

What responsibilities and relationships between the board and executive director are spelled out in the agency's constitution and by-laws?

2. Finances

Name of agency's bookkeeper	Agency's fiscal year _____ to _____
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New child placing agencies:

- Attach a budget for the first year of operation.
- Attach a letter from a licensed public accountant documenting procedures are in place for operating the fiscal management system.

Do you have a written plan of financing? Yes No

Is the person/persons responsible for receiving cash funds bonded? Yes No

Licensing requires agencies to be audited annually by a licensed public accountant who is not a staff or board member.

Name of person/firm			
Street address	City	State	Zip

Insurance.

Who is the property casualty and liability insurance company? Attach Form 07LC092E, Insurance Verification.

3. Personnel

Who is the designated person in charge in the absence of the administrator?

Who is the child placement supervisor? _____

Is the placement supervisor: on staff? contracted?

If contracted, is a copy of the contract on file with the agency? Yes No

Are the personnel policies in writing and available to staff? Yes No

Who is responsible for hiring staff? _____

What methods of selection are used when hiring new staff? _____

Have you submitted to OKDHS a completed and signed Form 07LC041E, Child Care Staff Information, on all new employees? Yes No

Have you submitted and obtained a criminal history record search from the OCCS License Record Office on all employees hired after 11-1-2008? Yes No

How long are personnel records retained following a staff member's separation? _____

Who is responsible for documenting staff development training hours? _____

Section II - Adoptive homes. This section is filled out by agencies who arrange for or place children in adoptive homes.

Does your agency have written policy and procedure for services to birth parents? Yes No

Do you have a written plan for recruiting adoptive homes? Yes No

What is the plan for retention of adoption placement records? _____

Do you have written policy and procedure governing placement for children in adoptive homes? Yes No

Do you have a policy on openness in adoption? Yes No

Does your agency provide emergency foster care? Yes No

If yes, have you verified to OKDHS that these foster homes meet the Child Placing Agency Requirements for foster homes? Yes No

If no, who provides emergency foster care? _____

Do you have written policy regarding services for older children and children with special needs? Yes No

Do you engage in international adoptions? Yes No

If yes, do you have a written contract or memorandum of agreement with with an entity authorized by the foreign government(s) to receive custody and place the child? Yes No

Is there a written plan for dealing with disrupted placements? Yes No

Section III - Foster homes. This section is to be filled out by agencies who certify foster homes.

What type of foster care is provided? emergency long-term therapeutic

How many foster family homes do you currently certify? _____

Have you sent OKDHS Form 07LC047E, Agency Certification Report, to OCCS verifying all foster homes meet minimum requirements? Yes No

Do you have a written agreement with each foster family? Yes No

Do you provide orientation for each new foster family? Yes No

Is ongoing training provided? Yes No

Section IV - Independent living programs. This section is to be filled out by agencies who have independent living programs.

Program description.

What is the agency's philosophy on and approach to independent living placements?

What is the criteria for selecting participants in the program?

Has the agency obtained written approval from the parent or custodian regarding each youth's participation in the program? Yes No

Has a written service agreement been completed with each youth prior to placement? Yes No

Is there written policy regarding the approval of each living unit? Yes No

Describe the contact and supervision that agency personnel have with the youth participating in your program.

As administrator to the facility, I have answered the questions pertaining to our program/programs to the best of my ability and knowledge.

Administrator signature Date

Original - State Office, Oklahoma Child Care Services

Copy - maintained by agency