

WELCOME AND INSTRUCTIONS **TENNESSEE HOME STUDY REPORT**

Welcome! We are excited that your family has chosen **Home Adoption Studies** to complete your Home Study Report! **Home Adoption Studies** is committed to providing you and your family with quality support and we wish you much success throughout your adoption process.

To get started, go to www.homeadoptionstudies.com and download the Welcome Packet with the following forms:

1. Application
2. Agreement
3. Fee Schedule

Mail these completed forms along with the **\$200 NON-REFUNDABLE** application fee to the address listed below, or email the application and use our PAY NOW button. After we receive your application, the home study visit will be scheduled. Your home study packet does not need to be complete to schedule the home study meeting.

If you have completed this step, then Download all the rest of your home study forms from our website at www.homeadoptionstudies.com, under "HOME STUDY PACKET", on the forms page.

When completing your forms always use your FULL LEGAL NAME AS IT READS ON YOUR BIRTH CERTIFICATE – no nicknames!

Please complete the entire home study packet. You may submit your home study packet to Home Adoption Studies in one of two ways:

1. Give your completed Home Study Packet to your social worker at your home study meeting.
2. Priority mail your completed Home Study Packet to our office at the address below.

Should you have any questions, please feel free to contact our main office at 447-0414 or your Tennessee Social Worker, Leslie Shands, at 615-519-7182.

Sherry Keadle
Executive Director

Leslie Shands
Adoption Case Work

COMPLETING YOUR HOME STUDY DOCUMENTS

***1) Application:** Please complete the entire application and mail with the \$200 NON REFUNDABLE FEE to our main office at: **642 Pemberton Dr., Lebanon, TN 37087**

***2) Home Study Agreement / Fee Schedule/ Refund Policy:** Please sign and mail the Home Study Agreement/Fee Schedule/Refund Policy along with your completed application.

- **Home Studies:** Because Tennessee only requires one visit, we request that the entire home study fee be paid at the time of your appointment. Round trip mileage will be charged in a separate check made out directly to your social worker.
- **Post Placement Reports and Home Study Updates:** The entire \$225 fee plus mileage is due at the post placement or home study update meeting. Mileage will be charged based upon current IRS guidelines in a separate check made directly to your case worker.
- **Domestic Adoption Court Reports:** This fee must be received by Home Adoption Studies before the court report will be released for your adoption finalization court hearing.

3) Orientation Checklist: Over view of home study process, fees, and paperwork, sign this when your case worker comes for your home visit.

4) Policies: Please review and sign the last page.

5) Post Placement Agreement: This is the contracted agreement that we will complete your post placement visits.

6) Self- Studies: Please complete one for each adoptive parent. Please answer all questions and then sign.

7) Criminal Check Acknowledgement: Please sign. The Criminal Check Acknowledgement is an acknowledgment that background checks will be conducted for all members in the household age 18 and over. All members of the home age 18 and over must fill out these forms.

8) Criminal Checks:

- **Child Abuse Registry Check:** This is the child abuse registry consent form. Fill out the appropriate sections for the Department of Children's Services check. Please sign and mail with your completed application or email to us asap. Home Adoption Studies will complete the check. Everyone in the home age 18 and older must submit to this.
- **Local Criminal Record Check:** Please use the form provided on our website and complete this at your local police or sheriff's department. Everyone in the home age 18 and older must complete this.
- **TBI / FBI Identogo Check:** Please follow the guidelines provided to register for Identogo. Everyone in the home age 18 and older must complete this.
- **911 Screen:** Completed by the dispatch unit, or E911 communications unit, at your local police or sheriff's department. Please bring our 911 form with you.

9) Arrest Disposition and Letter of Explanation (if applicable): If either of you have ever been arrested for any reason, no matter how long ago it may have been, Tennessee requires that you obtain a complete "arrest disposition". This means you will write a letter of arrest disposition which will show what you were arrested for, what you were convicted of, what restitution you may have made (i.e. paid a fine, community service, jail time, etc.). You must

also write a letter explaining the circumstances surrounding the arrest and the steps you have taken to ensure that you would never be arrested for similar reasons again.

10) Medical Report: One per adult family member age 16 and over. This form must be completed by your physician, be signed by the physician, and the physician must also print their name along with the date. This form must be signed by a medical doctor and not a nurse, nurse practitioner, or physician's assistant. A standard urine drug screen, panel 5 or 10, must be performed on all members in the home age 16 and older and the results included in your ICPC packets. You will also need to be tested for TB (age 16 and over) and HIV and include these test results in your packet. Please schedule this appointment as quickly as possible as completion of the Medical Report frequently delays the completion of the home study.

11) Pediatrician Report and Immunization Verification: This form must be completed by your pediatrician for each child, signed, and the pediatrician must print their name along with the date. The form must be signed by a medical doctor only. Please also obtain a recent copy of your child's immunization record to be included with the letter.

12) Health Insurance Verification: Photocopy the front and back of your health insurance card(s).

13) Guardianship Letter: Please fill out the information with the persons who will assume care of your child if you were to be unable to parents or die unexpectedly.

14) Child Safety Agreement: This is the Behavioral and Discipline policy. Please read thoroughly, initial, and sign.

15) Firearm and Pool Safety Statements: Please sign and return both forms.

16) Financial Form and Mortgage/Lease Verification: Complete all applicable sections. Please attach a copy of your warranty deed, mortgage payment stub, or lease agreement to this document.

17) Most Recent Federal Tax Returns: Please provide the summary pages of the 1040 (page 1 and 2) from your most recent Federal Income Tax return. We do not need copies of your schedules or attachments.

