



LUZERNE COUNTY
CHILDREN AND YOUTH SERVICES

111 North Pennsylvania Boulevard Suite 110, Wilkes-Barre, PA 18701-3697
(570) 826-8710 · Fax Number: 570-821-7355
TDD (570) 825-1860

Requirements for your ANNUAL HOME INSPECTION

At the time of your **ANNUAL** the following is needed:

Child Abuse, Criminal and FBI Clearance may be due.

Each resource parent and anyone else who lives in your home who has reached the age of 18 must submit new clearances every 2 years.

- Copy of the front sheet of your home owners
- Copy of the front sheet of your car insurance
- Copy of your car registration
- Date when car inspection is due
- Copy of your driver's license
- Copy of your front sheet of your 1040
(If you do not file then another type of proof showing a yearly income is required.)
- Disclosure form
(Each resource parent and anyone else in the household over the age of 18 must complete)
- Discipline policy needs to be signed
- Clean Indoor Air Act (needs to be signed)
- Water test (if applicable)

We are required to maintain current update status of all the following in your foster home records, regardless of the date of the annual. It will be your responsibility to provide these updates to your placement unit caseworker upon each renewal.

- Drivers licenses of all drivers of foster children
- Car insurance renewal policy
- Car inspections
- Car registrations
- Homeowners/rental renewal policy

TRAINING LOG

- ❖ Each resource parent needs to keep track of all the trainings completed throughout the year by documenting it on a **TRAINING LOG**.
- ❖ Each resource parent must complete 6 hours by December