

WELCOME PACKET

Thank you for choosing Hope for Adoption for your home study services. Hope for Adoption is committed to providing you and your family with quality support throughout the process. We wish you much success throughout your adoption journey.

Please complete the entire home study packet. **Please make sure to read any and all instructions!** When completing your forms, always use your FULL LEGAL NAME – no nicknames. Also, please use a standard blue or black pen.

Please complete the attached documents and return them along with the \$200 NON-REFUNDABLE application fee to:

Hope for Adoption 609 Bentwood Trail Canton, GA 30114

You may also email the completed application to cheri@hopeforadoption.com and pay via Venmo or credit card. If you choose to email, you can contact us for payment options.

After we receive your application, you will be contacted immediately to begin the home study process.

Should you have any questions, please feel free to contact our office at 678-923-1019.

Cheri Denmon Executive Director



Last Name(s):				
Home Address:		County:		
Have you ever been denied an adoptive ho	ome study?			
	Applicant #	 1	Applicant #2	
First Middle				
Cell Phone Number				
Employer Phone Number				
Social Security Number				
Drivers License Number				
Date of Birth				
Place of Birth – City and State (as noted on your birth certificate)				
Email Address				
Nationality/Heritage				
U.S. Citizen? Yes or No				
Occupation/Position title				
Employer				
Employer Address				
Length of Employment				
Annual Income				
Debt				
Property owned (type/value)				



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Name	Age	Name	Age
Father:		Father:	
Mother:		Mother:	
Siblings:		Siblings:	
Nearest Hospital:		# Miles	<u> </u>
Nearest Fire Department:		# Miles	i
Nearest Police Department:		# Miles	
Nearest Elementary School:		# Miles	
Nearest Middle School:		# Miles	
Nearest High School:		# Miles	
Nearest 4 Religious Institutions:		# Mil	es
			es
			es es
Nearest Recreational Facilities:		# Miles	
Church Currently Attending:		# Miles	
Directions for Reaching Your Home: (Atta	ch a map if possible)		



Present Marriage Date Place Date Place Date Place P					
Cause of dissolution / Date Education – Grade School City, State Grade Completed Education – High School City, State Grade Completed Education – College City, State Degree Obtained Education – Other Religion/Church or Parish How long have you attended Members: Yes/No Organizations/Club	Present Marriage	Date	Place	Date	Place
Education – Grade School City, State Grade Completed Education – High School City, State Grade Completed Education – College City, State Degree Obtained Education – Other Religion/Church or Parish How long have you attended Members: Yes/No Organizations/Club	Previous Marriage(s)	Date	Place	Date	Place
City, State Grade Completed Education – High School City, State Grade Completed Education – College City, State Degree Obtained Education – Other Religion/Church or Parish How long have you attended Members: Yes/No Organizations/Club	Cause of dissolution / Date				
How long have you attended Members: Yes/No Organizations/Club	City, State Grade Completed Education – High School City, State Grade Completed Education – College City, State Degree Obtained				
	How long have you attended Members: Yes/No				

Children /Others in the Home (if stepchild, please specify custody arrangement):

Name	Sex	DOB	Relationship to Applicant #1	Relationship to Applicant #2



Please list all cities and states where you have lived in the last 10 years.

Applicant #1 City, State		Length of Residency (month/year form	<mark>at)</mark>
Applicant #2 City, State		Length of Residency (month/year form	at)
Please give your employ Applicant #1 Employer Name	ment history for the past 1 City, State	0 years. Length of employment (month/year)	Job Title
Applicant #2 Employer Name	City, State	Length of employment (month/year)	Job Title



Have you ever declared bankrupto	cy? If yes, please explain	
LIFE INSURANCE		
Amount	Company	Beneficiary
• •	cused or convicted of child abuse? Yes	
• •	d psychiatric or psychological counseling	
Include date, name and address o	of physician	
	ory of prolonged usage of drugs or alcoho please explain:	
	any sexual or physical abuse as an adu please explain:	
• •	rested or convicted of any criminal offens	



References (Five - 5) with full address, phone numbers and email address.