18) Employment Verification: This form must be photocopied, or the information transferred, on to company letterhead, signed, and dated by your employer. If you are eligible for bonus pay, this information should be included. If you are self-employed, your CPA must complete a verification letter on their letterhead by indicating the name of your company.

19) Employment History: Please copy your resume or list the past 10 years of employment (or post- college if applicable). Please list the name of the company and the calendar years that you worked there.

20) Reference Letters: Five references must be obtained (2-family member / 3-non-family members). Please have them sent by email to Home Adoption Studies or sent to you to be collected at the home visit. NOTE: If you have worked with children in any capacity in the past five years, one of the four references must be obtained from that particular employer.

21) Adoption Training Certificate: Please sign with your case worker at your home visit.

22) Authorization Letter: Please sign with notary. We will need this in order to share your information with ICPC and verify your information.

23) Address Form: List all of your previous addresses for the past 5 years, unless international.

24) Grievance Form: This form is for you to keep in case you have a grievance with Home Adoption Studies professional performance. If you have a grievance you would fill out this form and send it to our address at the attention of our Board of Directors. They will properly and in a timely manner address your concerns.

Additional Documents You Need to Provide:

We need a COPY of your marriage certificate, citizenships, all birth certificates, divorce decrees, adoption finalizations, and/or death certificates.

Pet Vaccinations: Obtain copies of these records from your Veterinarian showing all animals in the home to be up to date with regard to rabies and required vaccinations.

Pictures: Provide pictures of the adoptive mother, adoptive father, front of your home, room where your adopted child will reside and (if applicable) a photo of children already residing in the home. We can accept a black and white photocopy and emailed copies of your adoption profile for this.

Septic Tank Letter (if applicable): You must provide a letter from your county health department, or a septic tank inspection company, stating that the septic tank is clean, in working order, and can accommodate an additional person in the home. This can take some time to schedule.

Well Water Test (if applicable): If your home is served by well water, please provide a well water test showing the water to be free of contaminants.



HOME STUDY PACKET

CHECKLIST

Here are the documents needed in order for each Home Study packet:

- _____ Orientation Letter
- _____ Polices Signature Page
- _____ Home Study Application
- _____ Home Study Agreement
- _____ Fee Schedule
- _____ Post Placement Agreement
- _____ Self Study (husband & wife)
- _____ Criminal Check Acknowledgement
- _____ Child Abuse Registry Check
- _____ Local Criminal Records Check(s)
- _____ National Sexual Offenders Check(s) (provided by HAS)
- _____ 911 Call Report for last five years
- _____ Finger printing with Identogo, TBI and FBI clearances
- _____ Arrest deposition and explanation (if applicable)
- _____ Medical Evaluations (includes *HIV, TB, and *drug screen) * Domestic Only
- _____ Pediatrician Evaluation(s) (if applicable)
- _____ Health Insurance verification (including copy of card)
- _____ Guardianship Letter
- _____ Child Safety Agreement
- _____ Fire Arms Statement
- _____ Swimming Pool Statement
- _____ Financial Statement (attached verifying information, including mortgage or rental stub)
- _____ Most current tax returns for last year (1040 pages only)
- _____ Employment Verification (husband & wife)
- _____ Resume or list of the last 10 years of employment (or since college)
- _____ Copy of drivers license (husband & wife) and Passports (for international)
- _____ Copy of Auto Insurance
- _____ Copy of birth certificates, citizenships, adoption finalizations, marriage certificate, divorce decrees, or death certificates
- _____ Family Profile (picture of family, front of home, and room for baby)
- _____ Current Pet Vaccinations
- _____ Septic Tank Inspection or City Water and Sewer Bill
- _____ Well Inspection (if applicable)
- _____ 5 Reference Letters
- _____ Training Documentation (including CPR certificate)
- _____ Address Form
- _____ Signed HIPPA Form
- _____ Notarized Authorization Form
- _____ Grievance Form (for you to keep if needed)



Orientation Checklist

The following information has been covered regarding Home Adoption Studies services and home study reports:

1. Services offered by Home Adoption Studies
2. The Fee schedule and Refund policy
3. The DHR/DCS regulations and legal procedures involved in adoption
4. The minimum requirements for an adoptive parent and home
5. The procedure for the home study process and expected completion time
6. The process children use to locate birth parents and the process birth parents use to locate children
7. Type of children available, selection, and placement process
8. The forms and documents needed to complete the home study
9. Behavioral management and Child Safety Agreement
10. Adoptive parent training and certificate
11. Grievance Policy
12. Additional questions

Follow up needed: _____

Client Signature(s) and Date: _____

Representatives Signature and Date: _____



POLICIES AND PROCEDURES AND HOME STUDY ORIENTATION FOR ADOPTION HOME STUDY REPORTS

SERVICES PROVIDED: Home Adoption Studies is a home study agency only. We are licensed to complete adoptive home study reports and evaluations for families who wish to adopt either domestically or internationally. We also prepare court reports and post placement reports for domestic and international adoptions. We do not place children for adoption in Tennessee 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 one home study meeting (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 Tennessee) 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 Home Adoption Studies by mail or email, an application for the purpose of entering into a contract with Home Adoption Studies to perform the Adoptive Home Study Assessment. The application must be signed and dated. (See "Welcome" and all other documents required for a home study report on our website at www.homeadoptionstudies under "Forms").

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 Tennessee.

