

NEW TO FOSTER CARE?

HERE'S HOW THE PROCESS WORKS:

This outlines all the necessary steps to take you from initial introduction to being a Foster Parent through Lawrence Hall.

PHASE	APPLICANT Role: You initiate the process and ensure completion of all required documents and procedures	LAWRENCE HALL Role: We provide direct and ongoing contact you and children in need of foster care throughout the entire process	DCFS Role: This state-run agency operates behind the scene, establishing rules and regulations all foster agencies adhere to
APPLICATION	Applicant contacts agency Phone: 312.346.3383 Email: FosterParent@LawrenceHall.org		
		Conducts pre-interview with Applicant by phone with Office Coordinator	
	Provides basic household information	Conducts a fingerprint search	Confirms who already has fingerprints in the DCFS system
		Assigns to a licensing worker	
		Communicates with the Applicant <ul style="list-style-type: none"> • Sends Licensing Standards and Application documents • Application • Family Home Information - Listing family members and three references • Background check authorization documents for all family over 13 • Physical forms for all family members 	
	Completes application documents. <ul style="list-style-type: none"> • All family over 13 years old authorize a background check • All household members over 18 who do not have prints in the DCFS system get fingerprinted (free) 		
	Submits application to agency		
		Leads initial home inspection (About 2 hours to complete) <ul style="list-style-type: none"> • Thorough walkthrough of the home • Per 402 Licensing standards • Bedroom measurements taken • Water temperature recorded • 402 Licensing compliance recommendations discussed • Licensing Agreements signed • Training referral discussed • List of documents needed for the file provided 	
		Application submitted to DCFS	Conducts background checks

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TRAINING		Training referral made	Contacts the applicant for training via Zoom, online or on-demand, classroom (when available)
	Starts training (free) <ul style="list-style-type: none"> • 27 hours of PRIDE • 12 hours of supplemental training 		Sends Lawrence Hall your training responses and trainer recommendations
FINALIZATION	Applicant Family <ul style="list-style-type: none"> • Completes physicals • Completes training • Makes changes in home for licensing standards compliance • Collects documents needed for the file (Driver's License, car insurance, vet records, financial verification, etc.) 		
		Completes Licensing Assessment Interview, an in-depth interview including all family members Checks for progress on home compliance	
	Sits for 2-3 sessions for the Assessment Interview	Completes assessment and final walkthrough of the home	
	Applicant is in compliance with all licensing standards and has submitted all documents for the file	Licensing Recommendation is made based on the home assessment, interviews, references and training homework. (Process takes about 3 months)	Processes Licensing recommendation and sends new license to Applicant
	Approved as a new Licensee!	Monitors the home 2-3 times annually minimum for the duration of the license Makes placement recommendations for your home according to the needs of the child(ren), your abilities, and wishes	Monitors background and process requirements

**READY TO
GET STARTED?
REACH OUT.**



WEBSITE:
LawrenceHall.org



CALL:
312.346.3383



EMAIL:
FosterParent@LawrenceHall.org