



BUCKNER®

Hope shines here.®

Buckner Foster Care  
and Adoption

**Documentation  
for Prospective  
Families**

**Buckner Children and Family Services (BCFS)** is required to obtain a lot of information from you in order to verify your family for foster care and/or adoption. This process can be very tedious, but our desire is to streamline the process as much as possible to make it as easy as possible. We are here to help you!

Please carefully review the instructions included with this packet and do not hesitate to contact your assigned worker if you have any questions. We welcome your calls and emails.

Please begin completing the list in order. If you get stuck, don't stay stuck. Go to the next item! If something is listed as a priority item, please know that this is important and/or takes you some time to locate and provide to us.

All forms can be downloaded at: <http://www.buckner.org/foster-care-adoption-forms>

If you do not have access to the internet or capability to complete the forms at home, please contact your assigned worker. You can come into our office and obtain a paper copy. Please turn in documents as you complete them. We prefer that you send these via email or fax. We prefer that you not wait until all items are completed because we want to build momentum as we work with your family.

If you have any questions, please let us know how we can help you. We are here to support you in this journey!

**Buckner - Amarillo**

1422 S. Tyler Suite 100  
Amarillo, TX 79101  
(806) 373-1474

**Buckner - Dallas**

5310 S. Buckner Blvd.  
Dallas, TX 75227  
(214) 328-3141

**Buckner - Lufkin**

3402 Daniel McCall #21  
Lufkin, TX 75904  
(936) 637-3300

**Buckner - Beaumont**

9055 Manion Dr.  
Beaumont, TX 77706  
(409) 866-0976

**Buckner - Longview**

1014 S. High St.  
Longview, TX 75602  
(903) 757-9383

**Buckner - Midland**

425 W. Pecan  
Midland, TX 79705  
(432) 520-5588

**Buckner - Conroe**

407 Avenue F  
Conroe, TX 77301  
(936) 756-3639

**Buckner - Lubbock**

129 Brentwood Ave.  
Lubbock, TX 79416  
(806) 795-7151

**Buckner - Rio Grande**

3780 Bentsen Palm Dr.  
Mission, TX 78574  
(956) 585-4847



# Pre-Service paperwork Checklist

This checklist is to help you track required items and the dates you submitted to Buckner.

Priority items are marked in **red**.

Date Submitted	Document
	<b>Preliminary Application</b>
	<b>Formal Application</b>
	<b>Copy of Driver's License</b>
	<b>Copy of Social Security Card</b>
	<b>Criminal History Background Check</b>
	<b>Prior State Central Registry Check Requirements, if applicable</b>
	<b>FBI Fingerprinting Information (Instructions will be emailed to you)</b>
	<b>2970c - Disclosure and Consent to Release Information</b>
	<b>Copy of Marriage License</b>
	<b>Copy of Divorce Decree(s) and Death Certificate(s)</b>
	Copy of Auto Insurance
	<b>Income Verification</b>
	<b>Copy of Diploma or Transcript</b>
	<b>Physician's Statement Form</b>
	<b>TB Test</b>
	Rabies Vaccinations for Pets
	Medical Providers Form
	<b>Consent Form for Release of Information</b>
	School Information Sheet
	Floor Plan
	<b>On-Site Training</b>
	<b>Pre-service Training, including Trauma Training</b>
	<b>CPR/First Aid</b>
	<b>Adoption, if applicable</b>
	<b>SAMA</b>
	<b>Medication Training (only occurs in some locations)</b>
	Copy of Birth Certificate
	BCFS Disclaimer
	BCFS Policy Acknowledgement

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	Daily Routines (see sample)
	Family Rules, Consequences, and Rewards (see sample)
	Fire Inspection (see evaluation checklist; Instructions will be emailed)
	Environmental Inspection (see checklist; Instruction will be emailed)
	Disaster Plan Questionnaire
	<b>Family Violence Disclosure</b>
	Trampoline Safety Agreement
	Medication Administration and Storage
	HIPPA Consent
	Ten-Year Residency History
	Firearms Safety Verification
	Inventory of Weapons, Firearms, Explosive Materials and Projectiles
	Water Safety
	Direct Deposit Form
	W-9 Form
	Child Care Plan
	<b>Pictures (see instructions below)</b>
	The front of your home
	The front yard
	The back yard
	Any pool, hot tub, pond, water garden, or other body of water on your property, if applicable
	Any outdoor play equipment on your property, if applicable
	Any pets or animals that inside or outside at your home, if applicable
	Your family (including everyone who lives in the home full and part time)
	The driveway/street entrance to your home
	The children's bedrooms
	Any outside buildings on your property, if applicable
	<b>Online Training (submit one certificate per person)</b>
	DFPS Medical Consent Online Training
	DFPS Medical Consent Acknowledgement Form
	DFPS Psychotropic Medications Online Training
	DFPS Trauma Informed Care Online Training
	DFPS Reporting Suspected Abuse or Neglect of a Child Online Training



