GEORGIA DIVISION OF FAMILY & CHILDREN SERVICES

Foster or Adoptive Caregiver Annual Re-Evaluation Instructions

Secondary Caregiver

Greetings - *PLEASE READ THIS DOCUMENT IN IT'S ENTIRETY!*

As an approved foster or adoptive caregiver, you are required to undergo an annual re-evaluation. A foster home is approved to accept foster children for a period not to exceed 12 months; however, this status may be revoked if deemed necessary by DFCS. As the time for your home re-evaluation approaches, a case manager specifically designated to perform a home reassessment will schedule a home visit with you and your family.

The need to re-evaluate your home before the annual renewal process may occur for one or more of the following reasons:

- A discipline or foster care policy violation
- Relocation to a new place of residence
- Inappropriate care of a foster child
- Marriage, divorce, or other significant life event
- Any considerable change to the household (i.e. additional people living in the home, serious health issues, etc.)

This document details the requirements for your annual re-evaluation, and provides instructions on the completion of required forms and submission of required documents. The documents you are required to complete will be emailed to you 60-90 days prior to the re-evaluation due date.

DON'T DELAY!
Failure to complete the required re-evaluation process could place your home out of compliance and could lead to placement disruption for the foster children you may be serving.

Following the re-evaluation of your home and the results of your self-assessment, if the mutual decision has been reached to keep your home in active status, your home will be approved for placement for up to one year.

REQUIREMENTS

All foster, adoptive, and relative foster caregivers must complete:

- 15 hours of Continued Parent Education training
- Medical Assessment (every 5 years or less)
- Fingerprint Screening (every 5 years)
- CPR/First Aid Recertification *(If expired)*

CONTINUED PARENT EDUCATION TRAINING

All families approved to provide foster care must obtain a minimum of 15 hours of Continued Parent Development (CPD) each year. At least five of the required hours must be obtained via in-person (one-on-one or group) interaction. CPD must be relevant to the type of children being placed in the home.

MEDICAL EXAM

A medical exam is required every five years for all foster parents. Additionally, foster parents with health concerns that impact the ability to parent (cognitive or other diagnosed condition) are required to provide an annual statement of health until the condition has been healed.

You will have **30 Calendar Days** to submit the Medical Evaluation Report Annual Update form. 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. For persons under age 18 living in the household, verification of current immunizations must be provided.

CRIMINAL RECORDS

Fingerprints and background checks are required every five years for foster parents and all others living in the home who are over 18 years of age, including new household members and those who turn 18.

CPR/FIRST AID

DFCS foster parent applicants are required to complete CPR and First Aid training prior to earning final approval and must keep these certifications current while serving as a foster parent. This required training is reimbursable.

INSTRUCTIONAL GUIDE

In the Annual Re-Evaluation Packet you will find the forms that must be completed by current Foster, Adoptive, or Relative Caregivers. These forms can be completed and signed electronically for your convenience *(Instructions below)*. 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 case manager within **10 BUSINESS DAYS!**

- Caregiver Feedback Survey
- Caregiver Safety and Quality Standards
- Caregiver Child Safety Agreement
- Caregiver Confidentiality and Privacy Standards

If needed, a Medical Evaluation Report Annual Update form, and Live Scan Application may also be sent to you for completion.

Structured Analysis Family Evaluation (S.A.F.E.) Home Study Questionnaire
The Division of Family and Children Services is adopting the use of the SAFE Home Study© for the assessment of new and current caregivers. As a current caregiver, your home will be converted to the new home study format through the use of a series of assessment tools and processes.

The SAFE Home Study is an evidence-based evaluation method that helps determine the effective and safe way prospective and current caregivers could support children in foster care. The information obtained will be utilized to support the quality of care provided to families and children.

HOME SAFETY AND CAPACITY ASSESSMENT
Your Case Manager must complete a minimum of two (2) home visits to complete the conversion during your annual re-evaluation. Additional visits may be required depending upon your family's needs or circumstances.

GEORGIA DIVISION OF FAMILY & CHILDREN SERVICES

Foster or Adoptive Caregiver Annual Re-Evaluation

Supplemental Verifications Checklist

The following forms, documents, and/or verifications must be submitted to your case manager along with your re-evaluation packet:

Primary Caregiver

- Copy of Driver's License
- Copy of Automobile Insurance – *if you own a vehicle and transport foster children*
- Verification of Household Income
- Proof of current utility payment
- Proof of current rent/mortgage payment
- Pet Vaccination Record
- Immunization Records for household members under the age of 18
- Continued Parent Development Training Certificates

Secondary Caregiver

- Copy of Driver's License
- Copy of Automobile Insurance
- Continued Parent Development Training Certificates

Other Adult Household Members

- Copy of Driver's License
- Copy of Automobile Insurance

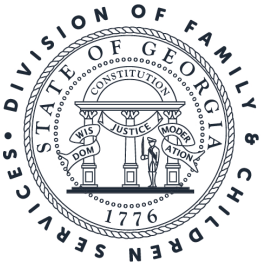
A copy of the following documents may be required if significant events have occurred since your initial approval.

