GEORGIA DIVISION OF FAMILY & CHILDREN SERVICES

Secondary Caregiver Packet

Prospective Caregiver Onboarding Pathway

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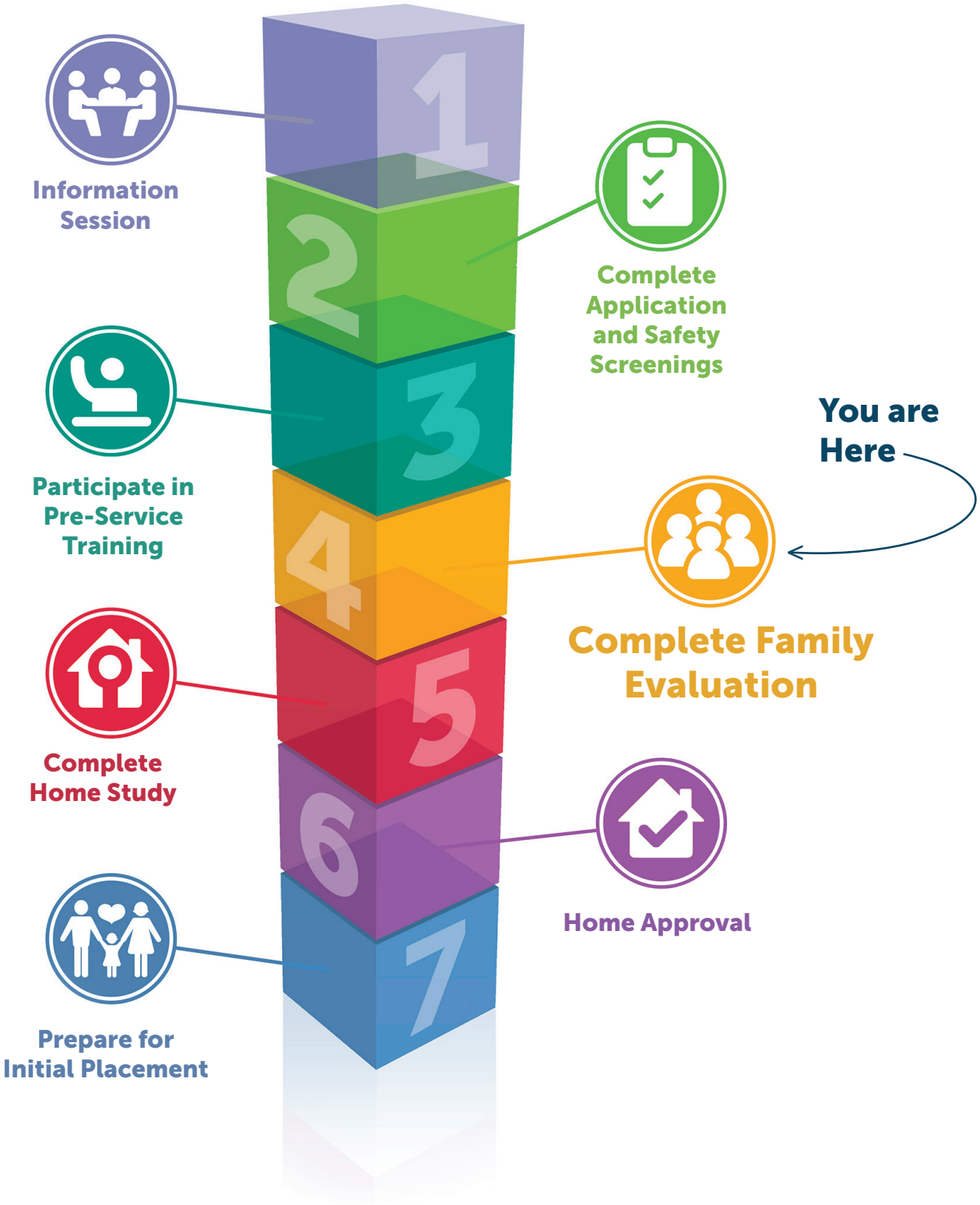


Instructional Guide

Welcome Prospective Secondary Caregiver!

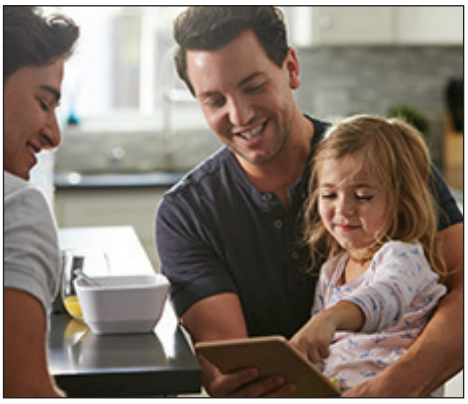
On the following pages you will find the Initial Onboarding Forms for the Prospective Secondary Foster, Adoptive, or Relative Caregiver. These forms can be completed electronically for your convenience. However, you may also print and complete them manually. Should you decide to complete the forms manually we ask that you print legibly. You may also contact your local Caregiver Recruitment and Retention Specialist (CRRS) to assist you when needed.

The following forms are attached to this instructional guide and must be returned to your CRRS or assigned Home Assessor within **10 business days**:

- Prior Agency Reference Form
- Secondary Caregiver Onboarding Packet

The Prospective Foster or Adoptive Parent Medical Evaluation Report, must be completed by your medical provider and returned to your CRRS or assigned Home Assessor within **30 calendar days**. If you have not had a physical evaluation within the past 12 months, you must have an evaluation done by your medical provider to complete this form.

The CRRS will contact you to discuss the onboarding paperwork and provide additional information regarding the next steps, as well as answer any other questions. Upon completion you may email the forms/documents back to the CRRS, however several of the forms will require an original signature. For emailed packets original signatures will be obtained at the next in-person visit.

We look forward to partnering with you.

Thank you for making the decision to change the BLUEPRINT of a child's life and join us as we build a State of Hope!