

# CHILD DEVELOPMENTAL CERTIFIED HOME APPLICATION COVER PAGE

## INSTRUCTIONS

This cover sheet must be used for applications for child developmental home certification. Forward all required documents in a single email to [DHLINBOX@azdes.gov](mailto:DHLINBOX@azdes.gov). This is the only email that will accept your documents for processing. The subject line must contain QCID and LAST NAME only. Do not place any other text in the subject line.

**Quick Connect ID/Foster Care License Number:** \_\_\_\_\_

Type of Request:      Initial Application      Renewal Application

DDD Certifying Agency Name: \_\_\_\_\_ Agency Specialist: \_\_\_\_\_

Agency Specialist Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Applicant(s): \_\_\_\_\_

*By submitting this application, we acknowledge that all documentation supporting the information provided by the applicant(s) to OLCR as part of this application process, has been reviewed by the undersigned, and found to be current and accurate. We further agree to make all documentation available to OLCR immediately upon request for verification purposes.*

**Documents included in this e-mail:**

- Application for Child Developmental Home Certification (LCR-1086A)
- Applicant Statement of Understanding (LCR-1056A)
- Copies of Criminal History Self-Disclosure forms obtained from foster care licensing file for applicants and adult household members (DCS form CSO-1229A)
- Copies of the Health Self-Disclosure forms obtained from foster care licensing file for applicants and adult household members (DCS form CSO-1232A)
- Copies of the Physician Statements obtained from foster care licensing file for applicants and adult household members (DCS form CSO-1269A)
- Certification Study, please select one:
  - The certification study has been submitted through Quick Connect. The DDD certification agency is the same as the DCS licensing agency.
  - The certification study is included in this email. The DDD certification agency is different from the DCS licensing agency.
- Documentation (may be an email) from DDD Network staff verifying that the specific child is eligible for DDD services and approved to child developmental certified home services.

**Documents on file at the Agency (check all that apply):**

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| <ul style="list-style-type: none"> <li>Application for Child Developmental Home Certification (LCR-1086A)</li> <li>Applicant Statement of Understanding (LCR-1056A)</li> <li>Health Self-Disclosures obtained from foster care licensing file for applicants and adult household members (DCS form CSO-1232A)</li> <li>Physician Statements obtained from foster care licensing file for applicants and adult household members (DCS form CSO-1269A)</li> <li>Criminal History Self-Disclosure obtained from foster care licensing file for applicants and household members (DCS form CSO-1229A)</li> <li>Valid Fingerprint Clearance Cards</li> <li>Reference Letters, <i>may be obtained from foster care licensing agency</i></li> </ul> | <ul style="list-style-type: none"> <li>Training Documentation</li> <li>Notice of Inspection Rights and Supplemental Notice Forms</li> <li>Driver's License</li> <li>Vehicle Insurance</li> <li>Vehicle Registration</li> <li>Emergency Evacuation Plan</li> <li>Vehicle Safety Inspection</li> <li>DCS/APS Registry Checks Completed (APS check must be requested via email using form LCR-1085A)</li> <li>OLCR Life-Safety Inspection (Inspection must be requested via email using form LCR-1033A)</li> <li>Children's Immunization Records (non-placed children only)</li> <li>Third Party Agreement</li> </ul> |
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Comments:

DDD Certification Agency Specialist \_\_\_\_\_

DDD Certification Agency Supervisor \_\_\_\_\_