- ✓ Marriage Certificates/Divorce Decrees
- ✓ Death Certificates
- ✓ Water/Sewage Bill/Environmental Statement
- ✓ Verification of Mortgage or Lease Agreement – *if assessment is due to relocation*
- ✓ TB Test Results – skin test only – *(if not completed during medical exam)*
- ✓ Proof of Citizenship *(ie, birth certificate, naturalization papers, US Passport, Permanent Resident Alien Form/Green Card)*
- ✓ CPR/First Aid Certification

NOTE: *A drug screen may be requested to aid in the assessment process should it be deemed necessary.*

GEORGIA DIVISION OF FAMILY & CHILDREN SERVICES

Instructions for signing Caregiver Forms in Adobe Acrobat



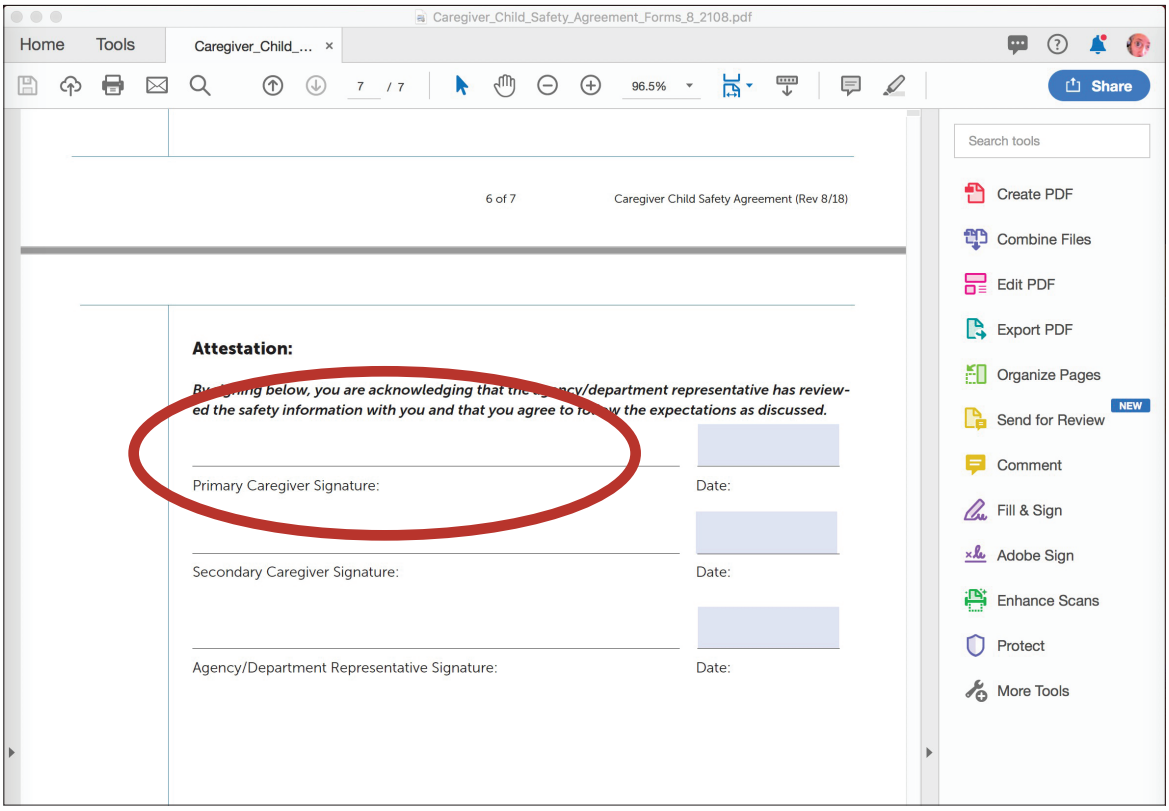
Important information to know before signing the DFCS forms

Before you sign any of the DFCS forms, here are some important things to be aware of:

- You'll need to have Adobe Acrobat on your computer to complete and sign these forms. Adobe Acrobat is a free program, and you can download a copy of it for your computer here.
- Please be careful when filling out these forms, making sure you have the correct information handy. Including incorrect information can delay the process.
- Be sure to fill in all the blue fields you have information for. Leaving out information may cause further delays in the process.
- Once you've filled out the forms, signed, and saved them, the information in the individual documents cannot be changed or modified in any way.
- If you find an error after you've signed and saved the document, you'd have to go back to the original document and start over.
- Once you've signed the document, it's important to rename the form with your name. Instructions for how to do that are in this guide.

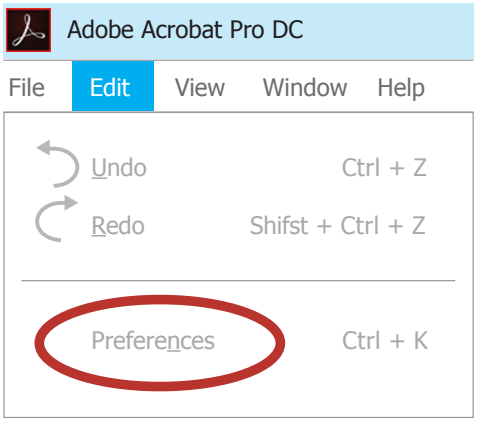
Instructions for signing DFCS forms

Fill out the form in its entirety, and when you get to the page that requires your signature...