# Instructions for Required Documents

## Preliminary Application

- Please complete thoroughly and turn in prior to attending any training.
- Please make sure to sign your completed pre-application prior to sending it in.

## Formal Application

- This application should be completed in its entirety and turned in by the last day of your pre-service training.
- You will not move forward to the next stage without having this completed.
- There is a separate formal application for kinship/relative applicants.

## Copy of Driver's License

- We need a copy of each applicant's driver's license, all household members that drive and for any person submitting a Criminal History Background Check Request.
- Your driver's license should reflect your current address. If not, you can change your address online at <http://www.txdps.state.tx.us/>
- If an applicant has a concealed handgun, a copy of the license must be provided as well.

## Copy of Social Security Card

- Social Security cards are required for all applicants and full and part time household members of all ages, and for any persons submitting a Criminal History Background Check Request.
- If you do not have copies, you must request them. Social Security cards can be obtained from your local social security office. If you must request these documents, please provide us a copy of the receipt until you receive the actual document. When you receive your document, we will need a copy for your file.

## Criminal History Background Check Request

- Complete one request per person for all applicants as well as full and part time household members who are 14 and older, anyone who will be unsupervised with a foster child in your home, anyone who regularly visits the home and anyone who you will use as a babysitter.
- Please download and review the form for more information.
- This form must be submitted to BCFS to submit into the DFPS system BEFORE you can schedule your FBI Fingerprinting. You will receive an email from BCFS with instructions on how to complete your FBI fingerprinting after your background check is submitted with DFPS.
- This form must be submitted along with a copy of the driver's license (state ID or passport for persons that do not have a driver's license) and social security card in order for the background check to be initiated.

## Prior State Central Registry Check Requirements, if applicable

- If any adults age 18 or older (including applicants) living in your household have lived outside the state of Texas in the past five years, we will be required to obtain a search of that state's



Central Registry for Child Abuse and Neglect.

- Please notify your BCFS worker so this can be completed.

### **FBI Fingerprinting Information**

- Once BCFS has notified you that your Criminal History Background Check Request has been submitted in the DFPS system, you may contact the fingerprinting company using the instructions provided via email from BCFS.
- Each individual must bring an acceptable form of ID to the fingerprinting center. The identification must either be a state-issued driver's license or identification card. This applies to all applicants and may prove difficult for minors who do not drive a vehicle. These individuals need to apply for a state-issued ID Card, which requires an application that may be found online at <http://www.dps.texas.gov/DriverLicense/applyforID.htm> and will need to be accompanied with supporting documents, in most cases, a birth certificate.
- When you complete your FBI fingerprints, you should receive either a paper receipt during your appointment or an email receipt from IndentoGo that we can use to track your results and receive them more efficiently. Please forward/turn in copy of the receipt to BCFS after you have completed your fingerprints.
- You have 30 days to complete the FBI fingerprints from the time you receive your email.

### **Form 2970C – Consent and Disclosure**

- This form needs to be completed honestly and accurately. Notify BCFS if there should be any criminal history and/or abuse and neglect allegations.

### **Copy of Marriage License**

- If you are currently married, we will need a copy of your current marriage license
- You must be married for four years prior to beginning the process to foster and/or adopt with Buckner.

### **Copy of Divorce Decree(s) and Death Certificate(s)**

- If any applicant has ever been divorced, we will need copies of all divorce decrees. The decrees must include at least the first page, showing the names of the parties and location of the divorce, and the last page signed by the judge. A date should also be identifiable. If you do not have these copies, you must request them from the county where your divorce was granted.
- If you were previously married and a spouse died while you were married, a copy of the death certificate is required.

### **Copy of Auto Insurance**

- We will need copies of your current auto insurance showing dates of coverage and the names of all applicants listed as covered drivers.

### **Income Verification**

- If you did not previously submit income verification with your application, please attach documentation (pay stubs, bank statements, award letter, etc.) to support the past 60 days of each source of income and include your most recent filed tax return.



