



Inner Circle Foster Family Agency Inc.

"...To promote the growth of children and youth while strengthening the family unit."

Required Documents

****Completion of Required Documents do not guarantee your approval***

Document/Item	✓	Description
Family & House Picture		A Picture of your home and your family is needed for your file (Separately)
Fingerprint Clearances		Government fee is charged. Our agency does not collect it
Criminal Record Statements		Form provided by our agency for each adult in home to sign
Local Police Department Report		"Disturbance/Nuisances"- " <i>Calls for Service</i> " made to your address
California Driver's License/ID (Copy)		You can send in a text message or email
Social Security Cards		
Driving Record		On-line dmv.ca.gov accepted (go to online services) or from the DMV office
Vehicle Insurance & Registration		A copy of your vehicle's Insurance & Current Registration
Vehicle Inspections		Form provided by agency. Certified mechanic is not needed (unless vehicle is deemed Salvaged)
Proof of Home ownership/ Rental/Lease Agreement		Proof that you are authorized to live in the home you want to be approved in. Home ownership/ Rental/Lease Agreement showing applicant(s) name
Application (with home telephone listed)		Must be completed and signed by applicant(s) Originals copy required
References		4 personal references. Agency will provide a form (none family member)
Employment Verification Form		If you are not employed, you are required to sign indicating your status.
Proof of Income		Pay stubs, W-2 or 3 months of bank statements showing Deposits
Medical Exam		A simple medical exam. Does NOT have to be a physical exam
Tuberculosis- Negative Test Results		Valid for 2 years
SAFE Questionnaire 1		Form provided by our agency for each applicant
Facility Sketch		Form provided by our agency.
Emergency Disaster Plan		Form provided by our agency and we can assist you
Home Inspection*		We will schedule an appointment to come to your home
CPR Certificate		We offer classes at no charge. All adults living in the home must complete
First Aid Certificate		We offer classes at no charge
Water Safety*		We offer classes at no charge
Picture of Swimming Pool		If your home or Apt building has a pool. Gate Door picture required
Pet Rabies Vaccine		We follow all State, County and City ordinances regarding Pets/Animals
License & Picture		Picture can be sent via e-mail or text
Completion of Orientation & Training		Both parents are required to complete Orientation and 4 training sessions
County Child Abuse Search Request		Form provided by agency
De-Certification/Rescinded Letter		If transferring from another Foster Agency
Immun. Records. For Children Living at home*		For minor children living in the home
Marriage Cert		If legally married
Divorce Decree/ Legal Separation Docs		If you were divorced in the past
Death Certificate		For widows
Birth Cert of Adopted Children		If you previously adopted, a copy of the birth certificate is required
Last Academic Report for School Age*		For biological children, 17 and under or in High school



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You will need to designate a back-up caregiver for emergencies.

BACK-UP CAREGIVER/ BABYSITTER

Document/Item	Description
Back-Up Caregiver Form	Form provided by our agency
Fingerprint Clearances	There is a fee that will be charged, and it varies depending on
California D.L./ I.D.* (Copy)	You can send a clear picture in a text message or email
Criminal Record Statement* (508D)	Form Provided by agency
Medical Exam	A simple exam. Does not have to be a physical exam.
TB Test*	Required for Adoptive Families
CPR Certificate*	We offer classes at no charge
First Aid Certificate*	We offer classes at no charge
Water Safety Certificate	If Foster Home has a pool
IF TRANSPORTING MINOR'S, THE FOLLOWING IS REQUIRED	
Driving Record	
Proof of Auto Insurance	Must be current
Vehicle Registration	Must be current
Vehicle Inspection	Form provided by agency. Certified mechanic is not needed (unless vehicle is deemed Salvaged)

If there are adults living in the home (18 years or older) the following will need to be completed

ADULTS IN THE HOME

Document/Item	Description
California D.L./ I.D.	You can send in a text message, email or provide a copy
Fingerprint Clearances	Government fee is charged. Our agency does not collect it
Medical Exam	A simple exam. Does not have to be a physical exam.
TB Test	Required for all adults residing in the home
Criminal Record Statement	Form provided by the agency. Complete before fingerprinting
CPR Certificate	Free Class provided by our agency

- Van Nuys Office ☎ 7120 Hayvenhurst Ave., Ste. 204, Van Nuys, CA 91406
 - Palmdale Office ☎ 1317 East Palmdale Blvd., Ste 18, Palmdale, CA 93550
 - Hesperia Office ☎ 15451 Bear Valley Rd., Hesperia, CA 92345
 - Pomona Office ☎ 981 Corporate Center Dr., Ste. 140, Pomona, CA 91766
- Fax: (909) 992.9490