

First-Week Administrative Tasks

Child's name _____ Date of placement _____ Caseworker _____

Every state and agency has slightly different deadlines. Use this as a starting checklist and cross-check the dates against your own licensing requirements.

1 To gather or have on hand

Paperwork & records you'll need throughout the week.

- | | |
|---|---|
| <input type="checkbox"/> Placement letter / authorization from agency | <input type="checkbox"/> Child's birth certificate (or request copy) |
| <input type="checkbox"/> Social security card (or request copy) | <input type="checkbox"/> Medicaid / insurance card |
| <input type="checkbox"/> Most recent immunization record | <input type="checkbox"/> School records / last report card |
| <input type="checkbox"/> IEP, 504, or behavior plan if applicable | <input type="checkbox"/> Current medication list with prescriber info |
| <input type="checkbox"/> List of approved contacts & visitation plan | <input type="checkbox"/> Your Fostura binder or filing folder |

2 To do

Roughly in order of urgency.

WITHIN 24 HOURS

- Sign and return all agency intake forms.
- Photograph child for the case record (placement-day photo).
- Complete the Possession & Clothing inventories with the caseworker.
- Post the Emergency Contacts sheet somewhere visible.

WITHIN 72 HOURS

- Schedule baseline medical exam (many states require within 72 hours).
- Confirm Medicaid coverage is active; record member ID.
- Notify the child's school of placement; begin enrollment / transfer.
- Begin the Visit & Contact Log on first family contact.

WITHIN 30 DAYS

- Complete dental exam (typically required within 30 days).
- Schedule developmental / mental-health screening if indicated.
- Submit state subsidy or per-diem application paperwork.
- Add child to your household's health insurance as required.
- Complete your agency's 30-day check-in or home visit.
- Review the Fostura Welcome Binder together with the caseworker.

Notes for caseworker

Questions, concerns, follow-ups.