## Copy of Diploma or Transcript

- Please provide a copy of your high school diploma, high school equivalency (GED), high school transcript, college degree or college transcript. The documentation must show a date of completion/graduation. If you cannot locate your documentation, please contact your school for a replacement copy. If you did not graduate from high school or complete a GED, we will complete a special proficiency form for you. Please notify your assigned Buckner worker so the form can be completed.

## Physician's Statement

- This form is to be completed by the physician for each applicant. BCFS does not require a new physical evaluation. We simply require that the form be completed by a physician. However, if your doctor requires a physical in order to fill out the form, then you will need to comply with their request.

## TB Test

- All applicants and all persons living in the home full or part time that are one year of age and older must have a negative TB skin test within one year prior to the date of licensure with BCFS or a negative chest X-ray within two years prior to the date of licensure with BCFS. For those who require a chest X-ray because of past positive skin tests, we will need a copy of your doctor's report stating that your chest X-ray is clear.
- You may obtain a TB test through your doctor's office, CareNow, Concentra or through your local health department. The cost of the TB test is the responsibility of the family.

## Rabies Vaccinations for Pets

- All household pets must be vaccinated as recommended by a veterinarian. A copy of each pet's rabies vaccination record must be provided showing the next due date for the vaccination as recommended by your veterinarian for all dogs, cats, and ferrets.

## Medical/Dental Providers

- You can search <http://www.fostercaretx.com/for-members/find-a-doctor.html> to find doctors and dentists in your area that accept the STAR Health Medicaid for foster children. Please complete one form per family and fill out all sections completely.

## Authorization to Release Information

- BCFS is required to request records from any agency to which you have ever applied, participated in training, been verified, denied or provided services relating to foster care and adoption. This would include foster care and adoption agencies (public, private, domestic, international, etc.) as well as home study services.
- If you have never engaged with another agency, please complete the form with the appropriate box checked and turn into BCFS.
- If you have engaged with another agency or agencies, please complete one form for each agency with which you have worked.

## School Information Sheet

- Regardless of the age of the child you wish to parent, you must complete the school information sheet with the information for daycares, elementary, middle and high schools.



You can obtain this information by contacting your local public school district. The schools listed should be those public schools for which your home is in the attendance zone.

- Families wishing to enroll children in charter or private schools may make a request to their BCFS case manager in regard to individual placements, but that information should not be indicated on this form.

## Floor Plan

- Please provide a copy of your builder's floor plan or draw a floor plan of your home. You can also use the free tools online at <http://www.floorplanner.com> to help.
- Use a tape measure to gather and document exact dimensions for each room if they are not documented on a builder's floor plan.
- Clearly mark rooms and room assignments. Keep in mind that we must have an accurate room assignment in your file at all times.
- With a colored pen, draw emergency escape routes in case of fire. Draw a route from each bedroom to two possible exits from the home. Also indicate the meeting place after an evacuation, such as a neighbor's mailbox.
- Indicate a severe weather plan and mark the place in the home where you will go.

## CPR and First Aid Training

- BCFS provides CPR and first aid training as part of your pre-service training.
- You are welcome to obtain CPR and first aid training in the community. The card must have an expiration date. Your card **MUST** indicate that you received adult, child and infant CPR including first aid training. If your card does not include all of the above, you can provide a copy of the class curriculum. CPR and first aid training certificate and/or card must indicate successful completion of written and skills testing.

## Pre-Service Training

- Each location has a different way that the training is taught, but you must attend all sessions to be considered for a home study or verification.

## SAMA

- This is the behavioral intervention training that Buckner has adopted for crisis intervention.

## Adoption

- Families that desire to adopt must complete the adoption preparation training.

## Copy of Birth Certificate

- Birth certificates are required for all applicants and full and part time household members of all ages.
- If you do not have copies, you must request them. Birth certificates can be obtained from the county you were born in. If you must request these documents, please provide a copy of the receipt until you receive the actual document. When you receive the document, we will need a copy for your file.



## BCFS Policy Acknowledgement

- Throughout the verification process, BCFS will evaluate families in accordance with the agency policies and procedures, as well as the DFPS Minimum Standards for Child-Placing Agencies and contracts held by BCFS with placement entities. We believe that it is important for families to be aware of the policies by which they will be measured for compliance.
- Please return this acknowledgment to indicate that you have been provided with access to these important policies.

## BCFS Disclaimer

- All applicants and families must complete this disclaimer.