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 with the application and the second at the home study visit. The application fee of \$200 is due when the application is mailed or emailed to our office. On the home study visit, this agency will collect the remainder of the home study cost at \$1300 for domestic or an international home study report, and any mileage costs incurred on the final home study visit. **THESE FEES ARE NON-REFUNDABLE.**
- **EXPEDITED 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. changes from international to domestic and vice versa, 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 client, a home study update fee of \$600 will apply as we will waive the application fee. If you are a new client to Home Adoption Studies, a fee of \$800 is due and payable when a home study report must be updated. The increased fee for non-Home Adoption Studies 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 client and would like to adopt again, a subsequent home study fee of \$800 will apply as we will waive the application fee. If you are a new client, a fee of \$1000 is due and payable when a home study report must be updated. The increased fee for non-Home Adoption Studies 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 \$225 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 for both domestic and international adoptions will delay the finalization of your adoption.****
- **COURT REPORT:** If a court report is needed for an adoption finalization, we will complete the Court Report for a fee of \$250. **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.**
- **COPIES OF THE HOME STUDY REPORT:** Home Adoption Studies 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 or an international home study report. We also provide a PDF version of the entire 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: Home Adoption Studies will acknowledge acceptance of the application by phone or email at which time the home study appointment may be scheduled.

The Adoptive Home Study Assessment is the process by which the adoptive family engages the services of Home Adoption Studies 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 one visit. The visit includes; the adoption orientation, and the applicant(s), and any other individuals who reside in the home, shall be seen and interviewed at the home visit, the training, and the home inspection.
- The family will complete a personal profile questionnaire or "self-study". The adoptive family will also provide 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 Home Adoption Studies 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 Case Worker in conjunction with the agency's Executive Director including the Case Work 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 Home Adoption Studies 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 either a domestic or international adoption). Home Adoption Studies 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.

POST PLACEMENT SERVICES: According to regulations for the State of Tennessee regarding families who adopt a child within the State of Tennessee, either Home Adoption Studies or the family's placing agency or attorney will conduct a minimum of two post placement visits after the placement of a child, 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 on a quarterly basis until finalization has been completed.

For families adopting a child from another state, the originating state and/or placement agency may require additional post-placement 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 Home Adoption Studies regarding post placement services in compliance with agency, state and/or country 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 the agency 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: Home Adoption Studies shall comply with the applicable laws of the State of Tennessee 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, Home Adoption Studies 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 Home Adoption Studies to update the adoption home study report *at least* six weeks prior to the expiration of a home study report.

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 case worker involved. If the difference is not resolved, the applicant should inform the adoption case worker in writing as to the nature of the grievance within two working weeks. At that time, the applicant should request a conference with the Case Work Supervisor. If needed, the Case

Work Supervisor will meet with the applicant(s) at the Case Work 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 Case Work Supervisor, the nature of the grievances shall be presented, in writing, to the Executive Directors by the applicant. The Case Work Supervisor and the case worker will also report, in writing, the results of their findings to the Executive Directors. The Executive Directors will arrange a meeting within two weeks, between the applicant(s), the Adoption Consultant, and the Adoption Supervisor. The Executive Directors will render a decision, in writing, to the applicant(s), the Case Work Supervisor, and the case worker, usually within two weeks after the conference. The decision of the Executive Directors 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: Home Adoption Studies shall maintain adoption records pertaining to each family. All finalized, or closed files, and all legal documents will be housed in the administrative office 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. It is the adoptive applicant's responsibility to keep copies of *all* their documents. Documents provided to Home Adoption Studies by the adoptive family become an official part of the the agency's records and are the sole property of Home Adoption Studies.

CLIENT'S RESPONSIBILITY FOR KEEPING DOCUMENTS CURRENT: The prospective adoptive family further acknowledges that under the laws of the State of Tennessee, the home study will be valid for a period of twelve months from the date upon which the report is completed and signed by the agency. 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, states, or countries. **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 Home Adoption Studies, as an addendum.**

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

- When a referral from a placement agency will be made
- If, at the time of referral, the client's documents are current
- Changes in document requirements of the placement agency or another state

It is the sole responsibility of the adoptive family to contact Home Adoption Studies 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.)

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 TBI 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 TBI 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.

BEHAVIOR MANAGEMENT: Home Adoption Studies 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
- Manual holds, chemical restraints or mechanical restraints
- 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.

Home Adoption Studies 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.



Home Adoption Studies Policies and Procedures

By signing the below I/we acknowledge that I/we have read, understand, and comply with the policies and procedures listed in this document as set forth by Home adoption Studies, Inc.

I/We have read the policies, procedures, and orientation pages. I/We have been made aware of the requirements and procedures for a home study, and we have been educated in general adoption laws for Tennessee. We have been made aware of the ICPC process.

I/we understand that this home study is performed in accordance with 8 CFR 204.3(e) and any applicable Tennessee State Law requirements, such as those listed in Regulation 0250-4-9 Under law TCA 37-1-403 and 37-1-605. A grievance form with instructions has been given to the applicant(s) if any issues of how the study was conducted need to be reported.

I/we agree to provide factual statements in the home study true and correct, to the best of my/our knowledge. The preparer has advised the applicant of the duty of candor, specifically including the on-going duty concerning disclosure of new events of information warranting submission of an updated or amended home study.

The Post Placements will be conducted by Home Adoption Studies as per the guidelines of the sending state prior to finalization. A post placement agreement with the client has been signed accordingly.

I/We have been advised that the home study report expires one year from the approval date.

Applicant Signature/Date

Applicant Signature/Date

Case Worker Signature/Date



HOME ADOPTION STUDIES, INC.

