

## Lane County Developmental Disabilities Services Process for Obtaining an Adult Foster Home License

**Thank you for your interest in becoming an Adult Foster Home Provider. The process for becoming licensed has many steps and can take from 30-90 days to complete. Residents cannot be placed into your home until you are licensed.**

1.  Complete New Applicant Initial Questionnaire.
2.  Complete Criminal History Check forms for yourself and anyone in your household who is 16 years old or older (see DDS front office staff for forms). The Criminal History Check may take 2-4 weeks to be returned by the State. Criminal background checks are done by appointment Monday through Thursday between 8:30am and 3:30pm. To schedule an appointment, call (541) 682-6780.
3.  You and anyone who will be providing care to your residents must study for and pass a multiple choice Adult Foster Test. Foster test hours are offered Monday through Thursday between 8:30am and 3:30pm.
4.  Licensed Provider & Resident Manager must have a current First Aid card.
5.  Attend an orientation with Lane County DDS Adult Foster Coordinator.  
\*During the orientation, you will receive training in documentation, medication administration, financial tracking and other aspects of maintaining an Adult Foster Home.
6.  Submit completed application including:
  - 5 page Adult Foster Home License Application
  - Physician's Report – 2 pages
  - 3 Reference forms & Reference Cover Sheet
  - Facility Provider Enrollment Application
  - Financial Information form – 2 pages
  - Consent for Release of Information form
  - Floor plan of your home that includes bedroom dimensions, placement of windows and doors, Smoke detectors, fire extinguisher (s) and Carbon Monoxide sensors and the path for emergency exits. (See sample in application packet).
  - Licensing fee (\$20.00 per resident intended to serve)
  - Written Plan of Daily Operation
  - Complete a Resident Manager application when applicable
  - Complete 2B or 2M application when appropriate
  - Lease/Rental agreement

The following may be required for your application

- If you have a fireplace (non gas), submit a copy of a recent chimney cleaning/inspection
- If you have pets, please submit a copy of their Pet Vaccination Records
- If you have well water, submit a recent Well Water Analytical Report

When all of the above is completed, the Adult Foster Coordinator will schedule a time to conduct a walk through of your home to ensure that it meets the standards outlined in the Adult Foster Rule (OAR).

When criminal history checks have been approved, you have passed your foster test, your application has been approved and your home meets the standards, the State will issue your license.

There is no guarantee that residents will be placed into your foster home after you are licensed.