**A Family For Every Child**

(541) 343-2856/(877) 343-2856

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www.afamilyforeverychild.org

**Family Checklist**

Home Study fee: $1500.00 Foster care Adoption

$3000.00 Independent Study

**The Home Study fee is non-refundable.**

**Application Contents**

\_\_\_\_\_ Service Request Contract (signed by both applicants)

\_\_\_\_\_\_Authorization of Release of Information (initialed, signed & dated by both applicants)

This form will be updated annually

\_\_\_\_\_\_Financial Statement (signed by both applicants)\*

\_\_\_\_\_ Confidential Medical Report (one per applicant)

\_\_\_\_\_ Adoption Agency Fee Schedule

\_\_\_\_\_ Travel Fee Agreement (signed by both applicants and Adoption Worker)

\_\_\_\_\_ Safety Checklist (CF979)

\_\_\_\_\_ Agency Disruption Policy

\_\_\_\_\_ Family Rights and Grievances

\_\_\_\_\_ Discipline Policy

\_\_\_\_\_ Birth Certificates or State Issued Photo ID

\_\_\_\_\_ Marriage Certificate

\_\_\_\_\_ Divorce Decree (if apply)

\_\_\_\_\_ Guardianship Information Sheet

\_\_\_\_\_\_6 references (must have 5 non-related)

\_\_\_\_\_\_Criminal History

\_\_\_\_\_\_\_Image for the front of your Home study

\_\_\_\_\_ Child Welfare/ Foster Parents Record Request (if DHS History, mandatory)

**Family Information Documents**

\_\_\_\_\_ Adoptive Parent Preference

\_\_\_\_\_\_Family Reference Sheet\*

\_\_\_\_\_ Individual Information Sheet (per each applicant)\*

\_\_\_\_\_ Autobiographies (per each applicant)

\_\_\_\_\_ Present Life Sketch (per each applicant)

**OPTIONAL**: One or more of the below may also be required or if your worker feels it would benefit you to have any of these additional documents we reserve the right to ask for them.

\_\_\_\_\_\_Credit check

\_\_\_\_\_ Evacuation Plan

\*Please be sure all questions are answered. State N/A if it does not apply.   
\*\* Please send copies only. Original documents are not needed, these items stay in file.

**Criminal History** – Any persons over the age of 18 living in the home will be required to complete and pass and background check. You will need to provide your adoption worker a copy of each drivers license or state issued identification card (front and back) for each resident requiring a background check, along with each birthdate. Your information will be entered online into the CRIMS system by your Adoption Worker. You will then receive an email to finish the process. Be sure to ***disclose all arrests or convictions even if they were dismissed or have been expunged*** from the record.

\_\_\_\_\_ Each applicant

\_\_\_\_\_ Children over the age of 18 residing in the home

\_\_\_\_\_ Other Adults Living In Home

\*Criminal History and Back ground checks will need to be run yearly

**Financial Information** - To validate income we require your last year’s tax return (only the state and federal tax return summaries are necessary), a credit report which you can get free at www.annualcreditreport.com, proof of employment which is usually a reference check with your employer along with a pay stub, or any W-2 forms from your employer.

* Last year’s tax return (only summary of return is needed) OR
* Proof of Employment, pay stubs or W2 forms
* Optional: Credit Report

**Medical Forms** - Medical forms must be dated with the physician’s name and address clearly printed or typed. Both the adoptive parent and physician must sign the form. If you have not had a physical exam within the last six months, you must proceed with one. If you have, ask your physician to complete the enclosed form and return it to our office. We cannot ask your physician to do this when s/he is not acquainted with your current physical condition.

\_\_\_\_\_ Applicant 1 \_\_\_\_\_\_ Applicant 2

\*If you are still in the process after two years, these will need to be repeated at that time.

**Color Pictures** - Snapshots cannot be returned. These should be given to your Adoption Worker or sent to their email in jpeg format.

\_\_\_\_\_ Each Applicant \_\_\_\_\_ Family \_\_\_\_\_ Outside of home \_\_\_\_\_ Living area

**Reference Checks** - 6 required - References must have known you well for two or more years and **5 must be unrelated** to the family.