...where every child H.A.S. a home

POST PLACEMENT AGREEMENT

Post placement reports are written after your child has been placed in your home. These visits evaluate and assess your child's adjustment, developmental milestones, medicals, and social skills since becoming a part of your family. Post placement visits are required by the State of Tennessee. The number and frequency of visits will depend on which state or country from which your child was placed. Home Adoption Studies will communicate directly with your placing agency or countries government regarding the frequency of the post placements reports. Please note the fee Schedule for Post Placement Visit pricing.

I, _____, agree to use Home Adoption Studies, Inc. for my post placement supervisory visits.

Signed: _____ Date: _____

Signed: _____ Date: _____

Leslie Shands
Adoption Case Worker
Home Adoption Studies, Inc



Self-Study

A major task of the home study process is getting to know you as an individual, couple and as a family. This is not a test; your answers will reflect your thoughts and feelings. Please complete these questions without talking with your spouse. After completing the autobiography you may compare answers, however, please do not change what you have written. If you need more space, please use additional paper.

Name: _____
First Middle (Maiden) Last

Signature: _____ Date: _____

PERSONALITY:

Describe your personality; include what you view as your strengths and weaknesses.

What activities or hobbies do you enjoy? What gifts or abilities do you have?

CHILDHOOD AND FAMILY OF ORIGIN:

Describe the family in which you grew up. Please include your current relationship with your parents and siblings.

What types of activities did your family do together? How did your parents discipline you and your siblings? What aspects of their parenting do you hope to emulate & what will you avoid?

RELIGION:

What is your religious background, and current involvement?

MARRIAGE:

When/how/where did you and your spouse meet? How long did you date prior to marriage?

Describe any change(s) you would like to make in your marital relationship to make it better?

What interests do you share with your spouse? What are your separate interests?

How do you divide family responsibilities i.e. wage earnings, household jobs, child care?

What are your relationships with each other's family? How do they feel about your adoption plans?

Please describe the circumstances of any previous marriage(s), divorce(s). List how you came to dissolve the marriage. Give name of spouse, length of marriage, children of the marriage and relationship with them today.

What did you learn from this experience? How has it affected your current marriage?

CHILDREN:

If you have children already, please give a description of them, their ages, personality, characteristics, interests, strengths and weaknesses. Indicate if they are birth children, adopted children or foster children.

How does/do your child(ren) feel about your adoption plans?

PARENTING STYLE/DISCIPLINE:

What experience, if any, have you had with children?

How do you anticipate a child (or another child) will impact your life?

What will your methods of discipline be with your children? How would you set **limits**? What do you feel are important characteristics of good discipline?

ADOPTION MOTIVATION:

When did you first start thinking about adoption and why?

If infertility is present, please comment on when and what medical diagnosis/consultation you have received and how long ago. Are you still pursuing medical means to conceive?

Do you and your spouse feel the same about adoption? Who initiated the action?

Describe how you will help your child(ren) understand their adoption?

To what extent are you willing and expecting to have contact with your child's birth parents?

EMPLOYMENT:

Describe your current job (position, responsibilities, hours, job satisfaction).

Explain your desires and expectations for the care of your child from birth through school, (i.e. day care or stay-at-home parent) and what are your thoughts on a parental leave of absence from work after placement?

HEALTH:

Describe your general health.

Have you ever received any personal or family counseling? Please explain.

HOME AND COMMUNITY:

Describe your house (size, number of rooms), & property.

FAMILY LIFESTYLE:

Describe what you do to have fun as a family, perhaps describe a typical weekend day.

PRE-CLEARANCE:

1. Have you ever been arrested? If so, explain.
2. Do you have a history of substance abuse?
3. Do you have a history of sexual or child abuse?
4. Do you have a history of domestic violence?
5. Have you ever been rejected as a prospective adoptive parent or have been the subject of an unfavorable family home study?
6. Do you have any firearms in your home?
7. Do you have a swimming pool on your property?

QUESTIONNAIRE FOR APPLICANTS WHO MAY CONSIDER ADOPTING CHILDREN OF OTHER RACES AND CULTURES (One copy per family)

What has influenced you to consider adopting a mixed race child, a child of another race, or a child from another culture?

Have you discussed your interest for parenting mixed race child, a child of another race or a child from another culture with your family? What was their reaction?

Do you have friends or neighbors who are of the same race as the child that you wish to parent?

What is the racial composition of your neighborhood?

Are there persons in your life that could be models to the child as a regular part of that child's life?

How will a child in your home learn about his/her own race, culture, and history?

How do you feel your decision to parent a racially mixed child will benefit you? How do you feel it will benefit the child?

How will you teach coping skills to a child of different race?

What problems do you think might come up in school, or your neighborhood? How would you handle this?

What have you done to learn about other races and culture? Specifically the race of the child you are wanting to parent.

How might you help your child deal with discrimination he/she will experience?



HOME ADOPTION STUDIES, INC.

...where every child H.A.S. a home

CRIMINAL CHECK ACKNOWLEDGEMENT

I/We the under signed, do hereby understand and consent to Home Adoption Studies conducting various background checks on my/our behalf as is required by the State of Tennessee for the completion of a home study report.

I/We further consent to these documents being shared as is necessary for the completion of our home study process to offices such as my/our placement agency and Tennessee ICPC.

I/We understand that these background checks include, but are not limited to, the following and that additional checks may be required at any time:

- a local criminal history check
- a TBI/state level criminal history check
- an FBI criminal history check
- a child abuse history check for all States lived in the past five years
- a National sex offenders registry check
- 911 call report

Adoptive Father (print) Date

Adoptive Mother (print) Date

Adoptive Father signature

Adoptive Mother signature



HOME ADOPTION STUDIES, INC.

