

## FOSTER/ADOPTION HOME INSPECTION REQUEST PROCESS

(Application Form available via the following: [www.mynethealth.org](http://www.mynethealth.org), in office, fax and email request)

### Step 1

- Foster/Adoptive Parent(s) or designated representative/agent completely fills out application.
- Submit completed form with \$50 fee via mail or in person
- **\*Important Note:** Due to varying inspector(s) work schedules, please submit completed form, well in advance of deadline of needed inspection completion.

### Step 2

- Completed and paid application entered in database (by health department personnel)

### Step 3

- E-mail sent to licensing agent / representative to verify applicant's good standing with foster/adoption agency (by health department personnel) **OR**
- Foster Parent or licensing agent may attach the verification letter at the time of STEP 1 process

### Step 4

- Verification received - OK

### Step 5

- Inspection request and completed paperworks assigned to inspector (by health department personnel)

### Step 6

- **\*Important note:** Foster/Adoptive Parent(s) - please wait for an inspector to contact you.\*\*\*\*
- Inspector contacts the foster / adoptive parent(s) to schedule an appointment.

### Step 7

- Inspection done - OK

### Step 8

- Copy of inspection report will be e-mailed to the licensing agent/representative (by health department personnel)