Under the "Edit" dropdown menu, or "Acrobat Pro DC" dropdown menu, go to "Preferences"

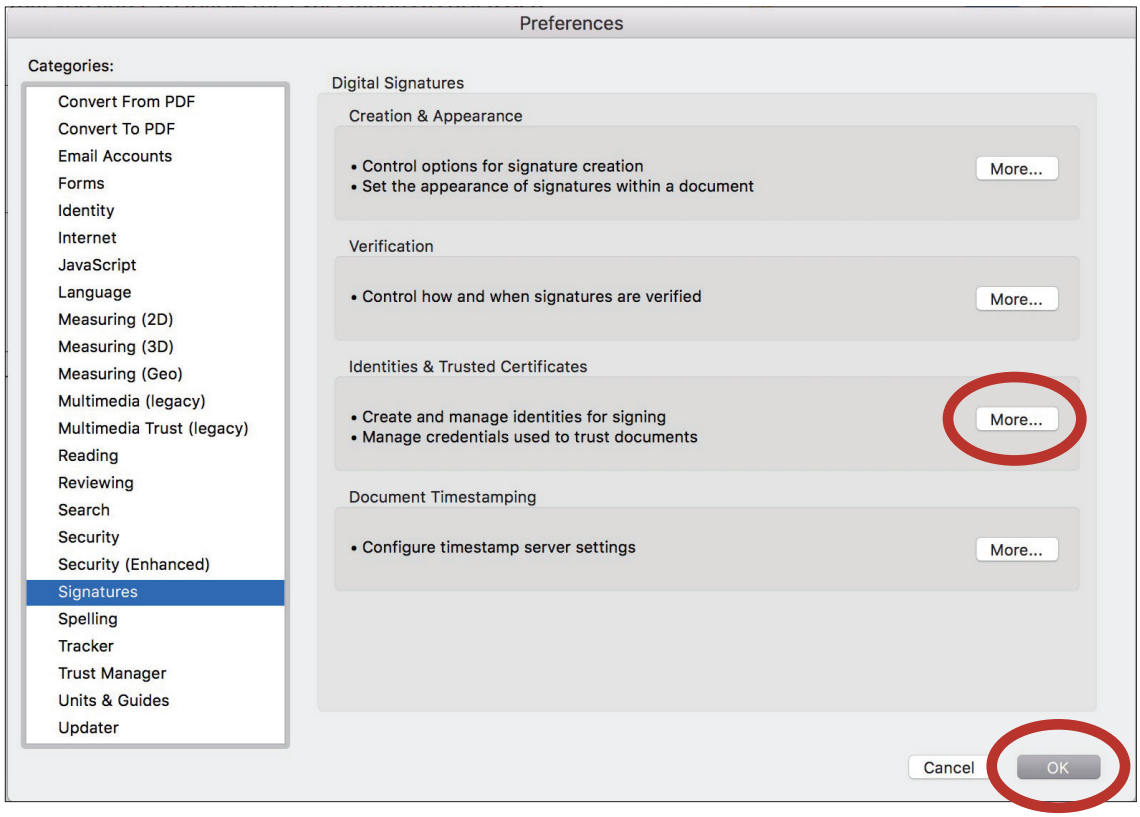
On a PC:



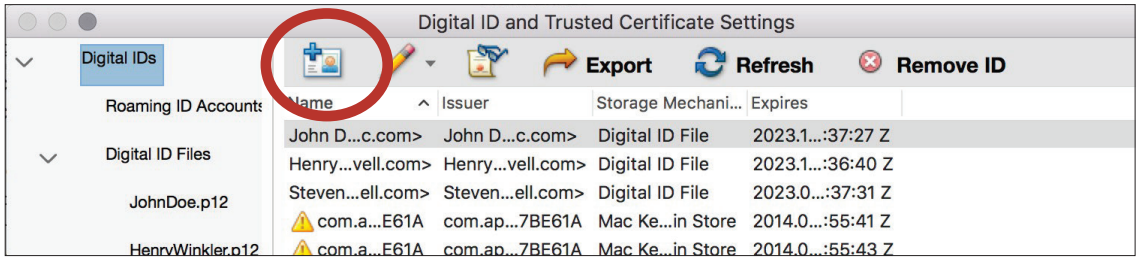
On a Mac:

Instructions for signing DFCS forms

In the Preferences window, scroll to "SIgnatures" in the left column and click.
Then click the "More" button under "Identities & Trusted Certificates"
Click the "OK" button

