



ADULT HOUSEHOLD MEMBER CHECKLIST

Thank you for supporting the applicants with whom you live as they apply to become resource caregiver's who will provide temporary care for children/youth in foster care! The items listed below are **required for all adult household members** as part of the licensing process (the applicants have additional licensing requirements to complete). Per Hawaii Administrative Rules 17-1625, all licensing requirements for all children and adults in the household, must be **completed within 90-days** from the date the licensing application was signed by the applicant's. Please use this checklist to keep track of all required paperwork and information.

- Please log in to the online licensing portal account (<https://family.binti.com/users/login>) to see a list of all documents and forms that are still outstanding. You will also see what you have completed and submitted.
- Please upload all documents into your online licensing portal account – do not mail anything (taking a photo of the document and uploading is acceptable – please make sure the document contents can be clearly seen and legible)
- All documents must be current within one year of application.
- Providing false information is immediate grounds of denial of the main applicant's licensing application

If either this list or your licensing portal reflect any outstanding licensing requirements, please contact customer support using the Binti Chat feature in the licensing portal on the bottom right-hand corner to resolve. You may need to contact the assigned CWS Licensing Worker to the applicant to resolve outstanding requirements.

Initial Required Forms

- Offer and Acceptance or Waiver of Free Interpreter Services (DHS 5000)—All Adults in the Home
- Background Clearance Record Check (DHS 1623)—All Adults in the Home
- FBI Fingerprinting—All Adults in the Home
- Current driver's license/ID for each applicant
- Hawaii Child Abuse and Neglect Consent—All Adults in the Home

Agency Forms Signed by Adult Household Member's

- Catholic Charities Release of Information Forms
- Home Study (will be completed with you by Catholic Charities Hawaii)

Documents Uploaded by Adult Household Member's

- TB clearances—All Adults and Children over 1 year old in the Home
- Auto Insurance (if applicable)

Additional Information

Other forms required on an as-needed basis (Upload to Miscellaneous):

- Out of State Child Abuse and Neglect Forms (Adam Walsh)

DESCRIPTION OF EACH REQUIRED ITEM

- Authorization for Release of Information Form:** One for each adult 18 years old and older who live in the home, and for other significant contacts.
- Background Clearance Record Check (DHS 1623):** One for each adult 18 years old and older who live in the home, and for other significant contacts.
- Child Abuse and Neglect Consent:** One for each adult 18 years old and older who live in the home, and for other significant contacts.
- Consents for Clinical Clearance/s** – In some cases, if you or your immediate family members sought counseling, we will need your consent to obtain specific information from that counselor or therapist.
- Copy of current TB results** (skin test or chest x-ray): To be done by all household members over 1 year of age. Must be dated within 1 year of application. Visit the Department of Health TB Testing & Screening website for locations to schedule and test: <https://health.hawaii.gov/tb/tb-testing-locations-times/>
- Copy of a family photo:** Including everyone in the household; photo of family together or individually.
- Current auto insurance:** Insurance cards for all cars that will be used to transport the foster child/ren.
- Current driver's license/ID:** For prospective resource caregiver(s) and any others that will be transporting the foster child/ren.
- FBI Clearance Form:** Fingerprinting is required for all adults in the home who are 18 years old and older. Refer to instruction sheet to schedule and complete fingerprinting.
- Home Study:** Includes interviews with all household members, Physical Study of the Home. Scheduled and facilitated by an Assessor.
- Offer and Acceptance or Waiver of Free Interpreter Services (DHS 5000):** One for each adult 18 years and older who live in the home.
- Out of State Child Abuse and Neglect Forms (Adam Walsh)** - Required for all adults in the household who resided in a state outside of Hawaii within the past five years.