Please include: two family member and three non-family members. If you have worked with children within the past 5 years, one reference must be from that employer, supervisor, or pastor (if you volunteered at your church).

Name	Address	Telephone	Email	
Child Preferred:				
Sex:	Age Range:	Race Preference: _		
Single Birth	Twins			
☐ Drug Exposure	☐ Mental Illness	Premature Birt	h	
Openness of Adoption:				
Open	Semi-Open			
Applicant #1's Signature	Date	Applicant #2's S	ignature	Date

^{**}When completed, please return along with the \$200 NON-REFUNDABLE application fee to Hope for Adoption.



ORIENTATION CHECKLIST – PRE-APPLICATION

Prior to accepting fees of any kind, Hope for Adoptio prospective adoptive parents to assist them in making	n provides the following information through orientation to the g an informed decision.
home study reports and evaluations for families who	n is a home study only agency. We are licensed to complete adoptive wish to adopt domestically. We also conduct post placement reports place children for adoption and we do not provide foster care services.
 Eligibility Requirements for Adoption – Prospect 21 years of age or older Married or Single Valid motivation to adopt Stable marriage and/or family life Solid and safe parenting practices Financially able to provide support for the fa Proved employment history Validated truthful application and forms Good physical and mental health Safe and secure home environment Solid character references Exhibit realistic adoption expectations 	ive Adoptive Applicants must meet the following guidelines: mily
certified placing agencies. Once the adoptive family	on – After the home study is completed, adoptive families will apply to has accepted a match and they accept placement of a child, post ocur once the post placement supervision has been completed.
Fee Schedule and Refund Policy – see attached	d form
three weeks if all criminal checks and documents had is largely dependent upon how quickly the adoptive f	rocess Will Take – A home study report may be completed in as little as ve been received. The time it takes to complete the home study report family can gather the documents as required by the State of Georgia. A placement quickly or it could take as long as 18 months.
Type of Children Available for Adoption – Dome older children or sibling groups are available.	stic adoption offers healthy newborns of all ethnicities. Occasionally,
Client Signature:	Client Signature:
Date:	Date:



HOME STUDY FEE SCHEDULE

Cash, Check and Credit Cards are accepted.

Service Application Fee	<u>Fee</u> \$200
Domestic Home Study	\$1,500.00 (1 home & 2 office visits - \$750 is due at initial visit & at 2 nd visit)
Expedited Home Study	\$1,700.00 (1-2 weeks - \$850 is due at initial visit & at 2 nd visit)
Home Study Amendment	\$100 due at the time changes are made
Home Study Update	\$600.00 due at time of home visit
Subsequent Home Study	\$850.00 due at time of home visit
Post Placement Supervision	\$250.00 per visit due at time of visit
Court Report for Finalization	\$250.00 must be received before release of the Court Report (Domestic Adoption)
Travel (paid directly to the caseworker)	Charged at the current IRS guidelines - per mile roundtrip, due at time of home visit
Additional Home Study Reports	\$25.00 each (2 Reports are provided)
	Home Study Refund Policy
	endered therefore, there are no refunds. If you put your home study on hold for a be billed at the rates in effect once you begin the home study process again.
Client Signature:	Client Signature:
Date:	Date:
Agency Rep:	Date:



SERVICES PROVIDED: Hope for Adoption is a home study agency only. We are licensed to complete adoptive home study reports and evaluations for families who wish to adopt domestically. We also prepare court reports and post placement reports for domestic adoptions. We do not place children for adoption and we do not provide foster care services.

ELIGIBILITY REQUIREMENTS: Any person, either married or single, may apply to the agency for the completion of a home study report. The minimum requirements for any home study report involve three home study meetings (at least one must be in your home), medical evaluations for all members of the household, verification of finances and employment, criminal history background checks, adoption education, reference letters, completion of self-study reports, and a home inspection. We are not able to work with any applicant who may have a felony conviction.

APPLICATION FOR SERVICES: Any person, or married couple, (residents of Georgia) desiring to apply for an adoptive home study evaluation will receive instructions to complete an application packet, the documents for which can be found on this agency's website. The adoptive applicant(s) then forwards to Hope for Adoption by mail, an application for the purpose of entering into a contract with Hope for Adoption to perform the Adoptive Home Study Assessment. The application must be signed and dated.

