



Resource Family Approval Application Packet Instructions

1. Please fill out and return the following forms **as soon as possible** so we may begin processing your request.
 - a. RFA-01(A) Resource Family Application
 - b. RFA-01(B) Resource Family Criminal Records Statement (needed for each adult living in the home)
2. The remaining documents in the folder can be completed and turned in during Relative Orientation.
 - a. CO RFA-237 No Corporal Punishment Agreement
 - b. CO RFA-245 Confidentiality Agreement
 - c. CO RFA-450 Smoking Restrictions Agreement
 - d. CO RFA-250 Agreement to Uphold RFA Written Directives
3. Also, be prepared to provide copies of the following:
 - a. California Drivers License
 - b. Current Vehicle Registration
 - c. Current Vehicle Insurance Coverage
 - d. Documentation of renting or owning your residence
 - e. Documentation of prior status as approved relative/Non-Related Extended Family Member home, certified family home, or an employee, volunteer, or licensed community care facility, if applicable.
 - f. Verification of Physician's Examination of Resource Family Applicant
 - g. Verification of employment
 - h. Verification of financial statement/monthly budget
 - i. Verification of all marriages and divorces
 - j. CO RFA-560 Request for Exemption-RFA Applicant's Statement (only complete if applicable)
 - k. Obtain DMV Report for each applicant
4. You must submit all forms within thirty days of receipt this packet or your application will be considered withdrawn.
5. Copies can be made for you at the Department of Health and Human Services office or during the orientation class.

If you have questions regarding this information, please call 530-458-0157