Specific DFCS Requirements for Relatives

Wanting to Care for a Child in State Custody

**Before a child in the custody of DFCS can be placed in your home, the DFCS case manager must complete and have approved the following steps:**

* All adults who are 18+ in household are checked for any criminal record and Child Protective Services history
* Home Visit which includes gathering information about your household

**Before you are officially approved as a Relative Caregiver and receive a monthly state subsidy the following steps must also be completed and approved by DFCS.**

**All of the six steps listed below can be completed by you, the relative caregiver**. By doing so, you can help your DFCS case manager complete the Assessment more efficiently.

1.) **Medical Exam:** You and all over 16 years in your household will need a medical exam, updated immunizations, and a TB screen.

2.) **Drug Screen**: Get a “10 Panel” drug screen at one of the places below. This drug screen tests for Cocaine, Marijuana/Cannabinoids (THC), Amphetamines, Methamphetamines, Opiates, Ecstasy, and Phencyclidine (PCP).

Ask that results be sent directly to your DFCS case manager.

* *Absolute Treatment Solutions* in Oakwood (678)450-8098; $10-40 cash or money order; call for appointment
* *Guilford Clinic of Gainesville* (770) 532-0800; $35-40; during regular clinic hours
* *Guilford Clinic of Oakwood* (770) 532-0820; $35-40; during regular clinic hours
* *Your medical doctor’s office*; prices range; call for appointment

3**.) Fingerprinting**: Everyone in your household 18 years and over gets fingerprinted for a criminal record check at one of the following places. Notify your DFCS case manager as to where you choose to go. (AVITA and UPS locations use the GAPS Cogent Fingerprinting system. You will need to register and pay online through Cogent at ga.cogentid.com to use this system. The standard charge is **$52.75**, and processing normally takes 2 days, though it may take up to 3 weeks if there are complications.)

* *AVITA Community Partners of Flowery Branch (678) 513-5700, Mon-Fri 8am-4pm; bring Driver’s license*
* *UPS #4611 of Flowery Branch (770) 967-4760, Mon-Fri 10am-5pm, Sat 9am-5pm; bring Driver’s license*
* *Mobile Cogentid Unit**at the DFCS office*; no charge if done here but they only come now and again so you will need to ask the DFCS case manager when they are next scheduled

4.) **Paperwork**: Make copies ofbirth certificate or other proof of legal residency, your driver’s license, auto insurance, vehicle registration, proof of income, immunization records on all in household under 18 years and any pets, and lease or mortgage documentationto give to the DFCS case manager. (Public libraries have copy machines available.)

5.) **Home** **Safety Assessment:**  Prepare your house by addressing the following:

* Maintenance of the home: Check porch, steps, doors, storage shed, and fencing.
* Make sure that these are all working properly: electrical wiring system, fixtures, outlets, heating, gas lines, toilet, hot and cold water lines, and cooking appliances.
* Fire Preparation: have smoke detectors, carbon monoxide detectors for each level of your home, and fire extinguishers.
* Child Proofing for Young Children: Safety latches on the cabinets, covers on all electrical outlets, safety gates on stairways, screens on windows, at least 2 locks on the exit doors.
* No aggressive pets/animals are allowed in the home.
* All fireplaces or wood burning heaters/stoves need a screen or some device to protect children from falling in and fireplaces need to be cleaned annually.
* Septic tanks need to be inspected if not on city water and well water need to be inspected and tested if on a well.
* Any firearms must be unloaded and locked in an inaccessible area away from children.
* Any prescription drugs or medications must be inaccessible to children. Keep all household poisons out of access to children, have a working home or cell phone, post emergency phone numbers in clear view, have a first aid kit
* Pools and trampolines must meet the foster parents’ county environmental standards for safety.