ESTIMATED TIME TO COMPLETION OF HOME STUDY REPORT: A home study report may be completed in as little as three weeks if all criminal checks and documents have been received. The time it takes to complete the home study report is largely dependent upon how quickly the adoptive family can gather the documents as required by the State of Georgia.

DETAILED EXPLANATION OF FEE STRUCTURE: Fees paid for services rendered are earned at the time of payment and are thus non-refundable.

- ADOPTIVE HOME STUDY EVALUATION FEE: The Adoptive Home Study Report fee is made in two payments
 and is due on the first and second home study visit. The application fee of \$200 is due when the application is
 mailed to our office. On the first and second home study visit, this agency will collect \$750 at each visit for the home
 study report. Any mileage costs incurred will be paid at the time of the home visit. THESE FEES ARE NONREFUNDABLE.
- EXPEDITIED HOME STUDY FEE: A home study may be expedited (subject to the approval of the agency Director) for an additional fee of \$200. THIS FEE IS NON-REFUNDABLE.
- FEES FOR MATERIAL CHANGES OR AMENDMENTS TO THE HOME STUDY REPORT: Revisions to the home study report, or amendments needed (i.e. major updates prior to the expiration of the home study, etc.) after the final report has been written, approved and forwarded to the adoptive applicant are assessed at \$100 to re-issue the report or complete the amendment. This fee is due and payable at the time that the changes are made. THESE FEES ARE NON-REFUNDABLE.



- ADOPTION HOME STUDY UPDATE FEE: If your home study is expiring or has expired and you are a current
 Hope for Adoption client, a home study update fee of \$600 will apply as we will waive the application fee. If you are
 a new client to Hope for Adoption, a fee of \$800 is due and payable when a home study report must be updated.
 The increased fee for non-Hope for Adoption families is due to the increased amount of paperwork required. This
 fee is collected at the home study meeting in the adoptive parent's home. THIS FEE IS NON-REFUNDABLE.
- SUBSEQUENT HOME STUDY FEE: If you are a former Hope for Adoption client and would like to adopt again, a
 subsequent home study fee of \$850 will apply as we will waive the application fee. If you are a new client to Hope
 for Adoption, a fee of \$1050 is due and payable when a home study report must be updated. The increased fee for
 non-Hope for Adoption families is due to the increased amount of paperwork required. This fee is collected at the
 home study meeting in the adoptive parent's home. THIS FEE IS NON-REFUNDABLE.
- POST PLACEMENT FEE: A fee of \$250 is due and payable at the time of each post placement visit. THIS FEE IS
 NON-REFUNDABLE. **Please note that failure to comply with the required post placement reports will delay
 the finalization of your adoption.
- COURT REPORT: If a court report is needed for an adoption finalization, Hope for Adoption will complete the Court Report for a fee of \$300. THIS FEE IS NON-REFUNDABLE.
- FEE FOR MILEAGE AND TRAVEL TIME: Mileage for the case worker to and from the adoptive family's home, or agreed upon meeting place, will be assessed at current IRS guidelines in place at the time of the meeting. THESE FEES ARE NON-REFUNDABLE. We do not collect additional fees for travel time.
- COPIES OF THE HOME STUDY REPORT: Hope for Adoption will provide the adoptive family with two notarized
 originals of the home study report. We will provide one copy of all documents needed for a domestic ICPC packet.
 Additional original home study reports and/or home study documents needed which are requested after the initial
 home study report has been released are available at \$25 each. Payment must be sent to our main office before
 the request will be processed. THIS FEE IS NON-REFUNDABLE.
- RECEIPT FOR SERVICE: The adoptive family will receive a receipt listing agency expenses and the fees paid
 when the home study report is issued.

LEGAL PROCEDURES INVOLVED IN ADOPTION: The adoptive family will be advised of the various legal issues involved in adoption. This will include birthparent rights, adoption searches, the selection and placement process, the ICPC or CIS process, post placement reports, and finalization of their adoption. This will occur during the first orientation home study meeting.