LOCAL CRIMINAL RECORD CHECK

TAKE THIS FORM TO YOUR LOCAL POLICE DEPARTMENT, one for each adult 18 and older

I hereby authorize Home Adoption Studies, Inc. at 642 Pemberton Drive, Lebanon, Tennessee 37087, to receive any criminal history record pertaining to me, which can be accessed lawfully in the files of any state or local criminal justice agency in Tennessee.

Applicant's Name: _____
Last First Middle

Address: _____
Street Apt. No.

City County State Zip Code

Social Security Number DOB Age Sex

Applicant's Signature Date

TAKE TO YOUR LOCAL POLICE DEPARTMENT TO FILL OUT THIS SECTION
(OFFICIAL USE ONLY)

This statement is to certify that the criminal arrest files in the State of Tennessee have been searched by name and social security number and reveal the following information on the above listed person.

() No Arrest Record () See attached TBI printout

() Arrest Record as follows

Criminal Justice System Signature of Authorized Person

Notary _____ Date _____



HOME ADOPTION STUDIES, INC.

TBI AND FBI FINGERPRINTS FOR TENNESSEE

First, register online at <https://tn.ibtfingerprint.com/>. The name of the company is Identogo. When registering, use the following Directions:

Once on site...

- 1) Click on to Digital Fingerprints
- 2) Click on Schedule a New Appointment
- 3) Agency Name will be " Department of **Children's** Services"
- 4) Applicant Type will be "Adoption Parents DCS"
- 5) OCA number is "HAS"
- 6) Next click "yes" for our agency verification
- 7) Agree to Terms
- 8) Enter your Zip Code- A location and apt time will be given at this point
- 9) Then fill in the applicant form
- 10) Payment info by credit card- there is no "Referral Number"
- 11) Please remember to bring your ID when your go for your Live scan at location provided

The cost is 32.65 to be paid by credit card on-line.

We recommend the family call to the location the day before just to be sure the system is up and that there will be someone available to scan their prints on the day they plan to come in. The results are normally mailed to our Tennessee a office in about five to ten days.

Local Criminal Background Checks

For the local criminal checks, take our form to your local sheriff's office with your picture ID (license) and some bills for change as it may cost you \$5, \$10, or so and they won't make change. You must both appear in person. They'll run the check based on your license and should give you the results at that time. Please make sure the results are notarized by someone in their office.

Please email leslie@homeadoptionstudies.com for questions.

Main Office
2665 High Point Ct, Loganville, GA
300532
Ph: 404-447-0414 • Fax: 678-840-7885
www.homeadoptionstudies.com

Tennessee Office
642 Pemberton Dr., Lebanon, TN 37087
Ph: 615-519-7182 • Fax: 678-840-7885
www.homeadoptionstudies.com



HOME ADOPTION STUDIES, INC.

911 SCREEN

NOTE: ONE FORM PER HOUSEHOLD

TAKE THIS FORM TO THE POLICE DEPARTMENT

I hereby authorize Home Adoption Studies, Inc. at 2665 High Point Ct, Loganville, Ga 30052, 404-447-0414, to receive documentation of all 911 calls pertaining to me for the last five years, which can be accessed lawfully in the files of any state or local criminal justice agency in Tennessee. Please use one form per address.

Applicant Names: _____

Last

First Name Husband

First Name Wife

Address: _____

House No.

Street

Apt. No.

City

State

Zip Code

COUNTY

Husband's Social Security Number

DOB

Age

Wife's Social Security Number

DOB

Age

Husband's Signature

Date

Wife's Signature

Date

TAKE TO POLICE DEPARTMENT TO FILL OUT THIS SECTION **(OFFICIAL USE ONLY)**

This statement is to certify the criminal arrest files in the State of Georgia have been served by name and social security number and reveal the following information on the above listed person.

() No 911 Call Record

() See attached 911 Call Record Printout

Criminal Justice System Name and Title

Signature of Authorized Person

Date



HOME ADOPTION STUDIES

MEDICAL REPORT

Name of Person Examined: _____ Date: _____

Date of Birth: _____

This form will aid Home Adoption Studies in determining the physical wellness and capabilities of adoptive parents who are, or may be, caring for children. Please complete the following summary of health problems, conditions, and medication use that may affect his/her ability to maintain alertness, endurance and performance of tasks and responsibilities associated with caring for children, ages 0 to 18, now and for the foreseeable future (five to ten years).

I. Medical History:

1. Circle any health problems:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Heart problems | <input type="checkbox"/> Arthritis | <input type="checkbox"/> Depression | <input type="checkbox"/> Mental Illness |
| <input type="checkbox"/> Lung problems | <input type="checkbox"/> Obesity | <input type="checkbox"/> Sleep Disorder | <input type="checkbox"/> Hepatitis |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Poor Ambulation | <input type="checkbox"/> Confusion | <input type="checkbox"/> Allergies |
| <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Weak/Frail | <input type="checkbox"/> Dementia | <input type="checkbox"/> Other |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Vision | <input type="checkbox"/> Epilepsy/Seizures | |
| <input type="checkbox"/> Kidney Disease | <input type="checkbox"/> Hearing | <input type="checkbox"/> Strokes/Paralysis | |

Explain all medical condition(s) checked and any other chronic conditions:

Will this condition affect their ability to parent a child/ren?: _____

2. Are there any condition(s) that are progressive in nature? Yes ☐ No ☐ If

yes, explain: _____

3. Is there a terminal illness that could interfere with this person's ability to care for a child in the next _ 5 years, _ 10 years, _ 15 years? If yes, explain _____

4. Current medication(s) and reason for medication: _____

Are there any physical limitations as a result of medication(s)? Yes ☐ No ☐ If

yes, explain: _____

Will these medications affect this person's ability to be a successful parent? Yes ___ No ___

Explain: _____

- 5. Illness/Injury/ operations or hospitalizations the last five years

Injury/Illness	Operations	Hospitalizations	Date	Outcome

6. Health Habits:

Is there a history of substances used by this applicant and what degree of impairment exists, if any, from the substance abuse?

