



## Foster Parent Check List

**On the day of placement you should receive:**

- ✚ **Medicaid Card;**
- ✚ **Consent for Child's Routine Medical and Dental Care/Permission to Treat;**
- ✚ **Emergency Permission to Treat;**
- ✚ **Physical Examination form (OCFS-1453);**
- ✚ **Voucher (if needed for initial supplies such as clothes, diapers, etc).**

**The following are reminders of things which must be done:**

1. Work with child's caseworker in getting school-aged children registered for school.
2. Fire Drill within 7 days of placement of a new child (monthly drills are recommended thereafter).
3. Ensure a comprehensive physical is completed within 30 days of placement:  
(indicate dates below)

Physical Exam: \_\_\_\_\_

Dental Screening: \_\_\_\_\_

Vision Screening: \_\_\_\_\_

Developmental Screening:(children 3 and younger) \_\_\_\_\_

- If appropriate, child is tested for HIV. HIV testing is appropriate for children who have been placed at risk.
  - Family planning services are necessary for children who have been sexually active. If appropriate, encourage child to engage in family planning services through the Jacobus Center. Child and foster parent will receive mandated information regarding these services.
4. Following initial visit to dentist, schedule appointments to have required or recommended dental work completed. Thereafter, take child to dentist every 6 months.
  5. Notify caseworker of all medical appointments and record them on the Health Care Appointment Grid.

**Friendly Reminders:**

- Please make sure that children who are on medications receive those medications as prescribed, and that all medications (including over-the-counter medications) are kept in a locked location of the home.

- Emergencies are responded to by On-Call staff on weekends, holidays, and after hours. This is accessed by calling the Sheriff's Department (607-753-3311) and asking for the On-Call worker.
- Make an inventory of all clothing the child brings. Add to the inventory any clothing you purchase.
- Keep track of receipts for clothing purchased for each child and submit quarterly, on the Clothing Sheet form, to Case Aide Judy Green. (clothing allowances are included in all room & board checks).
- For mileage reimbursement, submit mileage form and voucher to caseworker regularly (refer to caseworker for questions).
- Be aware that any releases or permission slips need to be given to the child's caseworker for signatures.
- Birth parents are encouraged to participate in all medical appointments and school events.

You will find all required forms included in the child's folder.



Please remember to ask all official visitors (caseworkers, therapists, etc.) coming to your home to see a child in care to sign the Boarding Home Register. If you need additional Registers, please contact the Homefinder.