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| **Use this checklist for prospective and new kinship carer applicants.** |
| 1. **Assist the person to make an informed decision to apply to be a kinship carer**

 [ ]  Discuss the [Family caring for family](https://www.families.qld.gov.au/_media/documents/foster-kinship-care/training/family-caring-for-family-info-for-kinkship-carers.pdf)information guideand respond to questions that arise. [ ]  Provide an outline of the child’s care needs (Note: Only share information to the extent that it may assist the person to ‘consider’ making a decision to lodge a carer application; do you have the child’s and their parents’ permission to share information with the person?). [ ]  Explain the carer application requirements (including the need for the applicant/s and each adult household member (AHM) to consent to personal history checks, and hold a current blue card or exemption card from Blue Card Services). [ ]  Explain the carer assessment process (including the process of assessment/interviewing/preparation of a report; a study of household safety; and that a renewal assessment is required after 12 months and every 3 years thereafter). [ ]  Outline the financial and other supports that will be (or may be) available to assist them. [ ]  Ensure their awareness of Child Safety’s ongoing role and responsibilities to the child in care. |
| 1. **Provide the carer application forms** (either website link or paper form)

 [ ]  [Application for initial approval—Form 3A](https://www.families.qld.gov.au/_media/documents/foster-kinship-care/application-initial-approval-form-3a.docx) (one for the carer entity). [ ]  [Addendum for additional household members—Form 3C](https://www.families.qld.gov.au/_media/documents/foster-kinship-care/addendum-additional-household-member-form-3c.docx)(only if there are more than 2 household members). [ ]  [Carer applicant health and wellbeing questionnaire](https://www.families.qld.gov.au/_media/documents/foster-kinship-care/carer-health-wellbeing-form.docx) (one for each carer applicant). [ ]  Explain that the applicant/s and each AHM need to apply for a blue card or exemption card.  |
| 1. **Clarify the application form requirements**

[ ]  Explain instructions to complete the carer application forms are outlined in the forms.[ ]  Clarify who is applying (in addition to ‘Applicant 1’, the live-in partner or spouse is recorded as ‘Applicant 2’).[ ]  Identify possible adult household members (AHM) – not only those who live in the household, but also discuss all short stay guests, tenants or frequent visitors, to ensure relevant AHM’s are identified. The CSSC manager is delegated to determine who are AHMs).[ ]  Draw attention to the need for the applicant/s to sign the consent section of both forms; and for AHMs to sign the relevant consent section of the APA. (Note: The forms accept electronic signatures). [ ]  Explain that the Child Safety forms need to be ‘lodged’ by the applicant at the CSSC, as well as to bring 2 forms of acceptable identity documents with them for sighting and identity verification (refer to those listed in the APA form). |
| 1. **Support the applicant through the blue card application process**

[ ]  Make sure the process to apply online for a blue card or exemption card is understood:[ ]  step one is to [register for an online account](https://my.bluecard.qld.gov.au/account/registration/privacy-notice) and to include this online account number in their carer application.[ ]  step two is the online application for the blue card or exemption after receipt of SMS or email. Explain that this step can occur some days after Child Safety has received their carer application forms[ ]  assist by providing the link to Blue Card Services [information](https://www.qld.gov.au/community/caring-child/foster-kinship-care/foster-kinship-care-become-a-carer/foster-kinship-care-blue-cards) for foster and kinship carers [ ]  provide the link to [Where to find your customer reference number](https://www.qld.gov.au/transport/crn), or [Getting a customer reference number for your blue card application remotely](https://www.publications.qld.gov.au/ckan-publications-attachments-prod/resources/1e774076-fc6f-4143-89ef-382350941b9b/blue_0107_getting-a-new-crn-from-tmr_how-to_f5342_cfd_04.pdf?ETag=4a180e1335cc0089924c8350b7661774) [ ]  provide the [Approval to discuss confidential information with Blue Card Services](https://www.publications.qld.gov.au/dataset/bcs-assessment/resource/7dfb7247-37d7-4e57-8099-bd4cc3ec26a1) form if the applicant agrees that Blue Card Services can discuss their application with a Child Safety staff member[ ]  Alternatively, for applicants who wish to lodge a paer application, provide the [Volunteer foster/kinship carer or adult household member blue/exemption card application](https://www.families.qld.gov.au/_media/documents/foster-kinship-care/bcs-volunteer-foster-kinship-adult-exemption.pdf) (one for each carer applicant and AHM). |

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| 1. **Make sure the application is ‘properly made’**

[ ]  Check the ‘Application for initial approval—Form 3A’is correctly completed:[ ]  it reflects the applicant parties (that is, joint applicants where relevant) [ ]  all self-disclosure questions have been understood and answered[ ]  household members include the children living in the home (but excludes a child placed under s82(1) of the Act),[ ]  all AHMs (as previously identified and determined by the CSSC manager) [ ]  all questions have been completed or an N/A entry provided[ ]  the consent sections have been signed by the applicant/s, as well as by the AHMs (different sections).[ ]  Check that all questions in the ‘Carer applicant health and wellbeing questionnaire’have been completed and signatures provided (refer to two separate sections of the form).[ ]  Confirm that if the Blue Card Services online portal was used, that all steps were completed – registering for an online account; linking them to Child Safety; then after receipt of the link number (sent as an SMS or to their email) that the final step of applying for a blue card was completed and submitted.[ ]  Complete and sign the ‘Child Safety to complete’ section of the APA - only if the above requirements are met. |
| 1. **Verify the identity of the carer applicants**

[ ]  Sight the current blue card or exemption card (only relevant for current card holders), and check that the number and expiry date corresponds with the information in the APA.[ ]  Sight other forms of identification (as explained in the APA) and check that the number and expiry date corresponds with the information in the APA.[ ]  Sight the original or verified copy of a person’s temporary resident visa (if applicable).[ ]  Complete and sign the ‘Verification of identity’ section of the APA form (located near the middle of the APA). |
| 1. **Record application details in Unify**

[ ]  Select and update existing person profiles for carer applicant/s and other household members. If one does not exist, create the person profile using information in the APA initial form.[ ]  Create a *regulation of care* case and complete the *application form* tab and the *lodgement tab.*[ ]  Save the APA initial form and the Carer health and wellbeing form to the documents tab, and name it:[ ]  using the properly made date—year, month and day[ ]  the form name[ ]  the applicant’s surname.  |
| **NB**: Do not use SSoDR or Unify to gather information about the prospective carer applicants or their household members.  |