**Homebased Services and Resources RFP/(Traditional) Home Application Instructions**

**The following four are required for your application:**

1. HSR Bridge Resource Family Home Assessment Application
2. OKDHS Request for Background Check
3. Oklahoma Department of Public Safety Records Consent and Request to Release
4. Bridge Resource Home Reference List

Once the forms are completed, you may scan them and RETURN them to HSR via email at [quila.webb@homebasedservices.org](mailto:quila.webb@homebasedservices.org) or you may mail them to Homebased Services and Resources, 104 S. Missouri Ave., Suite 102, Claremore, OK 74017.

**HSR Bridge Resource Family Assessment Application:**

* This application gives us basic information about your family/household and authorizes HSR and Oklahoma Department of Human Services (DHS) to complete initial background checks on your family, including public record searches, Oklahoma State Bureau of Investigation (OSBI), DHS Child Welfare checks, and Department of Public check (DPS)
* Include all household members, including college children who will be living at the home during summers and holidays.
* One copy of the Application form is required to be submitted
* If you are part of a couple, the form must be signed by both adult caregivers in the home

**OKDHS Request for Background check**

* This release form allows DHS to complete name based background checks through the OSBI, DHS and DPS
* Every person age 18 or older in the household must complete and sign at the bottom of the form.
* Be sure to identify if you have any aliases or maiden names. If not, please put “N/A” in that section of the form
* One form must be submitted to HSR for each person over the age of 18 in the household, including college age children who will be living at the home during summers and holidays.

**Oklahoma Department of Public Safety Records Consent and Request to Release**

* This release allows DPS to send DHS Information regarding your driving record.
* A Separation form is required for every person age 18 or older in the household, including college age children who will be living at the home during summers and holidays.
* Complete and sign in only the highlighted sections.
* The boxes have been pre-marked for convenience. No additional boxes should be checked.
* You do not need to send money; HSR/DHS pays for these checks.