



LICENSING REQUIREMENTS:

1. Orientation interview
2. Intake application
3. Autobiography form
4. Family Assessment (background info, discuss values, assess which children are best suited for your home)
5. Submit a written daycare plan when applicable
6. 14 hours of pre-licensing training (both foster parents when applicable)
7. Medical physicals for everyone living in the home
8. A DHEC inspection for safety and cleanliness (all mini blinds will be tested for lead paint – if your home was built prior to 1978 a lead paint test will be performed if you plan to foster children under the age of 6)
9. A fire inspection of your home (smoke detectors, carbon monoxide detectors, and 2A, 10BC fire extinguishers are required – a fire escape plan must be posted and a copy must be given to the licensing agency) An open window space with a 5 sq. ft. open clearance is required (5.7 sq. ft. for 2nd floor)
10. Disaster preparedness plan
11. A S.L.E.D. background check (certain criminal records may disqualify licensing)
12. Child Protective Services records check (indicated records may disqualify licensing)
13. The Sex Offender Registry check (if you have a sexual offender record you will be disqualified)
14. Driving record review
15. Fingerprinting and an FBI check will be performed
16. Three favorable written references from non-relatives who've known you 3 or more years
17. Financial statement (one of the following is required – W-@ forms, prior year tax return, or past 3 months of payroll statements)
18. Sign a discipline agreement, disaster plan, confidentiality agreement, and a social media policy
19. A copy of driver's license, auto insurance, birth certificate, social security card, marriage license, divorce decree, and military discharge papers where applicable for everyone residing in your home
20. A photo of your family and the outside of your home

ANNUAL INSPECTIONS

1. Fire inspections by SC State Fire Marshall
2. SLED, CPS, and sexual offender checks
3. Complete 14 hours of training (each foster parent)
4. Sign discipline agreement, disaster plan, confidentiality agreement, and social media policy

RE-LICENSING PROCEDURES (completed every two years)

1. A in home consultation to discuss placements of children
2. New physicals (provide doctor statements to determine physical abilities if you have been hospitalized)
3. New health inspection if you have moved or remodeled your home
4. SLED, CPS, and sexual offender checks
5. New financial forms if job or financial situation has changed
6. Updated driver records