Children's Aid Society of Alabama

The staff of Children's Aid Society of Alabama would like to thank you for your interest in the APAC program. All of the following steps will need to be completed in order for us to proceed with the application process. Use the list below to ensure that you have all the necessary documentation required prior to submission. Any incomplete packets will not be considered.
Please print, complete and submit the following to the address below:

- ESS Consent (2 pages)
- Child Abuse & Neglect (Do not leave any required section blank. Put "n/a" if it does not apply to you.) Original form must be mailed.
- ACH Direct Deposit
- W9
- Therapist Self-Assessment (This form only pertains to Adoptive Family Group Leaders, Activity Group Leaders, Home Study Providers, TIPS & Deciding Together Leaders).
- Vendor Certification Form (completed and notarized)
- Current Resume
- A copy of your Photo ID
- A copy of your professional license/diploma (must have a visible expiration date)
- A copy of your TIPS Certification (This form only pertains to TIPS Leaders & Co-Leaders).
- Review the De-Escalation Policy
- Complete the Mandatory Reporting Training at http://training.dhr.alabama.gov/ and submit the certificate.

In order to contract with the Children's Aid Society of Alabama, applicants must be fingerprinted, cleared and receive a Letter of Suitability through the state of Alabama. The Vendor Certification Form noted above allows us to pre-register you with the state. You will need to complete the top section and sign. There are 2 places at the bottom that will need to be notarized. You will only need to have the bottom left section notarized and mail the form back in to us. We will then notarize the bottom right. You will be emailed further instructions once the state has pre-registered you in order for you to complete your fingerprint appointment.

Photo copies of previous Suitability letters will not be accepted. Please email Valerie Anderson at vanderson@childrensaid.org if you think that this may apply to you.

* Please note that a contract is not valid between you and Children's Aid Society of Alabama until the entire application packet is completed, all requested information is received, and a contract has been signed by both parties.

Please mail these items back to:
Children's Aid Society of Alabama
Attn: Valerie Anderson
2141 14th Ave South
Birmingham, AL 35205

If you have any further questions you may contact me directly at 205-943-5329 or 866-803-2722 or via email at vanderson@childrensaid.org.

Sincerely,

Valerie Anderson

Valerie Anderson
Administrative Coordinator
Alabama Pre/Post Adoption Connections