

Resource Family Approval Checklist

This checklist will guide you through the RFA process. You must complete ALL the following requirements. These tasks do not have to occur in this order.

Date Completed	Task
.....	Form RFA-01A: Resource Family Application (A1) must be completed and submitted within five business days after a child or NMD is placed under emergency placement. <i>Note: there is no application processing fee.</i>
.....	Form RFA-01B: Resource Family Criminal Records Statement (A8) must be completed and submitted by all adults residing or regularly present in the home within five business days after a child or NMD is placed under emergency placement.
(no longer required)	Form RFA-01C: Resource Family Application - Confidential (A29) is required only if the RFA applicant has requested approval only for a specific child or NMD.
(CWS fills out)	Form RFA-02: Resource Family Background Checklist and Out-of-State Child Abuse Registry Checklist (A30) , background check must be completed for an RFA applicant and all adults residing or regularly present in the home of the RFA applicant.
.....	Form LIC-198B: Out-of-State Child Abuse Neglect Report Request (A55) is required only for RFA applicants, or other adults, residing or regularly present in the home of an RFA applicant, who have lived out of state in the last five years.
.....	Form RFA-03: Resource Family Home Health and Safety Assessment Checklist (A22) is a required health and safety assessment of the RFA applicant’s home and grounds, outdoor activity space, and storage areas.
.....	Form RFA-04: Resource Family Risk Assessment (A38) The caseworker or probation officer shall complete a caregiver risk assessment prior to approval, which includes assessing physical health, mental health, substance use/abuse, and family/domestic violence history.
.....	Form RFA-07: Health Questionnaire (A40) is required to show verification of good physical health and mental health, or a health screening by a licensed

health professional within one year of the RFA application date.

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Proof of Identity (e.g. driver’s license, California State ID, etc.)

Note: Other identification can be provided if the applicant does not have either of these forms of ID. Immigration status is not a reason for the county to deny placement of a child with a relative.

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Verification of the RFA applicant’s current income and disclosure of expenses

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Resource Family Orientation (in some counties, this is part of the required pre-approval training).

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Minimum of 12 hours of pre-approval caregiver training

Note: Some counties have additional requirements. For example, Los Angeles County requires that caregivers attend a county-sponsored orientation before the 12 hours of pre-approval training. Some counties also require more than 12 hours of pre-approval caregiver training.

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Verification of Employment (if employed)

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Documents verifying ownership or rental of the home

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History of the Applicant’s status as an approved relative, NREFM, certified family home, or an employee, volunteer, or licensee of a community care facility

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Names and contact information for two people who can attest to the applicant’s character and ability to provide care and safety.

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A Family Evaluation, which includes at least two face-to-face interviews of the applicant and one interview of everyone else in the home.

Note: Some counties may have additional requirements beyond those included in the above checklist. For example, some counties require proof of vaccinations for any pets in the home. Consult the caseworker or probation officer to find out about any county-specific requirements in your area.