1. Review and understand the purpose of the forms used in the application and assessment process of a resource family.

Some of the forms utilized during the assessment include:
   a. Resource Family Financial Assessment (see #5 below)
   b. Form-DD-214, Military Reference to review reason for military discharge (honorable or dishonorable)
   c. Child’s Needs Information List – to assess the family’s understanding of a child’s physical and behavioral health and willingness to maintain connections to the child’s biological family
   d. House Assessment – to assess the physical safety of an applicant’s home

2. Understand (and be able to apply) what searches and background checks must be completed (and how to document) prior to placement of a child in a resource home.

   a. A JOLTS check should be completed on any child 13 years of age or older living in the home
   b. OSBI search on any adult living in the home, including Sex Offender Registry
   c. OKDHS record check
   d. Department of Public Safety information
   e. If living in Oklahoma for less than 5 years, review OSBI results and child abuse/neglect checks from other states

Records checks are documented on the Records Check Documentation: Form 04AF007E.

3. Review and understand criminal history exceptions for applicants, and what to review of an applicant’s military history.

Certain felonies (and other felony convictions within the previous 5 years) result in automatic denial; however, approval may be considered for an applicant with certain felony convictions (e.g., assault or drug conviction) occurring outside of the previous 5 years.

For military history, see #1 above – review reason for discharge

4. Understand assessing applicants with disabilities.

If a disability is identified for an applicant, the Resource Specialist inquires about the severity of disability, limitations, and medications currently prescribed in order to assess the applicant’s caregiving abilities.
5. Review (and be able to apply) policy when income/employment changes in a resource home.

A form utilized as part of the assessment is the Resource Family Financial Assessment. It is used to assess the family’s ability to meet its own needs without any financial assistance due to having a child in placement. It should be completed or updated if changes occur with the family’s finances during the assessment process.

6. Understand the need for a resource family to identify alternate caregivers.

It is important for the family to identify an Alternate Caregiver, and Resource Specialists should assist resource family applicants to identify Alternate Caregivers as part of the assessment.


The choice of a child’s religion is a right retained by parents; it is important the Resource Family understands and is willing to abide by policy and signs the OKDHS Rules form about religion.

8. Review (and be able to apply) policy on sleeping arrangements for children in custody.

An infant under the age of 12 months may sleep in a crib in the foster parent’s room, but must be in their own room upon turning a year of age.

The applicant’s home provides a separate bed for each child with the exception of siblings younger than 6 years of age who exhibit a need for mutual support.

9. Understand the policy for discipline of children in OKDHS custody.

Corporal punishment is not allowed for custody children in placement. Resource families must be made aware of this policy and agree to abide by it.

10. Understand (and apply) policy in regards to resource family transportation.

The applicant must have adequate transportation, as well as a valid Oklahoma Driver’s license, Oklahoma liability insurance, current tag, and working automobile with proper safety restraints.

11. Review policy on disposition of a resource home.

Once the application is received, the Resource Specialist ensures disposition of the Resource Family Assessment within 40 days.

12. Review policy on water safety in a resource home.
If a pool, pond or the like is located on the applicant’s property, the Resource Specialist must complete a Water Safety Checklist Agreement: Form 04MP061E with the applicant.

13. Review policy on references needed for a resource family assessment.

The Resource Specialist must obtain a minimum of 6 references to complete the assessment process.

14. Understand the purpose and review when to utilize Genograms and Eco-Maps.

   a. The Genogram is utilized to visually depict the family’s relationships; it helps to identify specific trends in the family structure. The genogram includes a minimum of two family generations.
   b. The Eco-Map is utilized to assess internal and external supports of the family, including employment, extended family, community supports, etc.

15. Understand the purpose of a Family Network Diagram.

   The Eco-Map begins with the Family Network Diagram, which helps identify current household arrangements of the family. The inner circle of the Family Network Diagram generally includes the nuclear family members, including the Resource Parent, biological children and when applicable foster children.