☐ Alcohol _____ ☐ Drugs _____
☐ Tobacco _____ ☐ Other _____

***For domestic adoptions only:** Results of Standard Urine Drug Screen: (example: 5, 6, 7 or 10 Panel Urine Drug Screen). Please attach results

II. Physical Examination:

HEIGHT	WEIGHT	TEMPERATURE	PULSE	BLOOD PRESSURE <input type="checkbox"/> Normal <input type="checkbox"/> Abnormal
HEART			LUNGS (INCLUDING TB SKIN TEST OR CHEST X-RAY RESULTS for age 16 and older)	
EYES			VISION	
EARS			NOSE/THROAT	
TEETH/GUMS			ABDOMEN	
ENDOCRINE			PELVIS	
NERVOUS SYSTEM			EXTREMITIES	
CURRENT LABORATORY RESULTS:			HIV (domestic adoption only, attach lab results):	
URINE DRUG SCREEN: (domestic adoptions only)			ALBUMIN	
MICROSCOPIC			GLUCOSE	
OTHER LABORATORY TESTS (NAME, DATE AND RESULTS)				
For Women: RESULTS OF PAP SMEAR (physician should indicate "normal" – no test results are required):				

Summary of abnormal physical findings that would affect caring for a child: _____

III. PHYSICAL CAPABILITIES:

In your medical opinion, could your patient physically be able to:

1. Lift a child:
Under 6 months Yes ☐ No ☐
6 months to 3 years Yes ☐ No ☐
2. Walk/maneuver 50-100 feet without major difficulties: Yes ☐ No ☐
3. Bend stoop, kneel, reach: Yes ☐ No ☐
4. Is an assistive device needed to walk, bend/stoop, kneel, or reach? Yes ☐ No ☐
If yes, what type? _____
5. Are there any medical conditions which limit this person's physical ability to care for a medically complex child which may include the ability to:

Lift from a bed to a chair, etc.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
Frequent Feedings	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
Frequent Suctions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
Frequent Monitoring	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
Frequent Medication	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
Frequent Nebulizations	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
Frequent Treatments	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>

Are any limiting conditions temporary? Yes ☐ No ☐

If yes, which conditions? _____

For each condition, how long will the limitation exist? _____

6. Are you aware of this person currently undergoing any personal or family counseling? If so, can you comment on the nature of the counseling? _____

IV. CERTIFICATION/SIGNATURE:

I certify that this individual is found free from symptoms of communicable disease.

Yes ☐ No ☐ If no, explain: _____

I certify that the individual has no physical or cognitive limitations that would prevent her/him from parenting a child/ren.

Yes ☐ No ☐ If no, explain: _____

With appropriate signed releases, I am available to discuss this report.

Physician's Name (Print): _____ Date: _____

(this form *must* be signed by a licensed medical physician and not an LNP, RN, PA, etc....)

Physician's Signature: _____

State License Number: _____ Telephone: _____

Address: _____



HOME ADOPTION STUDIES, INC.

TO BE COMPLETED BY FAMILY PHYSICIAN

Name and Birth date of Child: _____

Weight _____ Height _____ Hair Color _____ Eye Color _____

Is this child current on all immunizations: _____

Is this child free of communicable and contagious diseases? _____

Please comment on the health and development of this child: _____

Please comment on the level of care that this child has received in the home: _____

Date: _____

Physician's Signature: _____

Physician's Name: _____

Address: _____

Phone: _____



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HEALTH INSURANCE VERIFICATION

Date: _____

In reference to: _____
(List employee and others covered under plan (spouse, children))

- This is to verify the employee has health insurance through their employment through

_____ (Insurance Company) CONTACT PERSON

- (Human Resources): _____
Name/Title/Telephone number

Please attach a copy of the front and back of the insurance card to this form.

An Insurance copy for each spouse must be provided, unless under the same policy or employer.



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GUARDIANSHIP LETTER

Father's Full Legal Name

Mother's Full Legal Name

Do you have a legal will? Yes ___ No ___

If yes, date of will completion _____

In the event of the deaths or incapacitation of (Parent's Names) _____, I/We have instructed the following Person(s) to assume guardianship of our child:

Name: _____ Relationship: _____

Address: _____

Phone #: _____

Profession: _____ Age _____

Profession: _____ Age _____

Names/Ages of Guardian's children: _____

Signed: _____

Date _____

Signed: _____

Date _____



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ADOPTIVE PARENT CHILD SAFETY AGREEMENT Behavioral and Discipline Statement

This form contains information about the safety of children placed in your care through adoption. Your signature indicates your acknowledgement that the agency has reviewed with you the safety requirements outlined in this form and that you are in agreement with the safety requirements for adoptive homes as stated below.

Animal Safety – As children are the primary victims of animal bites, (I/we) agree to comply with the following mandates listed below to assure the safety of any child placed in (my/our home):

- Provide close supervision of children when around animals.
- Refrain from keeping dangerous or aggressive dogs, or other pets, in the home, unless properly secured with a leash, fence or cage, etc.
- Notify officials immediately if any dog attacks a child placed in your home.