## Daily Routines

- Create two sample routines for your family. One should be a daily/school year schedule. The other should be a weekend/holiday/summer schedule.
- Complete your routines in a general way that would work for children of all ages.

## House Rules, Consequences, and Rewards

- Create a list of house rules, consequences, and rewards for your family.
- Complete general rules, consequences, and rewards that would work for children within your desired age range.

## Fire Inspection

- Information on how to schedule your fire inspection will be emailed to you by BCFS.
- There is a copy attached to the Buckner website for your review to help with preparing your home.

## Environmental Inspection

- Information on how to schedule your environmental inspection will be emailed to you by BCFS.
- There is a copy attached to the Buckner website for your review to help with preparing your home.
- This may also be referred to you as a health inspection.

## Disaster Plan Questionnaire

- Please complete one form per family and fill out all sections completely.
- You will receive this from your location as they are all different due to specific contact information per location.

## Family Violence Form

- Complete one form per household. If there have been any family or domestic violence calls within the past 12 months, fill out the form completely. If there have been none, mark "N/A" across the form and sign at the end.



## **Trampoline Safety Agreement**

- If there is a trampoline on your property, the foster and/or adoptive parent must review and sign regarding the expectations for supervision and use.

## **Medication Administration & Storage**

- Please review and sign understanding the rules regarding medication administration and storage.

## **HIPPA Release**

- Each applicant and household member must have a signed copy in the file.

## **Ten-Year Residency Form**

- This should be completed as it assists with the home study process

## **Firearm Safety Verification**

- All families, regardless, if they own weapons, firearms, explosive materials or projectiles must complete this form.

## **Firearm Inventory**

- Families that own any weapons, firearms, explosive materials or projectiles should have this form completed.

## **Direct Deposit Form and W9**

- Buckner desires to reimburse our families via direct deposit. The two forms must be completed and provided to your BCFS worker to have this set up prior to licensure.
- We must have an original voided check.

## **Pictures**

- We need pictures of your home and family for your file at BCFS. This is not the same as the family album that adoptive families create. We need pictures of:
  - The front of your home
  - The front yard
  - The back yard
  - The driveway/street entrance to your home
  - All children's bedrooms
  - Any outside buildings on your property, if applicable
  - Any pool, hot tub, pond, water garden, or other body of water on your property, if applicable
  - Any pets or animals that live inside or outside at your home, if applicable
  - Your family (including everyone who lives in the home full and part time)



## DFPS Medical Consenter Online Training

- This training is required prior to licensing your home and will be required annually. This training must be completed online at the website listed on the form. If you do not have access to the internet, contact your office, and you can set up an appointment to use a BCFS computer. Each certificate may only bear one participant's name.
- At the end of your online training, you can generate a certificate and print it out. You will also need to complete the DFPS Form 2759, Acknowledgement and Certificate of Completion of Medical Consenter Training. Return both the certificate and the acknowledgement to BCFS in order to receive credit for this training. The training can be located at: [http://www.dfps.state.tx.us/child\\_protection/medical\\_services/medical-consent-training.asp](http://www.dfps.state.tx.us/child_protection/medical_services/medical-consent-training.asp)

## DFPS Trauma Informed Care Online Training

- This training is required prior to licensing your home and will be required annually. This training must be completed online at the website listed on the form. If you do not have access to the internet, contact your office and you can set up an appointment to use a BCFS computer. Each certificate may only bear one participant's name.
- The training can be located at: [http://www.dfps.state.tx.us/training/trauma\\_informed\\_care/](http://www.dfps.state.tx.us/training/trauma_informed_care/)

## DFPS Reporting Suspected Abuse or Neglect of a Child Online Training

- This training is required prior to licensing your home and will be required annually. This training must be completed online at the website listed on the form. If you do not have access to the internet, contact your office and you can set up an appointment to use a BCFS computer. Each certificate may only bear one participant's name.
- The training can be located at: <http://www.dfps.state.tx.us/training/reporting/>

## DFPS Psychotropic Medication Online Training

- This training is required prior to licensing your home and will be required annually. This training must be completed online at the website listed on the form. If you do not have access to the internet, contact your office, and you can set up an appointment to use a BCFS computer. Each certificate may only bear one participant's name.
- The training can be located at: [https://www.dfps.state.tx.us/Training/Psychotropic\\_Medication/](https://www.dfps.state.tx.us/Training/Psychotropic_Medication/)

