

# HOW TO FILL OUT THE APPLICATION DOCUMENTS

This document is to help you walk through your electronic Application Packet, form by form. It will also provide you a step-by-step explanation of the foster care and adoption process.

Please address any questions regarding this packet to the Project 1.27 (P127) office:  
303.256.1225 · [info@project127.com](mailto:info@project127.com)

## **TABLE OF CONTENTS**

SECTION A: List of Forms

SECTION B: Training

SECTION C: Form Explanations

SECTION D: What to Do First

SECTION E: Foster Care/Adoption Process Summary

## SECTION A: FORM CHECKLIST

You may fill them out on your computer, print and submit or print the form to fill out by hand.

PLEASE NOTE: Information entered on the interactive forms cannot be saved, so forms must be completed in one session and printed before closing. You should also print copies for your own records.

### FORMS FOR YOU TO FILL OUT:

- Spiritual Questionnaire
- Original Application to Care for Children (Form CWS61)
- Financial Statement
- S.A.F.E. Questionnaire for Couples or for Singles
- Type of Child Checklist
- Family Support Plan
- Support Team Childcare Provider Form

### FORMS FOR OTHERS TO FILL OUT ON YOUR BEHALF:

- School Involvement Survey
- Medical Exam Forms – CWS 12A 0617 & CWS 12B 0617

### RECORDS FOR YOU TO PROVIDE COPIES OF:

- All Training Certificates
- Couple or Single and Family Pictures (email to your Case Manager)
- Marriage License (if applicable)
- Divorce Decrees (if applicable)
- Naturalization papers (If not citizen by birth)
- Driver Licenses for all i n home that may transport foster/adoptive child(ren)
- Proof of Auto Insurance
- Proof of Home Owners' Insurance (if applicable)
- Proof of Employment and/or Tax forms (only the forms that demonstrate your amount due or amount owed. We don't need all of your supporting documentation)
- Well Water Report (if applicable).
- Pet Vaccination Report and names of Animals (if applicable).
- Birth Certificates for each parent.

### FORMS FOR YOU TO KEEP FOR YOUR RECORDS:

- Explanation of Fees and Adoption Tax Credit Information
- Any informational handouts from P127

## SECTION B: TRAINING

**To sign up for Project 1.27 Training Courses, please call or email your Case Manager.**

Each P127 participant is required to attend a minimum of 32 hours of parent training: **Remember Orientation = 2 hours**

**Foster Care/ Adopt and P127CORE Training:** 24 hours: 12 hours of Foster care/Adopt Core Training (FACT) and 12 hours of Project 1.27 Core Training (P CORE). Spouses may attend separate training; however, we highly recommend that you attend together if at all possible. The issues that are discussed are vital for “being on the same page” and the relationships you make in class with other parents will prove to be your greatest support.

**Support Team Training:** 4 hours: As a training requirement you must attend support team training with at least four members of your support team. This training is specifically designed to help your team understand the unique challenges that children from a hard place will bring to your family. Remember that support is one of the key elements to your success.

**CPR/First Aid Certification:** CPR training is not provided by Project 1.27 and is an additional expense. The State requires this certification for all participating families! The certification must cover infant, pediatric, and adult CPR/First Aid.

**Care Group:** You must attend a 1 hour minimum Foster Care/Adoption Care Group. Please let your Case Manager know if you need help finding a group or if you have a group to recommend to other P127 families. Check out our website for possible groups as well! [Here is a form](#) you may bring with you to secure documentation of your community small group attendance.

**Additional Trainings:** In order to fulfill your requirement of training hours, every CPA requires that you complete five additional web-based trainings in addition to the series you will take with Project 1.27. These do not have to be completed prior to completing training and a packet with Project 1.27, but will have to be completed in order to receive official certification with your CPA. If you wish to get these out of the way and include your certificates in the packet you take to your agency, [here is a link to register](#) for the trainings required.

- The Reasonable and Prudent Parent Standard (1.5 hours)
- Child Development and the Effects of Trauma: The Essentials (2 hours)
- Child Development and the Effects of Trauma: Infant and Toddler Development (1.5 hours)
- Child Development and the Effects of Trauma: School Age Child Development (1.5 hours)
- Child Development and the Effects of Trauma: Adolescent Development (1.5 hours)

[View the classes here.](#) Please indicate your case manager as your supervisor when you register.

### Ongoing training resources:

- [Adoptex](#)
- [Colorado Child Welfare Training System](#)
- [Empowered to Connect](#)
- [Follow Project 1.27 on Facebook for additional training opportunities](#)

**Childcare: Please remember that there is no childcare offered during training.**

## SECTION C: FORM EXPLANATIONS

### FORMS FOR YOU TO FILL OUT

**Spiritual Questionnaire Form** – to be completed *separately* by each parent

This form is to reflect where you are in your relationship with God. You will attend a Spiritual Interview with a Christian pastor who will ask you about your spiritual walk and why you want to foster or adopt. This is the only required screening by Project 1.27. Because we believe our faith in Christ is vital to the success of our program, we require at least one parent be a Christian. We do not expect you to “have all the answers” about God, but to be a believer in Jesus and in His Word as you seek to walk this road with God’s help.

Please continue on through the process with these following steps:

Step #1: Fill out Spiritual Questionnaire forms, one for each parent

Step #2: Scan & email Spiritual Questionnaire forms to your Case Manager, or mail to:

**Project 1.27**

**ATTN: Your Case Manager**

**14000 Jewell Ave.**

**Aurora, CO 80012**

Step #3: Your Case Manager will contact the Pastor whose name you have provided and let you know if s/he is able to conduct your interview.