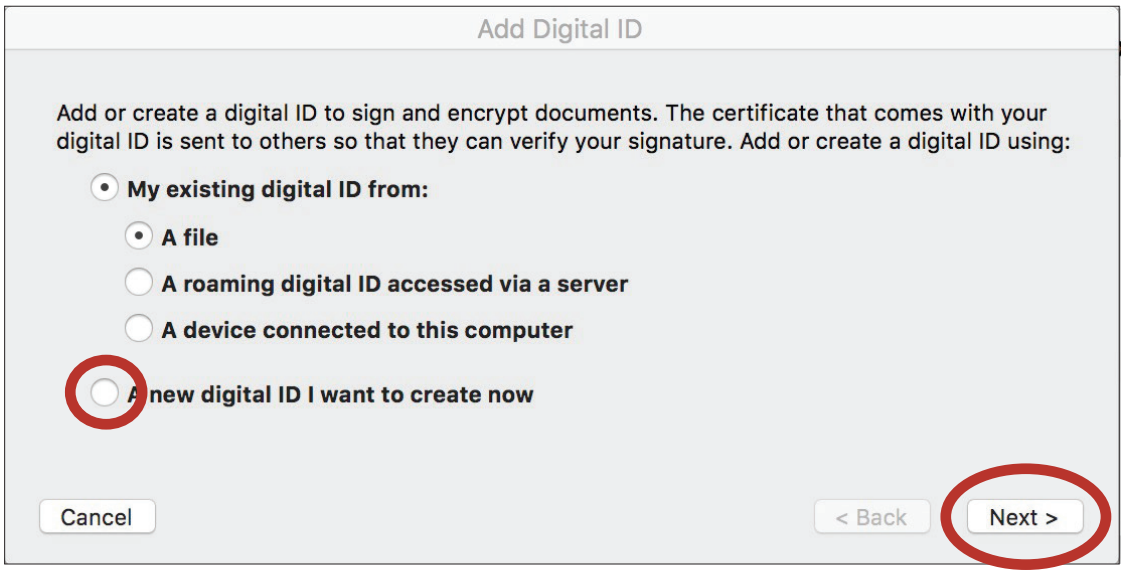


Click the "Name" icon

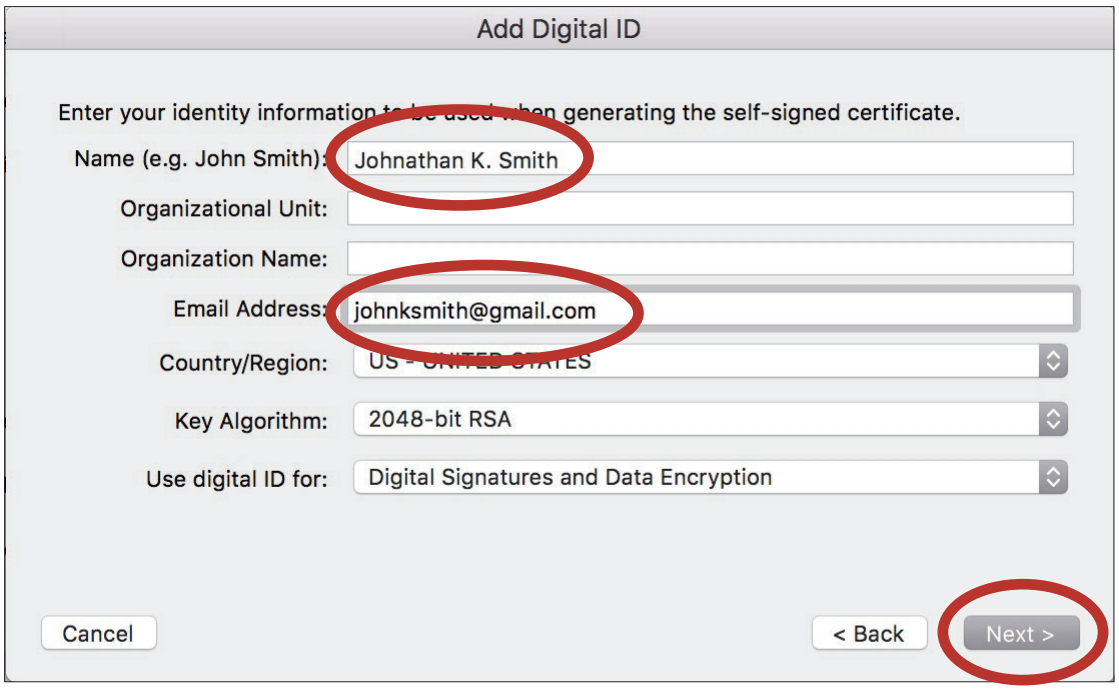


Instructions for signing DFCS forms

Click the radio button for "A new digitial ID I want to create now" then click the "Next" button