THE ADOPTIVE HOME STUDY PREPARATION, PROCESS, AND PROCEDURES: Hope for Adoption will acknowledge acceptance of the application by phone or email at which time the first home study appointment may be scheduled.



The Adoptive Home Study Assessment is the process by which the adoptive family engages the services of Hope for Adoption to determine the readiness of their home for the placement of an adoptive child or children. A key element of this process is the preparation of the family for the placement, including education, support, and contact with other adoptive families. This process is a contractual agreement which is entered into voluntarily. Either party may terminate the process at any time. The termination of the Adoptive Home Study Evaluation process shall be acknowledged by the written and signed notification to the other party by mail or email. Any fees paid up to this point are non-refundable.

The Adoptive Home Study Evaluation Process is comprised of the following components:

- The assessment of the adoptive family for adoption services shall include a minimum of three visits. The first visit shall be the adoption orientation. At least one visit shall be in the adoptive parent(s) home. The applicant(s), and any other individuals who reside in the home, shall be seen and interviewed at the home visit. Applicant(s) shall be interviewed together as well as separately.
- The family will complete a personal profile questionnaire or "self-study". The adoptive family will also provide Hope for Adoption with copies of the birth and marriage certificates, divorce decrees, and adoption decrees for all members of the household as applicable. This written questionnaire and all other documents required for the home study report must be on file with Hope for Adoption before the family's home study report can be issued by the agency.
- Approval or disapproval of the adoptive family for the placement of a child shall be made by the Adoption
 Caseworker in conjunction with the agency's Executive Director including the Casework Supervisor. These staff
 members shall review the written home study report and any supporting information and data as necessary. The
 adoptive family will be notified in writing as to the disposition of the evaluation.
- A decision on approval of the adoptive applicants shall be made within 10 days of the last contact with the applicant(s) and/or receipt of all required home study documentation. A denial of the home study report will be fully documented in the adoptive family's file. Adoptive families receiving an unfavorable home study assessment will be given a list of resources with which to strengthen areas which Hope for Adoption perceives as limitations. It is the policy of this agency not to provide a home study report to persons with felony convictions.
- A completed Adoptive Home Study Assessment which contains a favorable recommendation does not guarantee
 the placement of a child or children in the applicant(s) home. Placement of a child or children is the responsibility of
 the applicant's placement source (the "placing agency or attorney" for a domestic adoption). Hope for Adoption
 cannot be held responsible, either financially or in any manner, for the outcome of the adoption process.
- Prospective adoptive families should not apply and begin the home study process until they are ready to participate fully in the process. Fees, interviews, and documents expire at twelve months from the time the application is



 received; therefore, delays during the home study process will result in a family having extra interviews, revising documents, and paying additional fees.

CRIMINAL HISTORY FOR ADOPTIVE CLIENTS: All adoptive applicants must be forthcoming and honest about a criminal charge. If an applicant has *ever* been fingerprinted for an arrest, the GBI and/or the FBI report will show this arrest. It is understood by the adoptive applicant(s), that no matter what they have been told by a police officer or an attorney, if they were ever fingerprinted regarding a law enforcement matter, this information will show up on a GBI or FBI criminal background check. This includes charges made by the applicant when underage, expunged records, and dropped charges. Felony convictions will almost always result in the inability to obtain a favorable home study report.

INTERAGENCY AGREEMENT WITH A GEORGIA LICENSED CHILD PLACING AGENCY: A child placing agency (CPA) that is licensed in another state is allowed to engage in placement activities in Georgia only if the CPA is also licensed in Georgia or has an approved agreement with a Georgia licensed CPA. Placement activities also include the home study and post placement. An inter-agency agreement must be in place prior to an out-of-state agency presenting a profile to a birth mother. It is the responsibility of the adoptive family to notify Hope for Adoption of any agency they apply with so that the agreement can be in place. Hope for Adoption only does home studies and post placements so any additional placement activity in Georgia will need to be done through another CPA licensed in Georgia.

