

Printing a Notification of Foster Home Approval

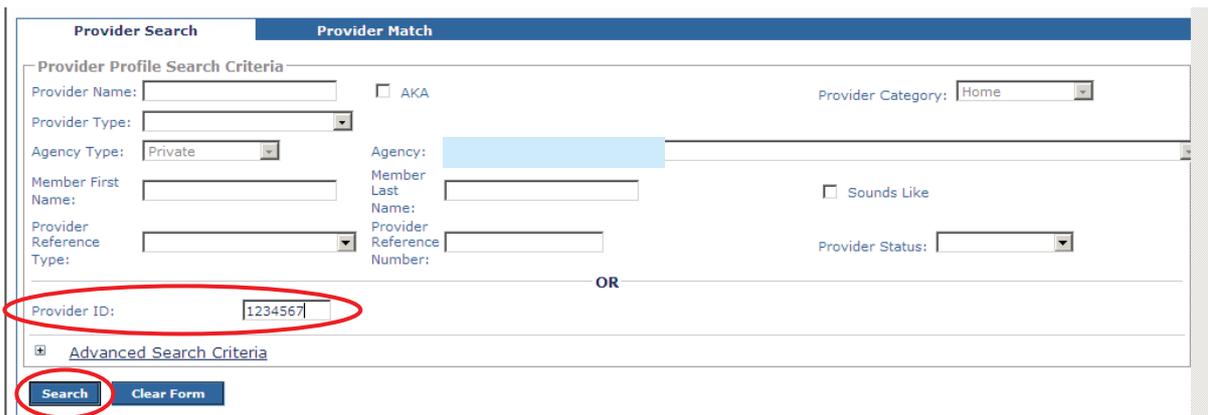
To print a notification of foster home approval (foster care license), complete the following steps:

1. On the SACWIS **Home** screen, click the **Provider** tab.
2. Click the **Directory** tab.



The **Provider Profile Search Criteria** screen appears.

3. Enter filter criteria in the fields, such as the Provider ID.
4. Click the **Search** button.



The screenshot shows the 'Provider Search' interface. The 'Provider ID' field contains the value '1234567' and is circled in red. Below the search criteria, there are two buttons: 'Search' and 'Clear Form', both of which are circled in red. The 'Search' button is highlighted in blue.

The results appear in the **Provider Profile Search Results** section of the screen.

5. Click the **Edit** link in the appropriate row.



The screenshot shows a table with the following columns: 'Provider Name/ ID', 'Provider Status', 'Provider Category', and 'Address'. The first row contains a redacted name, 'ACTIVE', 'HOME', and a redacted address. A 'view' link is visible to the left of the first row, and an 'edit' link is circled in red below it.

Provider Name/ ID	Provider Status	Provider Category	Address
[Redacted]	ACTIVE	HOME	[Redacted]

The **Provider Overview** screen appears.

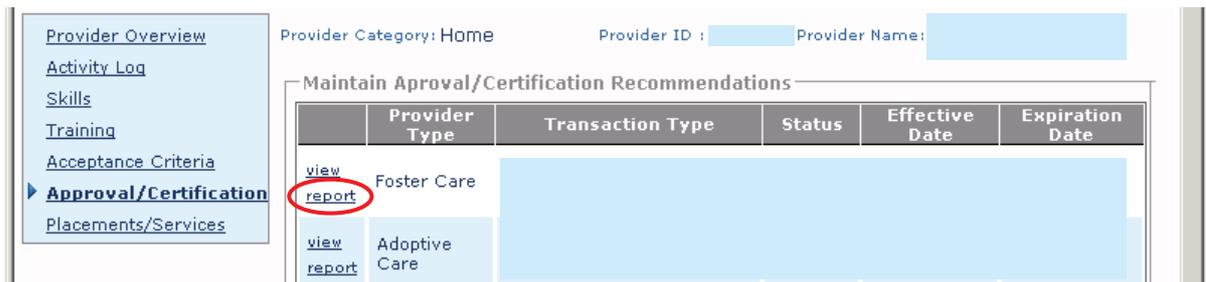
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6. Click the **Acceptance Criteria** link in the **Navigation** menu.



The **Maintain Approval / Certification Recommendations** screen appears.

7. Click the **Report** link in the appropriate row.



The **Available Documents** screen appears.

8. In the **Generate Document** field, select **JFS 01213 – Notice of Approval for Foster Home** from the drop-down list.
9. Click the **Select** button.



The **Document Details** screen appears.

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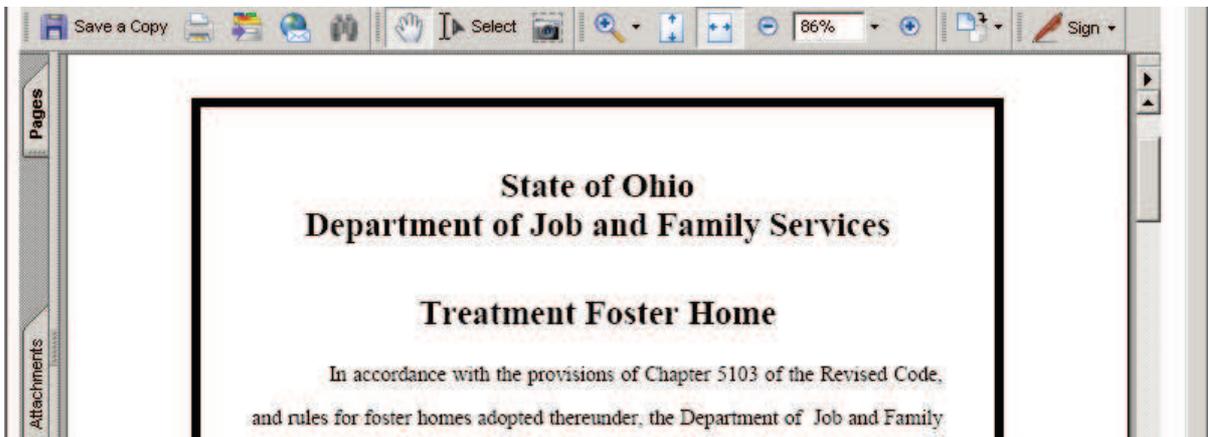
10. Click the **Generate Report** button.

The screenshot shows a web application interface with two sections: 'Document Details' and 'Document History'. The 'Document Details' section contains fields for 'Document Category', 'Work-Item ID', 'Task ID', 'Document Title', 'Work-Item Reference', and 'Task Reference'. The 'Document History' section contains a table with columns for 'ID', 'Date Created', 'Employee ID', and 'Name'. Below the table, there is a blue button labeled 'Generate Report' which is circled in red.

A message appears showing that your report is being created.



The report appears as a pdf file as shown in this example:



11. To save the report, click the **Save** button at the bottom of the screen.

