



IDAHO DEPARTMENT OF  
**HEALTH & WELFARE**

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## CERTIFIED FAMILY HOME INITIAL QUALIFICATION CHECKLIST

[www.cfh.dhw.idaho.gov](http://www.cfh.dhw.idaho.gov)

- FIRST STEP** – MUST complete a phone interview with your local Certified Family Home Specialist.
  - Local numbers can be found on the CFH website (where this form is located) by scrolling towards the bottom of the web page.
- \$150 non-refundable fee paid prior to attending the CFH New Provider Orientation Training.
  - Please contact your local Certified Family Home Specialist for the mailing address and further details.
- Complete Certified Family Home Application.
- Proof of **cleared** criminal history clearance for all individuals living in the home 18 years & older, except the resident(s).
  - To start the process, go to <https://chu.dhw.idaho.gov>. The Employer ID number is **1104**. The Criminal History Unit can be reached at 1-800-340-1246. Please refer to the Criminal History Background Check Applicant Guide enclosed in the orientation manual.
  - **Completed criminal history checks from other programs are not permitted.** The criminal history clearance MUST be for Certified Family Homes.
- Current First Aid **AND** Adult CPR – Online Courses are NOT permitted. Cards must be current.
- Certificate for Assistance with Medication course from a university, college or vo-tech.
- Proof of home ownership: Deed, mortgage statement, property taxes, lease/rental agreement.
- Proof of current homeowner's or rental insurance on the home or apartment.
- If your home is manufactured, proof of HUD approval – would have been built after June 15, 1976.
- Proof of passed electrical inspection, by a licensed electrician (if electric furnace/heat, this needs to be indicated on the electrical inspection). One-time requirement; keep the proof of inspection in your manual.
- Letter from your Fire District indicating your home / address is in a lawfully constituted fire district. This is a one-time requirement; keep the letter in your manual.
- Proof of 5lb ABC fire extinguisher(s) – receipt(s) of purchase or proof of service. The extinguisher(s) must be inspected annually. Extinguishers must be **mounted** at the time of inspection. There must be **one for each level** of the home.

- Smoke detectors must be installed in all sleeping rooms and in each hallway on every level of the home.
- Recommend all firearms be locked.
- Proof of passing a current fuel-fired furnace inspection. Fuel-fired furnaces must be inspected annually.
- Proof of passing a current fireplace, wood stove and/or pellet stove inspections, if applicable. Fireplaces, wood stoves, and pellet stoves must be inspected annually.
- Proof of a current landline telephone – a bill with your name, address and phone number.
- If you have city water, please have a city bill available displaying the address of the home where the resident will reside. **Water test for private water – water must be tested annually for those on private systems. *Your water analysis must report that bacteria and coli forms are absent from your water supply.***
- Septic system inspection for non-municipal systems or a sewer bill indicating you are on city sewer. Bills for city sewer must display the address of the home where the resident will reside. **Non-municipal systems must be inspected initially and every five (5) years thereafter, indicating it is in good working order and that your septic tank has either been pumped or pumping was not necessary.**
- Evacuation plan for the home. Drawing should identify rooms, windows, doors, fire extinguishers, smoke alarms, and arrows for exiting.
- Proof that the home has ramps, hand rails, or any other ADA modification if the person needing care is non-ambulatory.
- Any medical or psychological evaluations required for the prospective provider / applicant.

**Substitute Caregiver Qualifications, if applicable.**

- Completed Criminal History clearance for Certified Family Home. Employer ID number is **1104**.
- Current First Aid and CPR certification – online courses are NOT permitted.
- Certificate for Assistance with Medication course from a university, college or vo-tech.

**THE DEPARTMENT CANNOT COMPLETE YOUR APPLICATION AND CERTIFICATION PROCESS IF ANY OF THE DOCUMENTATION IS MISSING OR INCOMPLETE. THIS WILL DELAY YOUR APPROVAL AND PAYMENT.**

**IMPORTANT TIMELINES FOR PROSPECTIVE APPLICANTS:**

- Three-month timeline to attend orientation training after completing the interview with CFH staff. CFH fee must be paid before attending orientation training; this is a one-time non-refundable fee.
- One-year timeline to complete the checklist and complete certification. The prospective provider will need to pay an additional \$150 and complete orientation training again if past the one-year timeline.