Agency Application Checklist

Pre-Application:
- Read NSTRC’s Readiness Guide for Agencies document and assess your agency for readiness
- Contact NSTRC at gasafecare@gsu.edu with training-related questions and to schedule a one-hour informational webinar with NSTRC (if desired)

Application Requirements:
- Complete the GA SafeCare Application
- Identify an administrative point of contact for your agency
- Identify your local DFCS contact
- Submit the official college transcript for each Home Visitor via mail to
  GA Project Coordinator, NSTRC
  Georgia State University
  P.O. Box 3995
  Atlanta, GA 30302
- Submit a copy of the driver’s license for each Home Visitor
- Submit a copy of the DHS cogent background check for each Home Visitor
- Submit an organizational chart for your agency highlighting staff who will be involved in the SafeCare implementation
- Management must read and sign the Agency Agreement for SafeCare Training
- Each Home Visitor must read and sign the HV Agreement for SafeCare Training

Preparation for Training:
- Management will participate in a one-hour agency webinar with NSTRC
- All trainees must participate in a one-hour pre-training webinar with NSTRC
- Identify up to two families for each Home Visitor to work with after completion of the SafeCare Training workshop
- Purchase materials needed for SafeCare delivery