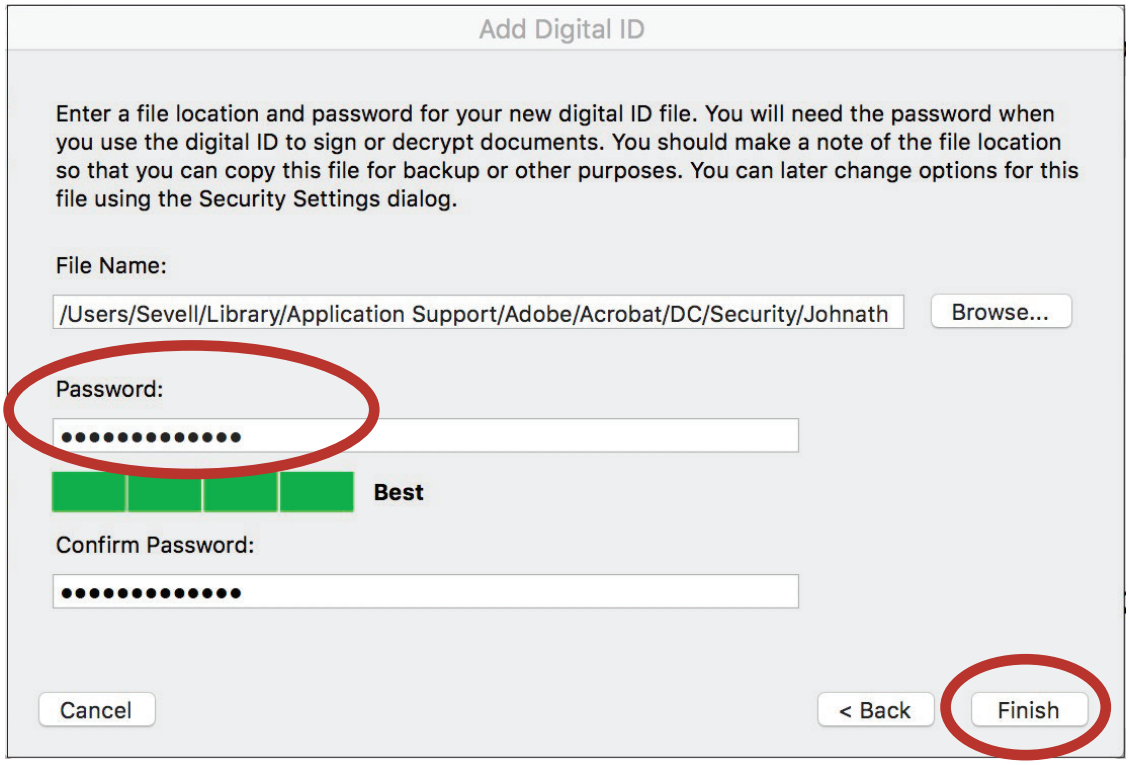


Fill in the "Name" and "Email Address" fields. Click the "Next" button

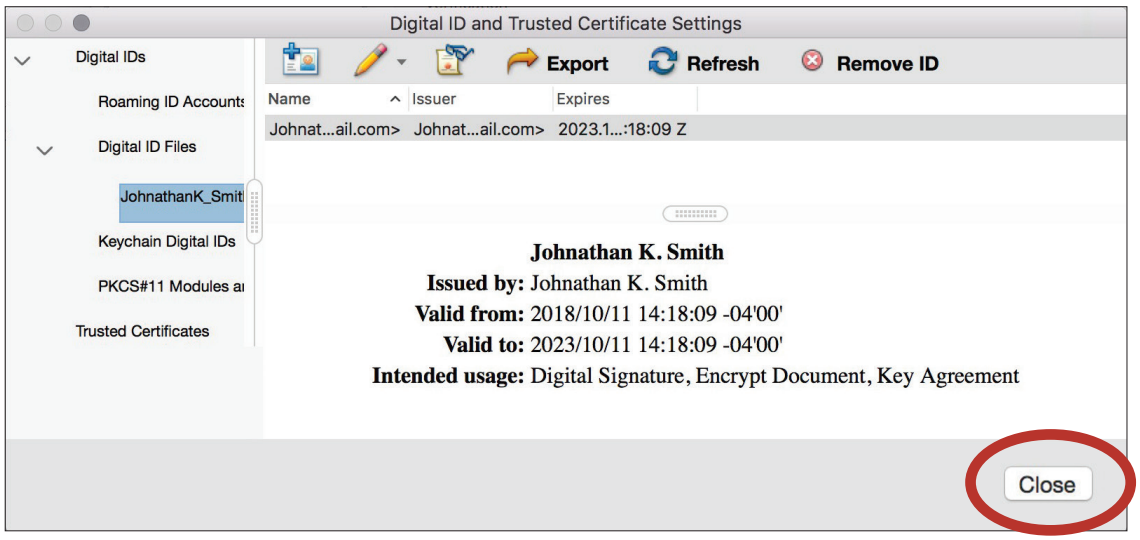


Instructions for signing DFCS forms

Fill in a password of your choice in both fields. Keep a record of it, because you'll need it again shortly. Click the "Finish" button

