |
| Assign Home Study Writer | | |
| Home Study Writer: | Primary Applicant Date Rec'd | Secondary Applicant Date Rec'd |
| Week 7-13 | | |
| In Home Visit #1 | | |
| In Home Visit #2 | | |
| In Home Visit #3 | | |
| In Home Visit #4 - Optional | | |
| In Home Visit #5 - Optional | | |
| Statutory Declaration | | |
| Emergency Contact List | | |
| Health Inspection (if required) | | |
| Consent to Release of Information - Licensing Officer | | |
| Completed Compatibility Inventory | | |
| First Aid Certification (Adult & Child/Infant CPR) | | |
| Home Insurance | | |
| Auto Insurance | | |
| Vehicle Registration | | |
| Driver's Abstract | | |
| Copy of Driver's License | | |
| Automatic Cheque Deposit Form | | |
| Copy of T4/Budget Form | | |
| Environmental Checklist | | |
| References (3) - Applicable to 18+ Residing in the Home | | |
| Crim & CYIM - Applicable to 18+ Residing in the Home | | |
| Week 14: | | |
| Home Study Reviewed & Submitted to Licensing - 15 business days deadline for Licensing Feedback | | |
| Week 17: | | |
| Final Walk Through - Recruitment | | |
| Licensing Appointment - Recruitment | | |
| Code of Ethics - Recruitment | | |
| Universal Safety & Fire Arms Checklist - Recruitment | | |
| Foster Care Contract - Recruitment (after License Approved) | | |
| Application Completed - FC Admin | | |
| Annual Home Safety Checklist - FC LPS/FC SW | | |
| LMS Training Set-Up by FC LPS | | |
| Suicide Intervention - Part 1 - FC LPS | | |

References

| Name: | Date Out: | Date Received: |
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