Gun Safety – Firearms take the lives of thousands of children each year. To prevent the accidental death of any child placed in (my/our) home, (I/we) agree to the following mandates:

- Inform the case worker of the presence of firearms in my/our home, now or at any time in the future.
- Secure all firearms in (my/our) home, using one of the commercial brand safety locks available for this purpose, or under lock and key.
- Keep all firearms unloaded and out of the view and reach of children in the home.
- Never allow children placed in the home to handle guns.

Motor Vehicle Safety – Motor vehicle accidents are the leading causes of death for children of all races, ages 5-14, according to national statistics. To ensure the safety of children placed in (my/our) care, (I/we) agree to adhere to the following safety precautions while riding or driving motor vehicles:

- Secure children 4 years of age and under in a federally approved child safety restraint seat that is properly installed to the manufacturer's instructions.
- Secure children over 4 years of age in the rear seat of the vehicle with federally approved and properly installed safety seat belts.
- Refrain from transporting children/youth under 18 years of age in the bed of a pickup truck at any time. Children must always be properly secured with safety belts.

Supervision – Children in care are required to be supervised by appropriate adult care takers at all times. In keeping with this requirement, (I/we) agree to adhere to the following:

- Provide appropriate adult supervision for the children in my care at all times.
- Refrain from leaving children placed in my care in the supervision of minors.
- Refrain from leaving children unattended in a motor vehicle.

***Water Safety – According to the recent statistics, drowning ranks highest among the causes of accidental deaths for children and youth 0-24. Adoptive parents whose primary or alternative place of residence is equipped with an in ground/above ground swimming pool are required to take extra safety precautions with children placed in their care. To ensure the safety of children in our home, (I/we) agree to the following water safety guidelines:**

- Inform case worker immediately if/when our home fits into the above criteria.
 - Know or learn how to swim.
 - Ensure direct adult supervision of children when around bodies of water.
 - Ensure the compliance with any local or state ordinances regarding pools or waterfront property.
 - Secure the entire perimeter of the pool area with a fence and locked gate of sufficient height to prevent the entry of young children.
- **Note: Homes with ponds, or homes located on waterfront property, are required to employ substantive safety measures to ensure the protection of children in the home.**

Discipline Policy – Home Adoption Studies policy prohibits the use of corporal or unusual punishment on a child in the home. To ensure the safety and well-being of the children placed in (my/our) home, (I/we) agree to the following:

- Refrain from the use of any corporal or unusual punishment on a child placed in (my/our) home, including, but not limited to the following: spanking, slapping, switching, shaking, pinching, biting, twisting, or pulling; tying with rope, withholding food, force feeding, denying mail, denying appropriate contacts with family, denying contact with worker; degrading child or child's family, or humiliating child; creating fear, anger and anxiety, locking child in a room, closet or outside the home; group punishment or delegating older children to administer punishment; destroying the child's property and any other practices which may physically or emotionally damage the child.
- Seek on-going information/training to build and enhance (my/our) child behavioral management skills.
- Immediately inform the agency of the need for assistance in managing the behavior of any child placed in (my/our) home, prior to finalization of adoption.

A Fire Drill was completed on _____ including a fire escape plan.

Mother Signature

Date

Father Signature

Date

Social Worker

Date



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Firearm Statement

A portion of each adoptive home assessment addresses health and safety issues for children placed in their prospective home. Children are injured, or injure others, by playing with unsecured firearms or other weapons in the home. In order to be approved as an adoptive home; guns, rifles, shotguns or other weapons must be secured away from children. Gun cabinets must be locked. Weapons and ammunitions must be kept in separate locked locations inaccessible to children. Trigger locks must be used on guns and the weapons must be unloaded. Weapons in vehicles must be locked away from the reach of children.

Please complete the following statement. This statement will become part of your home study:

_____ I/We have NO guns, rifles, shotguns or other weapons in our home or in our vehicle.
(Initial)

_____ I/We do have one or more weapons in our possession.
(Initial)

Weapons in our home and or vehicle are safeguarded from children by the following means:

The social worker must observe the weapon in a locked box, unloaded with the trigger lock on and with the ammunition stored in a separate locked location during the home visit.

Signed: _____ Date: _____
Foster or Adoptive Parent

Signed: _____ Date: _____
Foster or Adoptive Parent



HOME ADOPTION STUDIES, INC.

SWIMMING POOL STATEMENT

A portion of each adoptive home assessment addresses health and safety issues for children placed in their prospective home. By law, pools must be fenced with a locked gate to prevent unsupervised access. In addition, the pool must meet all the applicable community ordinances.

Please complete the following statement. This statement will become part of your home study:

___ I/We do NOT have a swimming pool.

(Initial)

___ I/We do have a swimming pool.

(Initial)

The swimming pool is safeguarded from children by the following means:

The social worker must observe the swimming pool and the fence with a locked gate during the home visit.

Signed: _____ Date: _____

Adoptive Parent

Signed: _____ Date: _____

Adoptive Parent



FINANCIAL STATEMENT FORM

Family Name:	Father:	Mother:
Father's Occupation:		
Name and Address of Employer:		
Date Employed:	Monthly/Yearly Gross Salary:	
Mother's Occupation:		
Name and Address of Employer:		
Date Employed:	Monthly/Yearly Gross Salary:	
Other Household Income:		
Home: <input type="checkbox"/> Own <input type="checkbox"/> Rent	Monthly Payment/Rent:	
Amount of Mortgage:	Approximate Market Value:	
<u>*Please attach a copy of a Warranty Deed, Mortgage Payment Stub or Lease Agreement</u>		
List all other Assets:		
Total Amount of Assets: (including House)		
Life Insurance:		
Mother:	Father:	
Health Insurance: (Please include a photocopy of insurance card)		
Is an adopted child covered from date of placement? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is there a waiting period for pre-existing conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No		

List all Outstanding Debts: (show total owed and monthly payments)
Attach additional page if needed

(Name of Creditor) (Monthly Payment)	(Total Owed)
Credit Card(s):	
_____	_____

_____	_____

_____	_____

_____	_____
Automobile(s):	
_____	_____

_____	_____

Bank Loan(s):	
_____	_____

_____	_____

Furniture/Appliance(s):	
_____	_____

Student Loan(s):	
_____	_____

Other (list)	
_____	_____

_____	_____

Monthly Expenses: (List all monthly expenses by name and amount) Attach additional page if needed.