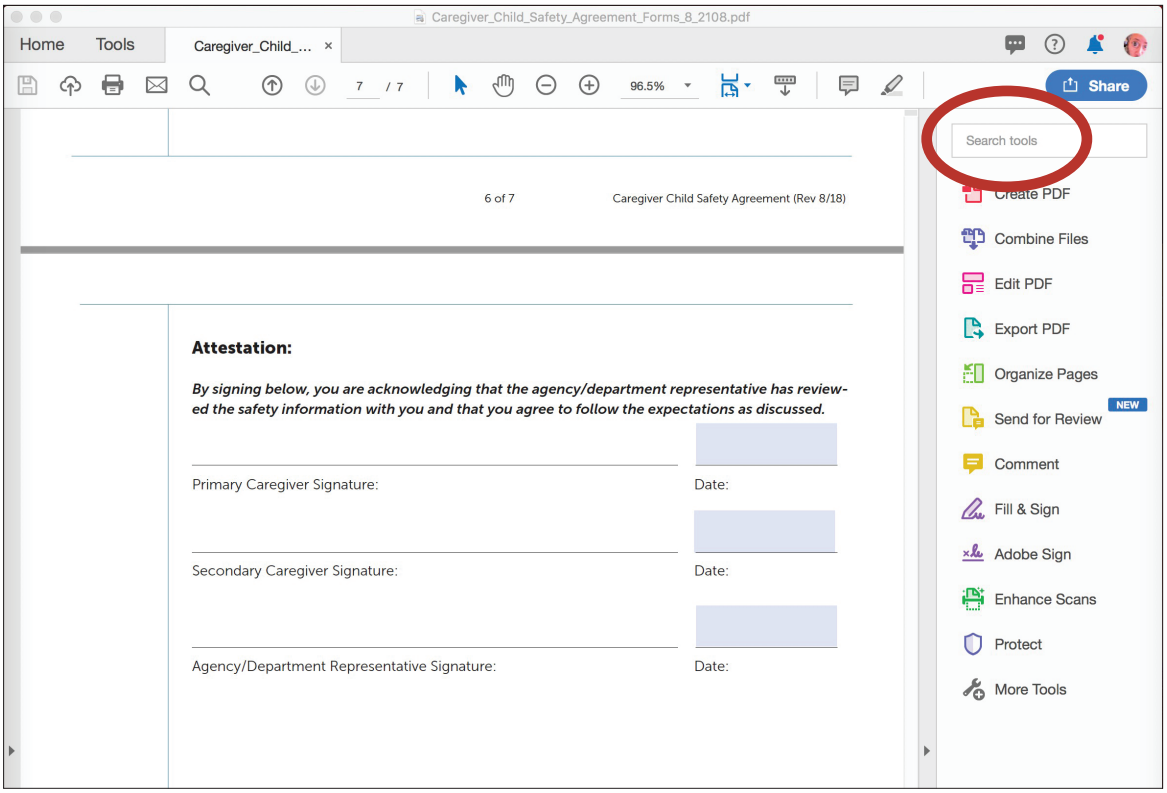


You'll see your name. Click the "Close" button

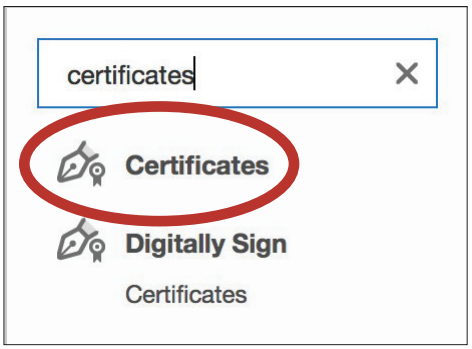


Instructions for signing DFCS forms

Click the "Certificates" link in the right column. If you don't see the word "Certificates"... Search for the word "Certificates" in the "search tools" field

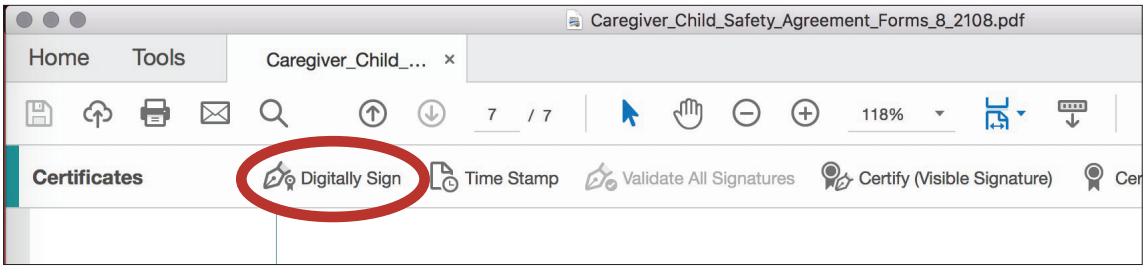


When you see the word "Certificates" appear below the "search tools" bar, click it.