POST PLACEMENT SERVICES: According to regulations for the State of Georgia regarding families who adopt a child within the State of Georgia, either Hope for Adoption or the family's placing agency or attorney will conduct a minimum of two post placement visits after the placement of a child and monthly visits prior to the Petition for Adoption being filed. The first visit shall be made within 30 days of placement of the child. There shall be 30 days between the required home visits. Post placement visits will continue until a court date for finalization has been set at the request of the placing agency.

For families adopting a child from another state, the originating state and/or placement agency may require additional postplacement visits and the adoptive family will follow the post placement requirements of the other state or the state where the adoption is being finalized.

It is the sole responsibility of the adoptive family to contact Hope for Adoption regarding post placement services in compliance with agency, state regulations for post placement supervision according to the schedule of their placement agency. The adoptive applicant agrees to pay the post placement fee and mileage costs incurred for supervision services to Hope for Adoption at the time the service is rendered. The length of the post placement supervision varies from case to case and each applicant must cooperate and fulfill their obligations for post placement supervision.

INTERSTATE PLACEMENT OF CHILDREN: Hope for Adoption shall comply with the applicable laws of the State of Georgia and with the provisions of the Interstate Compact on the Placement of Children, known as ICPC. ICPC is the interstate agency provided in each state, that regulates the approval of adoptive parents with the placement of adoptive children concerning temporary placement of a child with the adoptive family before finalization. This process usually takes around 10 to 15 days to complete after the birth or placement of the child.



ADOPTION FINALIZATION: The adoptive family shall engage, at their own cost, legal representation for the finalization of their adoption. In the case of a domestic adoption, this shall take place at the conclusion of the post placement period and after all requirements have been fulfilled for both the sending and the receiving state.

POST-ADOPTION SERVICES: In addition to post placement services, Hope for Adoption is available as a resource and counselor on an on-going basis to our adoptive families. We welcome a continued relationship with our families through the years.

UPDATE OF HOME STUDY: Domestic home study reports remain valid for one year from the approval date. All documentation provided for the home study report remains valid for twelve months from the date on the particular document. It is the sole responsibility of the adoptive family to contact Hope for Adoption to update the adoption home study report *at least* eight weeks prior to the expiration of a home study report.

GEORGIA ADOPTION REUNION REGISTRY: Georgia has an Adoption Reunion Registry that is available to biological families and adoptees. The Adoption Reunion Registry has a variety of services and can assist adoptees in locating their birth parents and birth parents who desire to locate the children they placed for adoption. You can learn more about the services here: https://www.ga-adoptionreunion.com.

GRIEVANCE PROCEDURE: All applicants shall have the right of appeal of grievances. Applicants agree not to engage an attorney and/or enter into litigation. Should a difference arise between an applicant and their adoption case worker, such differences must be settled in the following manner:

- Grievances should first be discussed with the adoption caseworker involved. If the difference is not resolved, the
 applicant should inform the adoption caseworker in writing as to the nature of the grievance within two working
 weeks. At that time, the applicant should request a conference with the Casework Supervisor. If needed, the
 Casework Supervisor will meet with the applicant(s) at the Casework Supervisor's office within two working weeks
 of the date of receipt of the applicant's written grievance request.
- If resolution is not reached within two weeks after the applicant meets with the Casework Supervisor, the nature of the grievances shall be presented, in writing, to the Executive Director by the applicant. The Casework Supervisor and the caseworker will also report, in writing, the results of their findings to the Executive Director. The Executive Director will arrange a meeting within two weeks, between the applicant(s), the Adoption Consultant, and the Adoption Supervisor. The Executive Director will render a decision, in writing, to the applicant(s), the Casework Supervisor, and the caseworker, usually within two weeks after the conference. The decision of the Executive Director is final.
- If this procedure does not result in an agreeable resolution, the applicants may choose to participate in an objective, professional mediation service and abide by the recommended resolution. The adoptive applicants will pay for these mediation services.



ESTABLISHING, MAINTAINING, AND STORAGE OF RECORDS AND FILES: Hope for Adoption shall maintain adoption records pertaining to each family. All finalized, or closed files, and all legal documents will be housed in the administrative office of Hope for Adoption until the adoption is finalized and/or the case is closed. These records are to be maintained in fireproof, locked file cabinets. Once the adoption is finalized and/or case closed, the adoption records will be converted to a non-paper format. From that time forward, Hope for Adoption can only retrieve documents for adoptive families by a court order. It is the adoptive applicant's responsibility to keep copies of *all* their documents. Documents provided to Hope for Adoption by the adoptive family become an official part of the Hope for Adoption record and are the sole property of Hope for Adoption.

