

Instructions
Checklist Compliance for Compliance
Family Foster Home Record
CFS-475 (A-J)

Purpose of the Form

This form/checklist is to be used for initial approvals, ongoing monitoring, reevaluation and closure(s) of foster families, their homes, and their records.

Other than annual reevaluations, family foster homes also shall be reevaluated if any of the following conditions develop:

- a.) Death or serious illness among the members of the foster family;
- b.) Separation or divorce of family foster parents;
- c.) Loss of or change in employment status by either family foster parent;
- d.) Change in residence;
- e.) Suspected maltreatment of any child in the home; or
- f.) Any other major life changes in the family foster home.

This checklist is a guide to support documentation in the family foster home assessment. Utilization of this checklist should make the review process easier and more comprehensive.

General

The items are to be checked on a yes/no basis. If the item is in the file or is being met then mark the item off. If there are discrepancies, then leave the item blank and make a note in the case narrative.

Complete only the sections of this checklist that are appropriate to the current status of the record.

- **For Initial Approval complete CFS-475 A, B, and C1.**
- **When a foster family transfers into the county complete CFS-475 B and D.**
- **For Ongoing Monitoring of the foster family and their home complete CFS-475 B, C2, E, and F, on a quarterly basis.**
- **For Annual Reevaluations complete CFS-475 B, C, E, and G. CFS-475 H, I, and J should only be completed if applicable.**

All discrepancies shall be noted in the Case Narrative.

Retain all forms/checklist in the Family Foster Home Record.

Routing

Original to DCFS County Supervisor/Designee for review and signature.

Copy retained in the Family Foster Home Record.

Document completion of any section in the CHRIS document tracking screen.