

BOARD OF CHILD CARE HOME STUDY DOCUMENTATION CHECK LIST

- _____ State of Maryland or D.C. Metro Clearances and FBI Clearances
- _____ Health Department Approval (Sanitary Survey)
- _____ Fire Department Approval or completed Fire Safety Self Survey
- _____ Child Protective Services Clearances
- _____ Child Support Arrearages Clearances
- _____ Completed Medical Reports
- _____ Reference Letters
- _____ Guardianship Statement
- _____ Motor Vehicle Administration Driving Record
- _____ School Adjustment Form (for school-age children in the home)
- _____ Completed Home Safety Check List
- _____ Completed/Signed Statement of Net Worth
- _____ Verification of Employment (photocopies of recent pay stubs/employment letter)
- _____ Most Recent Income Tax Return (photocopies of first 2 pages IRS Federal Return)
- _____ Birth Certificates (photocopies)
- _____ Marriage License (photocopy)
- _____ Divorce Decree (when applicable - photocopy)
- _____ Final Decree of Adopted Child(ren) (when applicable - photocopy)
- _____ Signed Child Abuse and Neglect/Corporal Punishment Statement
- _____ Home Study Agreement