



Thank you for supporting foster care parents by providing short-term childcare!  
 You are so very valuable to our families and kids.

There are several documents that you need to secure before the training day and we are committed to helping you get each document ready to go. Please let us know if you have any questions at all. You can contact your Paperwork Guide.

All documents must be collected for EACH individual who is getting certified unless noted otherwise

Document	# of copies needed	Completed?
<b>PRE-TRAINING DAY DOCUMENTS</b> <b>Attain these documents BEFORE Training Day</b>		
<b>Round #1 – Send these in first:</b>		
Joint Certification Application	1 emailed to primary agency/person getting certified	
Joint Application for everyone 14 yrs and older living in home IF the foster child goes to that home. (Foster child CANNOT stay alone with this person. Use the Joint Application but skip sections 5,6,7)	1 emailed to primary agency	
Copy of driver’s license (same page as SS card)	1 emailed to agency	
Copy of social security card (same page as DL)	1 emailed to agency	
Submit these documents to YOUR PRIMARY AGENCY first (agency emails below). This will initiate the fingerprinting process and you will be contacted by FAST MorphoTrust to complete fingerprints. You will pay FAST MorphoTrust \$37 for each person needing background check.		

<b>Round #2- Collect these documents while waiting for your fingerprint appointment:</b>	Only <b>one copy per household</b> is required for this set of documents	
Reference letter #1 (from foster family babysitting supporting if applicable)	3 copies + 1 for your records	
Reference letter #2	3 copies+ 1 for your records	
Reference letter #3	3 copies+ 1 for your records	
Photo page: Photo of kitchen, bedroom, street-view of house and back of house, arranged on one page, printed in color.	3 copies+ 1 for your records	
Out-of-State background check (if you have lived outside of Texas in the past 5 years, please contact your PG)	Contact Paperwork Guide if this is needed.	
Pet Vaccinations	3 copies+ 1 for your records	
<b>Bring Round #2 documents with you on Training Day.</b>		



<b>Round #3 TRAINING DAY</b>	Each person getting certified needs to have these documents:	
Car Insurance	3 copies	
Driver License	3 copies	
Social Security	3 copies	
Copy of Joint Certification application	3 copies/person getting certified + 1 for your records	
Copy of background check ONLY joing application with copy of DL or SS card of person needing check only	3 copies/person +1 for records	
<b>You will receive these documents on-site:</b>		
Trauma-informed training	Completion document	
Psych meds training	Completion document	
Transportation training	Completion document	
Environmental Checklist	1/agency	
Discipline Policy	1/agency	
CPR/1 <sup>st</sup> Aid Training card/certificate. (if you have this already, please bring documentation with expiration date. Must be at least 6 months before expiration.)	1 copy/agency	
TB test (or bring in results from test done within the last 6 months)	Results read 48 hours later	
<b>FINAL DOCUMENT – POST TRAINING DAY</b>		
TB testing results**	1 copy/agency to be delivered to the agency by the babysitter	

<b>Agency</b>	<b>Contact to Submit Application</b>	<b>Email</b>
Arrow	Cynthia Bartholomew	cynthia.bartholomew@arrow.org
Child Protective Services	Catherine Hammond	Catherine.Hammond@dfps.state.tx.us
Circles of Care	Kirsten Wigley	kwigley@circlesofcareinc.org
Depelchin	Brittany Taylor	btaylor@depelchin.org
Helping Hand Home	Kristi Duck	kduck@helpinghandhome.org
Pathways	Kayla Torres	ktorres@pathway.org
PCHAS	Shamra Brown	<a href="mailto:shamra.brown@pchas.org">shamra.brown@pchas.org</a>
SAFE	Sally Fussell	sfussell@safeaustin.org
Settlement Home	Megan Zellner	maveryzellner@settlementhome.org
STARRY	Rebekah Newman	rebekah.newman@starry.org
Upbring	Stacie Campbell	Stacie.campbell@upbring.org



### Reference Letter Template:

Letters may be written for a couple if both are getting certified. There must be 3 different letters from different individuals.

Date:

To Whom It May Concern:

This letter is a character reference for \_\_\_\_\_. I have known this person for \_\_\_\_\_ years.

- Describe the Context in which you have known this person or couple.
- Describe 2-3 positive character qualities in this person.
- Describe why this person/couple can be trusted and responsible with babysitting children.
- List anything else that you may want to add which would qualify this person as a babysitter.

Your Name

Title or Relationship with person you are writing about

Physical address

Email Address

Phone Number



## The How, Where and Why:

### FBI Fingerprints:

Go to:

This appointment will take approximately 10-20 minutes.

You may bring other children along to the fingerprint appointment

**Fingerprints are required for certified babysitters OR for people 14 years and older who live in the home that a foster care child may stay for any length of time.**

Fill out the Joint Certification Application whether you want to be certified or if you are 14 years or older. If you will not be certified but just need the background check, you can skip sections of the application listed on the form.

Once the joint certification application is submitted to the ONE primary agency you choose, that agency will initiate the fingerprinting process. FAST MorphoTrust, the fingerprinting company, will contact you with appointment options. **Once you get your fingerprints complete, other agencies you choose will be able to access these prints and run a background check.**

Anyone who is living in your home 14 years or older must get fingerprinted if the certified babysitter plans to care for the **foster care child in your home**. People who do not get a complete certification cannot be left alone with the child.

Additional background checks must be completed if you have lived outside of Texas in the past 5 years. Please contact your Paperwork Guide if this is your situation.

### Pet Vaccinations:

You can provide a copy of all the vaccines of your pet or you can simply bring a simple document from your vet stating that your pet is up to date with their vaccines. Please make sure this document is dated.

### Photo of your home:

Place these photos on a single page and print 3 copies and bring them to May 6. Keep a copy for your records.

- Kitchen (as much as possible in your camera angle)
- A bedroom (that the child might sleep in if staying overnight)
- Front of house from street view
- Back of house

If you live in an apartment, take a photo of the front and back of the floor you live on with a view of the front door and back patio/door/windows of the apartment home.



**CPR and 1<sup>st</sup> AID:**

If you already have your CPR/1<sup>st</sup> aid training and it does not expire in the next 12 months, you do NOT have to take it again on the training day. Bring 3 copies of the certification paper to the Training Day if you have already received the training and we will send them to the agencies of your choice.

If you do plan on taking the CPR/1<sup>st</sup> AID course, you will receive the attendance document on Training Day.

**TB Test**

If you choose to have a TB test taken BEFORE training day, please bring a copy of the official results. The results must be 8 months old or less. If you do need to take the test, nurses will be available on training day for the test and you **must** have the results read 48-72 hours later.

**Driver's License, SS Card and Car Insurance**

Bring copies of your driver's license, social security card, and car insurance to Training Day. (license, ss card and insurance all on one page please)

**Trauma-informed training, Psych Meds training and Transportation Training**

These will be completed on Training Day. You will receive a copy of attendance on that day.

