

# 5 STEPS TO COMPLETE RESOURCE FAMILY APPROVAL APPLICATION PROCESS



## Step 1

Complete an RFA Orientation Online  
[ResourceFamilies@kernDHS.com](mailto:ResourceFamilies@kernDHS.com)

Or

Register at (661) 631-6204 to attend a class

## Step 2\*

Receive your online e-Adopt temporary password to log-in, create your profile and begin the application process.

## Step 3\*

Continue the online application process by completing all of the health and safety clearances for family home approval.

## Step 4\*

Schedule a home and grounds inspection and complete a permanency planning form. Your RFA social worker will call you to discuss what to expect and how to prepare.

## Step 5\*

Complete family interviews and a psychosocial assessment to receive your final report of approval. Your RFA social worker will review your final report with you.

An approved Resource Family may take placement of a child in their home.

**\*Step 2** - Call (661) 873-2800 to ask for the RFA worker of the day, or visit the Columbus Center at 3711 Columbus Street if you need help, have questions, or want to use a computer to access your online e-Adopt account during normal business hours: 7:30 am – 4:00 pm.

**\*Step 3** – Things to do as part of the application process:

- a. Live Scan (fingerprint) all adults in the home. Call (661) 631-6879 to schedule appointments.
- b. Request criminal record exemption as needed. Forms are on e-Adopt or call your RFA social worker.
- c. Request DMV print-out. Form is on e-Adopt or call your RFA social worker.
- d. Health & TB screen all applicants. Call (661) 321-3000 for appointments at Public Health.
- e. CPR/First Aid certification. Call (661) 319-1836 to register.
- f. Attend Pre-Service Training. Call (661) 395-4991 to register.

**PLEASE NOTE: Being an approved Resource Family does not guarantee a child will be placed in your home. A child's social worker must consider the best interests of the child before placing a child in a home.**