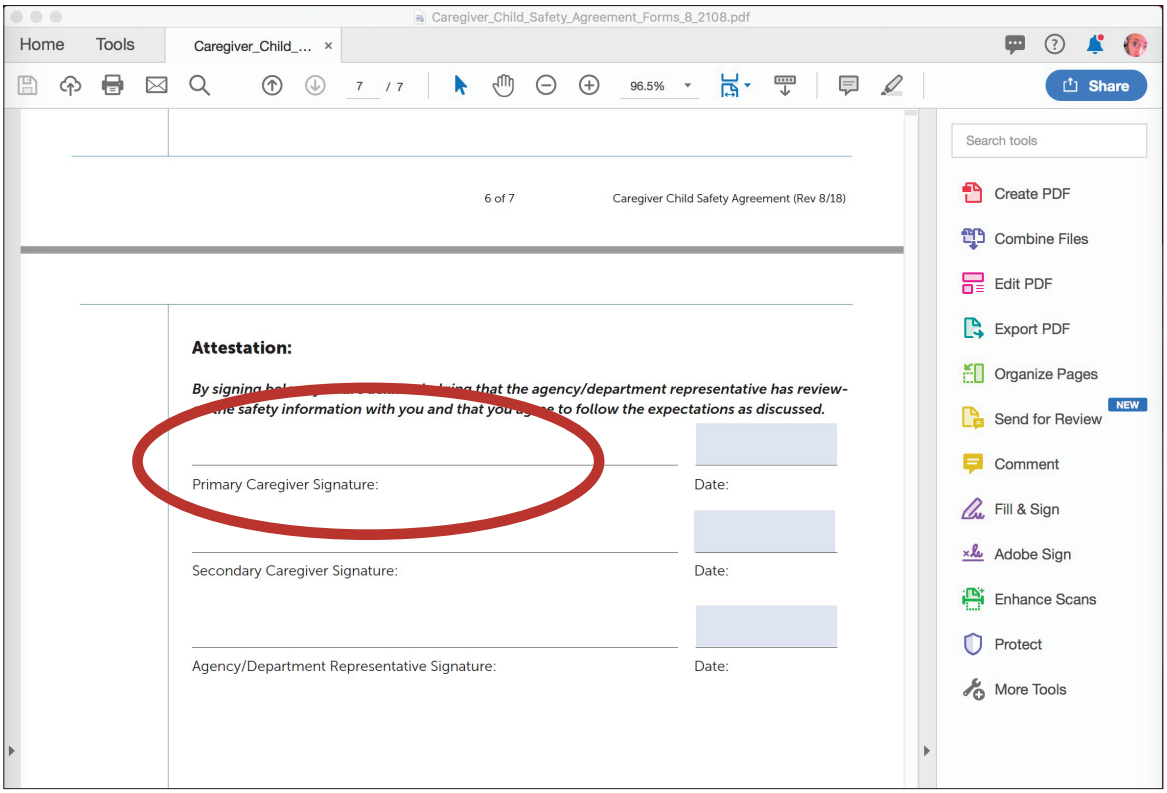


Instructions for signing DFCS forms

Click the "Digitally Sign" link

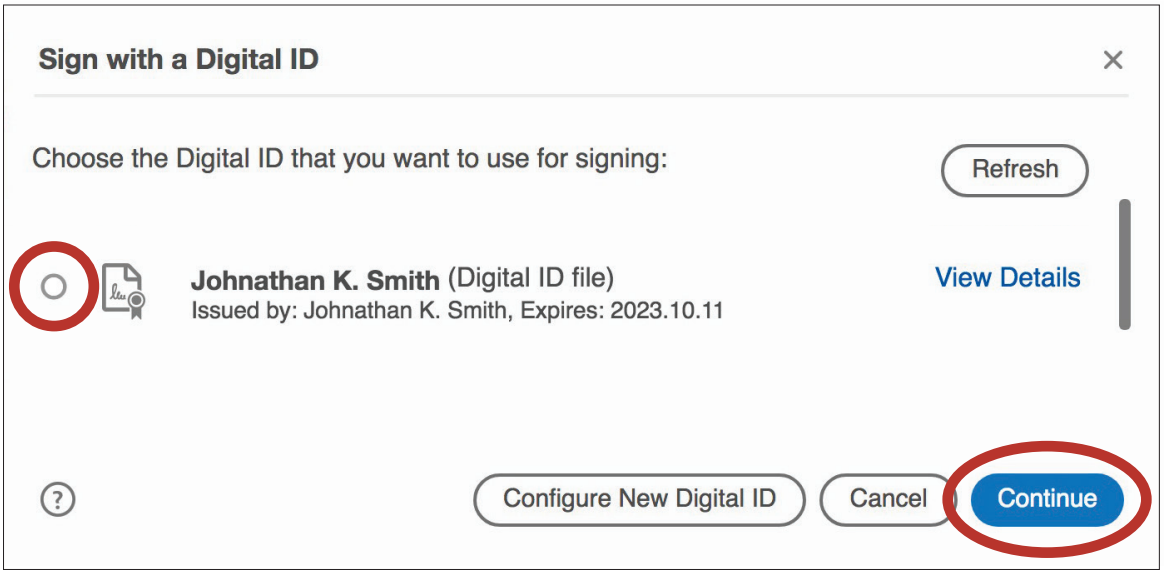


Click on the Signature line, and follow the prompts.

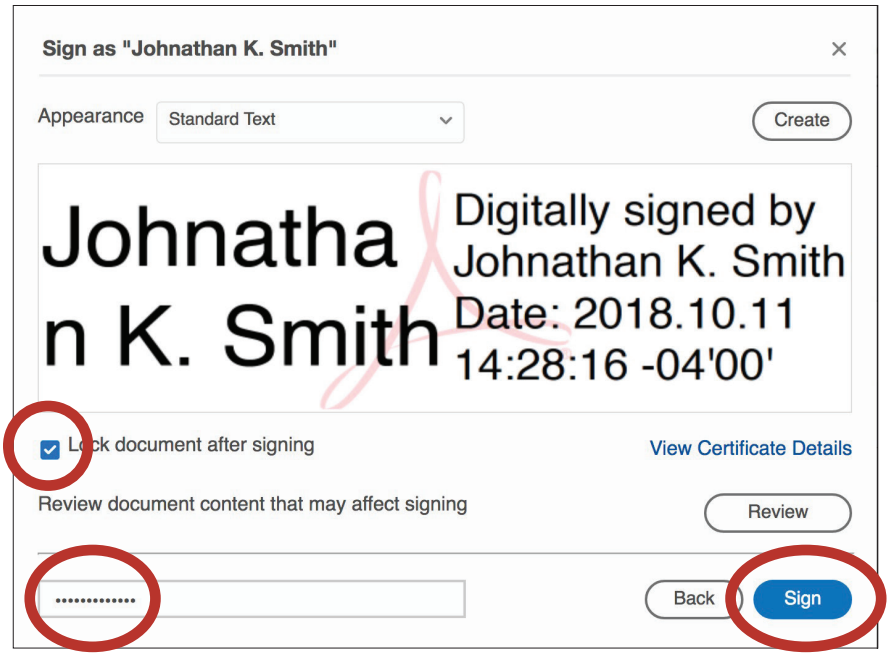


Instructions for signing DFCS forms

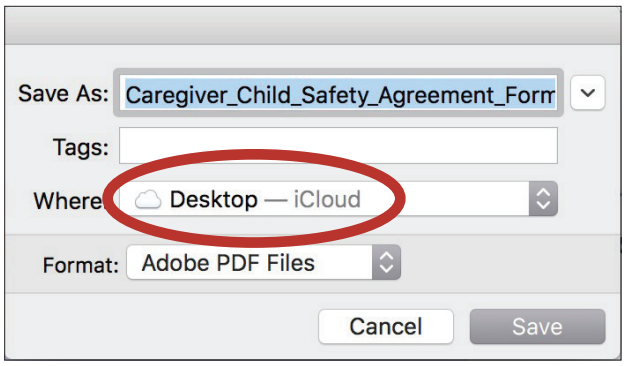
Click the button by your name. Click continue



