

Relative Care Sign-Up Checklist

1. Background Checks (BCI) for all household members over the age of 12. (See information attached)
 - a. 18 years and older -onetime fee of \$33.25 fingerprinting processing fee and \$18 background screening fee.
 - b. 12-17 years is \$18 per year/person
2. CPR and First Aid- Must be hands on class. (listed below are some options)
 - a. Utah Emergency Medical Training Council (UEMTC)
Karen Lang 801-562-2663
1135 SW Temple Salt Lake City, UT
Two hour class offered every other Tuesday Evening \$35
 - b. National Safety Council
Steve Thorlakson 801-201-0699
Contact for times and location \$45
 - c. Save A Heart
Toby Foss 801-582-7114
Contact for times and location \$45
3. Utah Child Abuse Central Registry Request- Each household member 12 or older must complete and submit the attached form and give copy of photo ID to CMA.
4. Home Health and Safety Check List review the attached form - CMA's monitors will be using a similar list to complete a Health and Safety Inspection. Please take the check list and evaluate your home prior to the initial appointment. If you have areas that do not meet the standards it will help the process of being eligible to start the program if they have been fixed before the sign up appointment.

The monitor is required to evaluate all the rooms in the home to which the children have access. If there are areas children are not going to have access to such as a bed room or laundry room, the door must have an outside lock or safety door knob children cannot open. For the rooms which children do not have access to the monitor only needs to look into the room to ensure there are no safety hazards. Please be prepared.
5. Fire Extinguisher- Providers are required to have a fire extinguisher present in the home that is up to date and in good working order.
6. Immunization Statement- Attached is a statement that parents/guardians of children in your care must complete. It would be helpful to have these completed prior to your sign-up appointment. Keep these forms in your binder (received at sign up) & available during visits.
7. Direct Deposit- All providers are required to sign up for Direct Deposit. Be prepared to give CMA a voided check.
8. Income Verification- Proof of income needs to be available at sign up. Ex: Paycheck stubs, tax info, SNAP letter, SSI letter. Bank statement is not proof.

Keep in mind the eligibility to claim cannot be given until all the requirements as noted are in compliance

This institution is an equal opportunity provider