

CHECKLIST FOR ADULT FOSTER CARE LICENSE

1. Single Family Residence in Lane County

2. Completed Adult Foster Care Training Program

- provider applicant
- substitute caregivers

3. Complete Criminal History Record Clearances

- provider applicant
- substitute caregivers
- household residents ages 16 and older

4. Complete Adult Foster Care License Application, including:

- Certificate of Attendance at Lane County DD adult foster care orientation meeting (within 1 year prior to application date)
- Check for \$20.00 per bed made payable to SPD
- AFH-DD License Application (Form SDS 0654)
- Foster Home Medicaid Provider Enrollment Agreement (PEA) (Form SDS 0738)
- Plan of Daily Operation (Form SDS 0656)
- Consent for Release of Information (Form SDS 4533A)
- Health History & Physician/Nurse Practitioner's Statement (Form SDS 0903)
- AFH Financial Information (Form SDS 0448A)
- References (reference form **provided in packet**)
- Detailed Floor Plan (see Floor Plan Guidelines **provided in packet**)
- House Rules
- Proof of First Aid and CPR training by approved trainer
- Rental or Lease Agreement (if applicable)
- Pet Vaccination Verification (if applicable)
- Chimney Inspection (if applicable)
- Well water inspection (if applicable)
- Residency agreement

Submit all of the above application materials to the Lane County Developmental Disabilities Program

REMEMBER: THE APPLICATION IS NOT COMPLETE UNTIL THE REQUIRED INFORMATION IS SUBMITTED WITH THE REQUIRED NON-REFUNDABLE FEE. INCOMPLETE APPLICATIONS ARE VOID AFTER 60 DAYS OF THE DATE THE APPLICATION FORM IS RECEIVED. FAILURE TO PROVIDE ACCURATE INFORMATION MAY RESULT IN THE DENIAL OF THE APPLICATION.