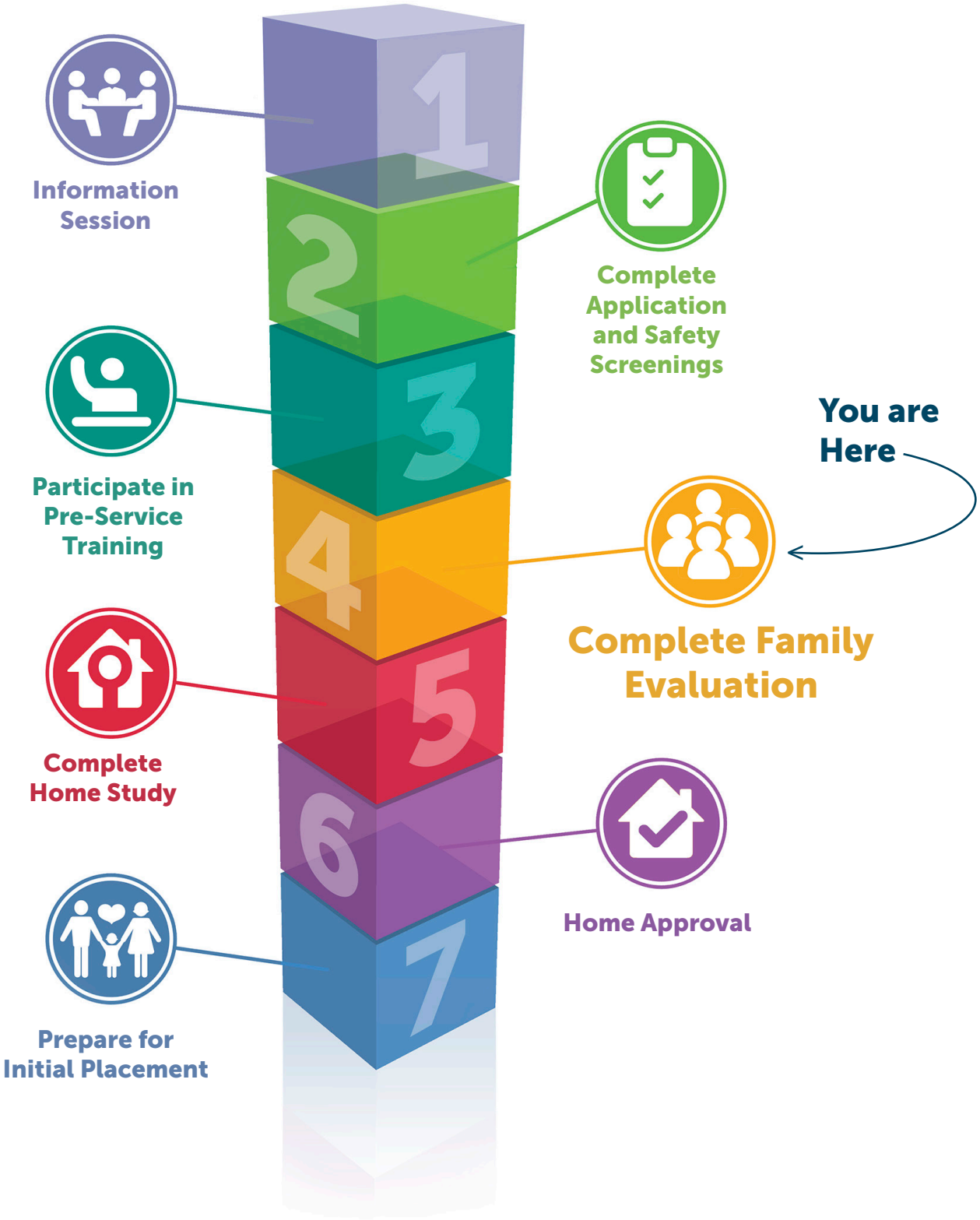
GEORGIA DIVISION OF FAMILY & CHILDREN SERVICES

Additional Household Member Instructions

Prospective Caregiver Onboarding Pathway

Prospective Caregiver Onboarding Pathway



Instructional Guide

Welcome Prospective Family Member!

You have been identified as an adult household member residing in the home of a Prospective Foster Adoptive, or Relative Caregiver. As a household member, you must participate in the assessment process. Attached to this instructional guide you will find the Initial Onboarding Forms that are required for adult household members. 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 form is attached to this instructional guide and must be returned to your CRRS or assigned Home Assessor within **10 business days**:

- Live Scan (Fingerprint) Application

The Other Household Member 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.

In addition, we will also need the following documents from you:

- Government issued identification or proof of citizenship *(ie: Driver's License, Birth Certificate, State Issued ID or Passport)*

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.

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!