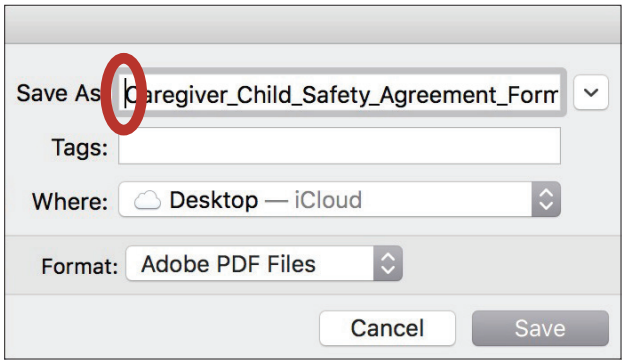
Click the "Lock document after signing" box, type in your password. Click the "Sign" button.



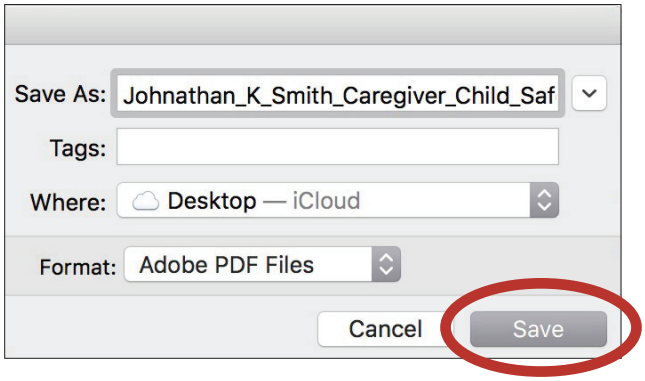
Instructions for signing DFCS forms



It's important to name the document correctly, so when this window pops up make sure you save it in a place, or in a folder, that you remember

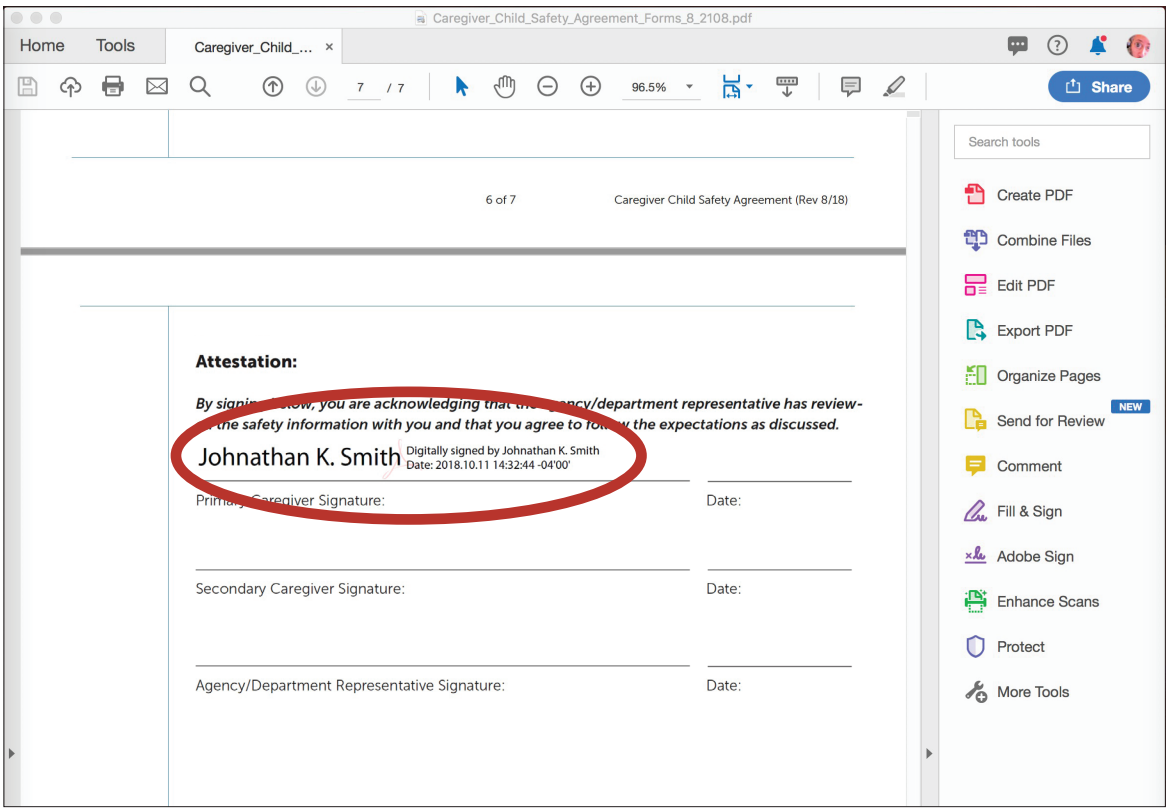


Put your cursor in from of the name of the form and click



Type your name in front of the name of the document and use underlines between names and initials. This assures your form will be associated with your name.

Click the "Save" button

Instructions for signing DFCS forms

The digital signature of your name will appear in the Signature section