**Original Application to Care for Children (CWS 61) – signed by each parent**

This state government form is the actual foster care/adoption application form. Please fill in all the blanks, putting “N/A” if not applicable. (For those seeking to adopt: Please sign under both the foster care certification and the adoption approval sections on page 9. Typically, all adoptive parents have to be certified as a foster parent before a child can be placed.)

#### **Helpful Hints:**

- Fill in the school district
- Licensed/certified is in reference to Foster Care
- A Social Security # for ALL family members is required
- Each parent must print and sign a copy of page 10

**Financial Statement – signed by each parent**

This form is to reflect your family’s financial situation. There is no “minimum” income requirement to foster/adopt through the Colorado Counties/Agencies. However, they will be assessing your debt ratio to see if you can afford to add a child(ren) to your home.

**S.A.F.E. Form for Couples or for Singles** – Print a copy of the couple OR single forms for each parent and complete. This form is an inventory-style autobiography. This survey is an excellent tool for the Counties to get a quick glimpse of what you and your family are like. It will be referred to by the person conducting your Home Study as s/he will have to write a detailed accounting of your life for her/his report. This form will probably take you the longest to fill out – so hang in there! Please fill out every question, responding “N/A” if it does not apply.

### **Type of Child Checklist**

This form will take you through a list of behaviors/attitudes that you may encounter when placed with a child. You will decide which type of child(ren) you are willing to parent. If you are married, be sure to discuss this with your spouse in detail. It is very important that you get expectations about your new child(ren) out on the table. Don't be afraid to say "no" – and remember that the Lord knows your limits, and also where you can be stretched for the sake of His child(ren). Pray through this form and ask for God's wisdom and guidance.

### **Family Support Plan**

This form will act as the blueprint of your support team. Please take some time to think through and pray about who is going to be on your team and discuss your expectations with them.

### **Support Team Childcare Provider Form**

This form is meant for you to identify the two families that can provide childcare for the children. Please be sure to build in childcare as part of your family's normal routine.

## SECTION D: WHAT TO DO FIRST

### 1. Spiritual Questionnaire

Step #1: Fill out Spiritual Questionnaire forms, one for each parent

Step #2: Send in Spiritual Questionnaire forms to your Case Manager

Step #3: Your Case Manager will contact you once the Pastor you have provided on the Spiritual Questionnaire forms has been contacted.

Step #4: Contact your Pastor and set up meeting time.

### 2. Sign up for Training

\*Class sizes are limited, so get that training done! FACT, PCORE, and Support Team Training are all required. Child care is not provided.

### 3. Support Group

\*Start getting involved with other foster/adoptive families, find [a support group](#).

### 4. CPR/First Aid Certification

\*Make sure it includes pediatric skills.

### 5. Work on your packet documents

\*This takes time and energy, so get started right away!

### 6. Schedule physicals

### 7. Send the School Involvement Survey to your school

### 8. Additional Trainings

- The Reasonable and Prudent Parent Standard (1.5 hours)
- Child Development and the Effects of Trauma: The Essentials (2 hours)
- Child Development and the Effects of Trauma: Infant and Toddler Development (1.5 hours)
- Child Development and the Effects of Trauma: School Age Child Development (1.5 hours)
- Child Development and the Effects of Trauma: Adolescent Development (1.5 hours)

[View the classes here](#). Please indicate your case manager as your supervisor when you register.

## SECTION E: FOSTER OR ADOPTION PROCESS SUMMARY

- STEP 1: Attend Orientation.
- STEP 2: Pick up Application Packet (\$100 fee).
- STEP 3: Send in Spiritual Questionnaire forms and Register for Training.
- STEP 4: Attend Spiritual Interview. Attend Training. Begin filling out Application Packet.
- STEP 5: Turn in completed Application Packet to the Project 1.27 Office.
- STEP 6: Office processes Application Packet (5 business days).
- STEP 7: Office will call you to pick up your processed Packet to deliver to County/CPA of your choice. Office will give you agency contact information.  
\*\*ALL TRAINING must be complete to receive packet back to give to the agency\*\*
- STEP 8: Choose a County/CPA. Make an appointment to drop off your Packet.
- STEP 9: Your County/CPA will begin the Background Check.
- STEP 10: Your County/CPA will begin the Home Study process.
- STEP 11: Home Study complete. You are a "certified foster family"!
- STEP 12: County will call you when they have an appropriate match for your family.
- STEP 13: You begin visits with the child or you accept a child on an emergency basis.
- STEP 14: Child moves into your home. You continue attending Family Support Groups.
- STEP 15: For Legally-Free Children: Adoption finalized after at least 6 months.
- STEP 16: Continue attending Family Support Groups for at least 6 months after your finalization. Other training/support as needed.

Though this process seems time consuming, it will put you way ahead by the time you arrive at the County for your Home Study. We have received great feedback from the Counties on how "well prepared" our families are!

### **CURRENT P127 PARTICIPATING COLORADO COUNTIES AND AGENCIES :**

Adams	A New World
Alamosa	Bethany Christian Services
Arapahoe	Hope and Home
Broomfield	Lutheran Family
Conejos	MapleStar
Costilla	Mt. Saint Vincent's
Denver	Services Nightlight
Douglas	Savio
El Paso	
Jefferson	
Larimer	
Morgan	
Rio Grande	
Saguache	
Teller	
Weld	