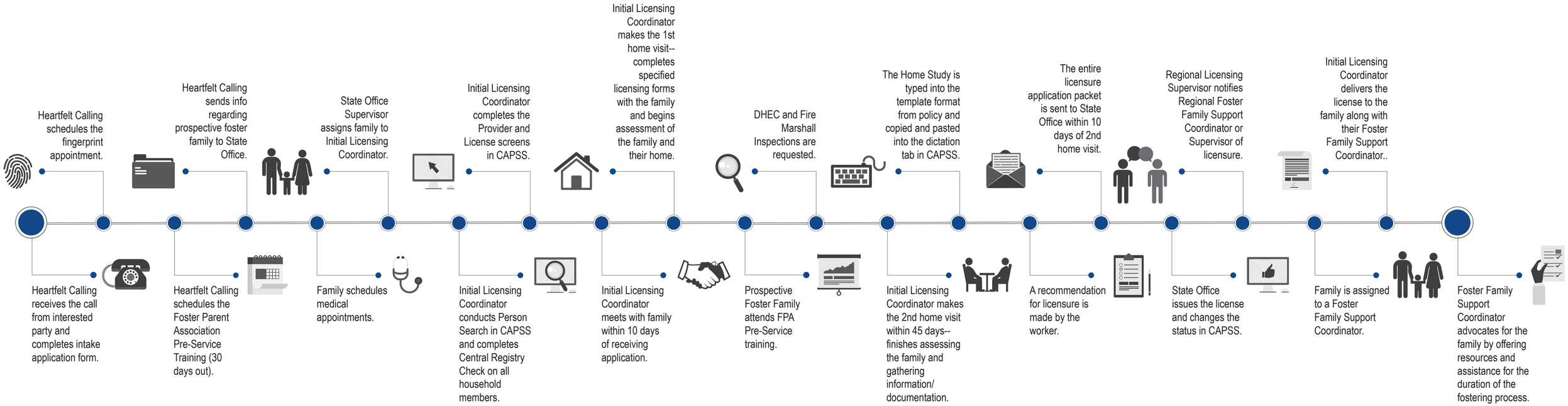
Heartfelt Calling schedules the fingerprint appointment.
Heartfelt Calling receives the call from interested party and completes intake application form.
Heartfelt Calling sends info regarding prospective foster family to State Office.
Heartfelt Calling schedules the Foster Parent Association Pre-Service Training (30 days out).
State Office Supervisor assigns family to Initial Licensing Coordinator.
Family schedules medical appointments.
Initial Licensing Coordinator completes the Provider and License screens in CAPSS.
Initial Licensing Coordinator conducts Person Search in CAPSS and completes Central Registry Check on all household members.
Initial Licensing Coordinator makes the 1st home visit--completes specified licensing forms with the family and begins assessment of the family and their home.
Initial Licensing Coordinator meets with family within 10 days of receiving application.
DHEC and Fire Marshall Inspections are requested.
Prospective Foster Family attends FPA Pre-Service training.
The Home Study is typed into the template format from policy and copied and pasted into the dictation tab in CAPSS.
Initial Licensing Coordinator makes the 2nd home visit within 45 days--finishes assessing the family and gathering information/ documentation.
The entire licensure application packet is sent to State Office within 10 days of 2nd home visit.
A recommendation for licensure is made by the worker.
Regional Licensing Supervisor notifies Regional Foster Family Support Coordinator or Supervisor of licensure.
State Office issues the license and changes the status in CAPSS.
Initial Licensing Coordinator delivers the license to the family along with their Foster Family Support Coordinator..
Family is assigned to a Foster Family Support Coordinator.
Foster Family Support Coordinator advocates for the family by offering resources and assistance for the duration of the fostering process.