

Mercer County Children and Youth Services Resource Care Check List of Requirements for Certification

Tasks Required:

- Medical Appraisals (A form will be given to you by the resource worker that will need to be completed by you with your Primary Care Physician at your convenience then returned to the worker)
- Well Water Test (If applicable, the resource worker will initiate the process and then the person completing the test will contact you to schedule. If city water, a copy of the water bill must be provided)
- Personal Interview of each applicant (conducted at the Home Study by the resource worker)
- 12 required training hours (The resource worker will provide training options to you)
- CPR/1st Aid Training (Held at the Agency - the resource worker will schedule this with you)
- Home Inspection (Completed by resource care worker at the Home Study)
- FBI Clearances (The resource worker will register you for this)
- Home meets the home inspection list requirements

Documents Required:

- Autobiographical Questionnaire (Provided in application packet)
- Disaster and Emergency Response Plan
- Three non-related references for each household (You will list these in the application and the resource worker will formally request information from the references)

Copies of:

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| <input type="checkbox"/> Birth Certificates of all applicants and household members | <input type="checkbox"/> Proof of current vaccinations for any pets in the home (if applicable) |
| <input type="checkbox"/> Marriage Certificate(s) if applicable | <input type="checkbox"/> Financial statements (proof of earnings) |
| <input type="checkbox"/> Divorce Certificate(s) if applicable | <input type="checkbox"/> Proof of income (W2s, 1040's, Social Security statements, current pay stubs for two (2) pays) |
| <input type="checkbox"/> Driver's Licenses/PA state identification card for all applicants and adult household members | <input type="checkbox"/> Copy of water bill (if city water) |
| <input type="checkbox"/> Social Security Cards of applicants | <input type="checkbox"/> Drug/Alcohol history information (if applicable) |
| <input type="checkbox"/> Proof of owning or renting the home (sales agreement/renter's agreement) | <input type="checkbox"/> PA Child Abuse Clearances (Agency will provide forms) |
| <input type="checkbox"/> Proof of current property insurance | <input type="checkbox"/> PA State Criminal Clearances (Agency will provide forms) |
| <input type="checkbox"/> Proof of current automobile insurance on all vehicles being utilized | <input type="checkbox"/> FBI Clearances (the resource worker will register you for this) |
| <input type="checkbox"/> Proof of vehicle registration | |