FOSTER/ADOPTION HOME INSPECTION REQUEST PROCESS
(Application Form available via the following: 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)