CLIENT'S RESPONSIBILITY FOR KEEPING DOCUMENTS CURRENT: The prospective adoptive family further acknowledges that under the laws of the State of Georgia, the home study will be valid for a period of twelve months from the date upon which the report is completed and signed by Hope for Adoption. Supporting home study documents may be current for only one year from the date on the individual document (i.e., medicals, Child Protective Service forms, criminal history reports, reference letters, pet vaccinations, sewage and water approval, employment letters. etc...), depending upon the requirements of individual placement agencies or states. Even though the home study may not have expired at the time of a referral for the placement of a child, the supporting documents may have expired and will need to be resubmitted to Hope for Adoption.

Important: There is no feasible way for Hope for Adoption to know the following:

- When a referral from a placement agency will be made
- Changes in document requirements of the placement agency or another state

It is the sole responsibly of the adoptive family to contact Hope for Adoption and their placement agency prior to the one-year anniversary of the documents to determine whether or not updated documents need to be submitted by the adoptive family to the placement agency in order to meet the requirements of the placement agency or the state from which the adoptive applicants are adopting. The adoptive family may access all home study forms and criminal background check instructions from our website. (Exception: Applicants adopting through a Texas Placement Agency must have certain documents updated every six months.)

BEHAVIOR MANAGEMENT: Hope for Adoption is committed to the philosophy that effective behavior management is based on consistency and effective communication of expectations and consequences. The long-term goal of behavior management is to teach children self-control and self-discipline. The type of behavior management needed is determined by the age of the child and the child's individual needs and personality. Distraction, reasoning, "time-out" and cause and effect learning techniques are all effective means for teaching a child's self-control skills. Corporal punishment is never an appropriate form of discipline.

The following forms of behavior management shall not be used by a prospective adoptive parent(s):

- Assignment of excessive or unreasonable work tasks
- Denial of meals or hydration



- Denial of sleep
- Denial of shelter, clothing, or essential personal needs
- Denial of essential services
- Verbal abuse, ridicule, or humiliation
- Restraint, manual holds, and seclusion used as a means of coercion, discipline, convenience, or retaliation
- Corporal punishment
- Seclusion or confinement of a child in a room or area which may reasonably be expected to cause physical or emotional damage to the child; or
- Seclusion or confinement of a child to a room or area for periods longer than those appropriate to the child's age, intelligence, emotional makeup and previous experience, or confinement to a room or area without the supervision or monitoring necessary to ensure the child's safety and well-being.
- Children shall not be permitted to participate in the behavior management of other children.

Hope for Adoption shall take appropriate corrective action when it becomes aware of, or observes, the use of prohibited forms of behavior management. Documentation of the incident and the corrective action taken by the agency shall be maintained in the case records of the child and family.

By signing below, I/we acknowledge that I/we have read, understood, and will comply with the Policies and Procedures listed in this document as set forth by Hope for Adoption, Inc.

Adoptive Father	Date	Adoptive Mother	Date
Caseworker	Date		



GEORGIA CHILD ABUSE REGISTRY

Please complete the following information so we can submit your Georgia Child Abuse Registry Check. Adoptive Father Full Name Any other names used _____ Date of Birth _____ Social Security Number _____ Adoptive Mother Full Name ______ Adoptive Mother Middle Name Given At Birth _____ Adoptive Mother Maiden Name Any other names used _____ Date of Birth _____ Social Security Number ____ PLEASE GIVE COMPLETE GEORGIA ADDRESSES FOR THE LAST 5 YEARS. INCLUDE DATES IN MONTH/YEAR **FORMAT:** ANY OTHER HOUSEHOLD MEMBERS OVER THE AGE OF 18 Name _____ Relationship _____ Date of Birth _____ Social Security Number ____ Gender _____ Previous State(s) _____ Years _____