

**Independent Foster Home  
Documentation Required at Application**

<b>Documentation that must be Submitted to DFPS to Apply for a License</b>	
<b>DOCUMENT</b>	<b>FORM</b>
Application for a License to Operate a Residential Child-Care Facility, Child-Placing Agency or Maternity Home	2960
Floor Plan of the building and surrounding space to be used, showing the dimensions and the purpose of all rooms and specifying where children and caregivers will sleep	NA
Request for Criminal History and Central Registry Check	2971
Controlling Person Form	2970
Personal History Statement for each applicant that is sole proprietor or partner	2982
Proof the for-profit corporation or limited liability company is not delinquent in paying the franchise tax. For information on the franchise tax, see §745.245.	NA
Verification of liability insurance or documentation that you are unable to obtain liability insurance and a copy of the written notice informing the parents that there is no insurance, see §745.249 and §745.251.	2962
Licensing Fee Schedule and Fee (with payment sent to Austin & a copy submitted with the application)	2988
Policies, procedures, and documentation required by the minimum standards that are listed in this table, as applicable:	
Documentation operation is legally established	§750.101(1)
Policies stating responsibilities of governing body	§§750.101(3)-(4); 750.121
Foster home plan	§750.101(6)
Personnel policies and procedures	§750.105
Conflict of interest policies	§750.107
Fiscal requirements and policies	§§750.131(c); 750.133(1)-(3)
Admission policies	§§750.153; 750.501(1) (only §§749.1101(a) and 749.1113(b)(2)); 750.801 (only §749.1865)
Child-care policies	§§750.157; 750.453(a)(1)
Emergency behavior intervention policies	§§750.159; 750.801 (only §749.1863); 750.901 (only §§749.2051(a); 749.2231(a)(1); 749.2233(a)(1))
Discipline policies	§§750.161; 750.801 (only §749.1951(b)(1))
Foster care policies and services	§§750.163; 750.165; 750.167; 750.169
Volunteer policies	§750.171
Appeal process	§750.185
Electronic records policies and protecting all records	§750.201(2) (only §§749.531(a) and (c) and 749.533)
Professional staffing plan	§§750.301 (only §749.601; Subchapter E, Divisions 2, 3, and 4); 750.601 (only §§749.1311; 749.1317)
Disaster and emergency plans	§750.1101 (only §749.2907(a))
Tobacco use policies	§750.1101 (only §749.2931)
Weapons, firearms, explosive materials and projectiles	§750.1101 (only §749.2961(a)(2) and (b))
Drug testing policy	§745.4151