

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
FOSTER/ADOPTIVE PARENT CERTIFICATION/APPROVAL PROCESS

Step	Form #	Time Frame	Actions	Records
Response to Applicant's Inquiry		<ul style="list-style-type: none"> • Within 10 days of inquiry from applicant 	<ul style="list-style-type: none"> • Agency must offer an appointment or invite to an orientation. 	<ul style="list-style-type: none"> • Open FAD in CONNECTIONS in "Inquiry" status. • Enter applicable dates into FAD checklist in CONNECTIONS.
Initial Interview or Orientation			<ul style="list-style-type: none"> • Agency provides to the applicant(s) information and forms for <ul style="list-style-type: none"> ○ <i>Self-Assessment</i>, OCFS-5183A ○ <i>Foster/Adoptive Parent Application</i>, OCFS-5183B ○ <i>Family Adoption Registry Information</i>, OCFS-5183C ○ <i>Foster/Adoptive Applicant Medical Report OCFS-5183D (Part 1 and Part 2)</i>, and ○ Fingerprints, SCR's and SEL check 	<ul style="list-style-type: none"> • Enter applicable dates into FAD checklist in CONNECTIONS.
Self-Assessment	OCFS-5183A	<ul style="list-style-type: none"> • Given to applicant(s) at initial interview or orientation, and completed throughout process 	<ul style="list-style-type: none"> • To be completed by family and reviewed with home finder at least once prior to application, to determine readiness of the applicant(s) to become foster parent(s) • Should be reassessed throughout the certification/approval process • Signed and dated by applicant(s), home finder, and supervisor each time the self-assessment is reviewed 	<ul style="list-style-type: none"> • Copy of OCFS-5183A is provided to applicant(s), and original is maintained on file.
Application	OCFS-5183B OCFS-5183C OCFS-5183D OCFS-5183E	<ul style="list-style-type: none"> • Within 10 days of completed application, agency must accept or reject for Home Study. 	<ul style="list-style-type: none"> • The home finder reviews CONNECTIONS history to determine if the applicant previously had a foster parent certificate or letter of approval. • Each applicant completes and signs a <i>Foster/Adoptive Parent Application</i>, OCFS-5183B. • Each applicant signs a sworn statement. • Applicant(s) complete <i>Family Adoption Registry Information</i>, OCFS-5183C, if applying for foster care and adoption. • <i>Foster/Adoptive Applicant Medical Report</i>, OCFS-5183D • <i>Safety Review Form</i>, OCFS-5183E • Verification of employment references • Agency accepts or denies applicant(s) for Home Study. 	<ul style="list-style-type: none"> • The worker enters applicable application information into CONNECTIONS. • Copies of the completed and signed forms are provided to the applicant(s), and the originals are maintained in applicant's file. • Enter applicable dates into FAD checklist in CONNECTIONS.
Home Study	OCFS-5183F OCFS-5183G OCFS-5183H	<ul style="list-style-type: none"> • The Home Study must be completed within four months of the application.¹ 	<ul style="list-style-type: none"> • <i>Household Composition and Relationships</i>, OCFS-5183F • The home finder completes all five sections: Partner Relationship, Family Relationship, Parenting, Child Interview, and Psychosocial by gathering information through home visits, interviews, MAPP classes/required training. • Sample <i>Genogram Template</i>, OCFS-5183G, is completed at this time. • <i>Personal References</i>, OCFS-5183H 	<ul style="list-style-type: none"> • Progress home from "Inquiry" status to "Applicant" status in CONNECTIONS. • Copies of the Home Study tools are kept in applicant's file. • The home finder enters information about background checks into CONNECTIONS. • Enter applicable dates into FAD checklist in CONNECTIONS.

¹ Unless delays occur as a result of circumstances beyond the control of the agency, or unless the schedule for interviews with the applicant is changed by mutual consent of the applicant and the agency representative. 18 NYCRR 443.2(c).

<p>Resource Characteristics</p> <p>Foster Parent Agreement</p>	<p>OCFS-5183I OCFS-5183J</p>		<ul style="list-style-type: none"> • The family reviews, comments, and signs <i>Resource Characteristics</i>, OCFS-5183I. • The home finder provides the <i>Foster Parent Agreement With Authorized Agency</i>, OCFS-5183J, to be signed and dated by the foster parent(s) and home finder. 	<ul style="list-style-type: none"> • Copy of signed OCFS-5193I and OCFS-5183J are provided to the applicant(s), and originals are maintained on file.
<p>Final Assessment and Determination</p>	<p>OCFS-5183K</p>		<ul style="list-style-type: none"> • The home finder completes the <i>Final Assessment and Determination</i>, OCFS-5183K, in the Home Study section in CONNECTIONS. • The supervisor reviews the application. • The family's comments are recorded on the <i>Final Assessment and Determination</i>. • Agency approves or does not approve the application. • The home finder, supervisor, and applicant(s) sign and date the application. 	<ul style="list-style-type: none"> • The home finder completes the <i>Final Assessment and Determination</i>, OCFS-5183K, in the Home Study narrative section in CONNECTIONS.
<p>Certificate/Letter of Approval</p>			<ul style="list-style-type: none"> • The home finder provides a copy of the certificate or letter of approval to the foster parent(s). 	<ul style="list-style-type: none"> • Certificate or letter of approval are maintained on file.