

Purpose of form

Form 04AF011E is used to obtain reference information from the applicant's employer or direct supervisor regarding any knowledge he or she may have about the applicant's parenting ability. When the applicant is self-employed, this form is used to obtain reference information from a customer of the applicant. When the applicant is a child care provider or home health provider, the form may be completed by the licensing or contracting agency. This information is used as part of the assessment process in making a decision about approving the applicant to adopt or provide foster care services and kinship care, whether paid or non-paid.

Instructions

The applicant provides the name and address of each employer or supervisor, or, if self-employed, a customer to be contacted. The Oklahoma Department of Human Services (OKDHS) or contract representative completes the name of the applicant, program of interest, and contact information. The form is mailed to the employer, supervisor, or customer or it can be used as a guide to conduct phone or face-to-face interviews.

Routing

Original - resource record