



LUTHERAN SOCIAL SERVICES OF THE NATIONAL CAPITAL AREA

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Washington, D.C. 20011
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9506 A Lee Highway
Fairfax, VA 22031
Phone: (703) 273-0303
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REQUIREMENTS FOR A FOSTER CARE/ADOPTION HOMESTUDY

The following documents will be required for your home study. The social worker may need to verify additional documents during the home study process. **Forms not enclosed until Phase II.**

1. A completed application form and four completed references.
2. A completed Lutheran Social Services (LSS) medical form on each person (including children) in your home.
3. A recent pay stub or W-2 form for each applicant.
4. A Xerox copy of your last income tax return.
5. A Xerox copy of your marriage license or certificate (if applicable).
6. Xerox copies of divorce decrees or death certificates (if applicable).
7. Xerox copies of birth certificates for each family member in your home and adoption decrees, if appropriate.
8. Xerox copy of your driver's license.
9. Xerox copy of your automobile and homeowner's insurance card.
10. CPR certification
11. First Aid certification
12. **POLICE CLEARANCE:** Be sure to complete a clearance on each person over 17 years of age in your household.

D.C. Residents – complete clearance at 300 Indiana Avenue, NW, Room 3055. You will need to bring identification. There is a **\$35.00 fee. (Money Order Only)** If you are completing an adoption, you will also need to request an FBI report (see attached information).

Maryland Residents – See “CJIS Electronic Fingerprinting Sites” sheet.



13. The names of all applicants will be searched on a computerized check of the Sex Offender Registry.
14. Discipline Policy
15. **CHILD ABUSE CLEARANCE:** Be sure to complete an application on each person over 17 years of age in your household.

D.C. Residents – Forms mailed in phase two stage. Complete, have **notarized** and return forms to Lutheran Social Services. Each individual (adult person over 17 years of age) should complete a separate form.

Maryland Residents – Forms mailed in phase two stage. Complete form, have **notarized** and return to Lutheran Social Services. (Only one form needed for a husband and wife.)

16. Fire and Safety Survey - Please review before home visit to be sure you comply. This will be checked by the social worker at the home visit. We need to verify rabies vaccinations, if there pets in the home.
17. If you have children, please complete the enclosed release of information form so that your social worker can have contact with their school or childcare provider.
18. Driving Record for each applicant. Complete and send enclosed forms with check (DC-\$13.00, MD-\$9.00, VA-\$8.00). Forward driving record to Lutheran Social Services when received.
19. Permits/licenses for all firearms, if applicable
20. Xerox copy of homeowner's/renter's insurance.
21. **Maryland Residents - CHILD SUPPORT ENFORCEMENT CLEARANCE:** Complete, have **notarized**, and return to our office. This needs to be completed whether you have children or not, even if your children are adults.
22. **Maryland Residents - Please begin working on these requirements:**

A. Fire Inspection - A form is enclosed which will be completed by your county fire marshal or social worker. See attached information by county and follow directions. Review the enclosed form before the home visit or inspection to be sure you comply with the regulations.

B. Sanitary Survey - Contact your local health department to check on whether they will conduct an inspection. Montgomery County residents are to complete top portion of form and return with a check for \$60.00 payable to



Montgomery County to LSS so that we can request the inspection.(Prince George's County residents do not need a Sanitary Survey).

- C. One of your references will need to be interviewed by your social worker at the time of the home visit and two other references will be contacted by telephone.
- D. Prince George's County residents - send a copy of your Washington Suburban Sanitary Commission (WSSC) bill.

*** TRAINING REQUIREMENTS for Traditional Care: 30 hours of PRIDE training required in addition to CPR and First Aid for **both parents in the household, if married.**

***TRAINING REQUIREMENTS for UNACOMPANIED MINOR PROGRAM: 30 hours of PRIDE training **along with** 16 hours of specialized training (given by Lutheran Social Services) required in addition to CPR and First Aid **for both parents in the household, if married.**

Please mail the above items to:

Julianne Seneus
LUTHERAN SOCIAL SERVICES
4406 GEORGIA AVENUE, N.W.
Washington, D.C. 20011