(Monthly Expense)	(Amount of Expense)
Rent/Mortgage:	
Electricity:	
Gas:	
Water:	
Sewage:	
Telephone:	
Insurance:	
Automobile:	
Home:	
Health:	
Dental:	
Life:	
Medical and Prescription Expenses:	
Cable Television:	
Internet Service:	
Cell Phone:	
Groceries:	
Clothing:	
Tithes/Charitable Contributions:	
Child Support:	
Day Care:	
Other (list):	

Total Monthly Income (after withholding): _____ (-) Total Monthly Payments and Expenses: _____ (=) Available Monthly Surplus: _____



Employment Verification

(Delete this line and photocopy this form onto company letterhead, or if self employed you will need a letter from your CPA)

Date: _____

In Reference to: _____

This is to verify the following information on the above mentioned employee of:

1. Dates of Employment: _____

2. Position: _____

3. Department: _____

4. Salary: _____

If you have any questions, you can contact us at: _____

Name and Title



HOME ADOPTION STUDIES, INC. ADOPTIVE FAMILY REFERENCE FORM

To: Sherry Keadle, Adoption Case Worker, Home Adoption Studies, Inc.

Reference for: _____

- When and under what circumstances did you meet the applicant(s)? How often are you in contact with them?
- How would you describe their lifestyle, religious and cultural activities?
- How would you describe their home in terms of stability, communication, support network, etc?
- Describe their interactions with children?
- What special qualities will they bring to parenting?
- Are you aware of any aspects of their background or personality that may interfere in the successful parenting of a child?

**HOME ADOPTION STUDIES, INC.
ADOPTIVE FAMILY REFERENCE FORM**

- Do you have any doubts, reservations or hesitations about the applicant(s)?

- Are there any other comments you would like to share?

- Do you believe this will or will not make a good adoptive home?

Print Name: _____

Date: _____

Signature: _____

Print Name: _____

Date: _____

Signature: _____

ADDRESS

PHONE/ EMAIL

Send to: staff@homeadoptionstudies.com



Training Certificate

Home Adoption Studies
642 Pemberton Dr., Lebanon, Tn 37087
Phone: (404) 447-0414
staff@homeadoptionstudies.com

Home Study Agency Certification of Adoptive Parent Preparation and Education

Adoptive families are required to be prepared and knowledgeable about adoptive issues. It is expected that we, as the home study agency, have provided this training for the adoptive family and we certify that this training has been satisfactorily completed by the adoptive parent(s). Time and experience has shown that it is extremely beneficial to the family to have help and access to resources early in the placement in order for the family to be assisted with their adjustment and with the child's adjustment regardless of whether you are adopting domestically or internationally. This certification verifies that the following topics have been discussed at length throughout the adoption home study process to the satisfaction of the adoptive parent(s) and the knowledge to the adoptive parent that this agency is available to them after placement should these issues warrant further discussion.

Your home study Case Worker will review and discuss the following topics with you throughout the home study process:

- For domestic adoption, the requirements of the Tennessee Interstate Compact rules and guidelines.
- Finalization of the adoption process and how that process differs from state to state. For international adoption, the re-adoption requirements.
- Education for the family with regard to attachment and bonding. Discussing the basics of how bonding and attachment occur. Ways to facilitate bonding. The possibility of an attachment resistive or disordered child placed with them and that there is a continuum of severity with attachment resistive and disordered children. Awareness that infants are not immune from having attachment difficulties. Development of a plan to address these issues should they occur with their child(ren). Awareness of grieving in adopted children and how this impacts attachment.
- Preparation with regard to abandonment, separation and loss issues for the child as they relate to placement, during initial adjustment and at each stage of the child's development.
- Discussion of the various ways children grieve when they are separated from all that is familiar in their life and how they may experience that loss, as well as every day events perceived as losses during long-term adjustment.
- Discussion of the various behaviors families may anticipate from their child which relate to the grief process. Awareness that grieving has no time limit and may occur at any one or at numerous stages of development.
- Discussion of various forms of discipline and how different types of discipline may work for one child and not another. Corporal punishment is strongly discouraged. Offer of On-line-Library of resources.
- Discuss ESI's and Human Empowerment Leadership Principles (HELP) as a resource for intervention.
- The ability of the adoptive family to assess their personal level of self esteem and their ability to handle rejection, so that they can handle the rejection if that is an aspect of the child(ren)'s behavior during the attachment process.
- Awareness that there are no "perfect" children, just as there are no "perfect" parents. When problems come up that feel overwhelming, the adoptive parents must be willing to seek help and be open to changing their own perceptions as they learn and grow with their adopted children.
- Adoptive parent counseling regarding difficulties and delays associated with different types of adoption situations.

- I, _____ hereby affirm that _____ and _____
(Adoption Case Worker) (Adoptive parent)
- _____ have received counseling/education on each of the
(Adoptive parent)
- above mentioned adoptive issues and have been advised of the risks and adjustment issues relating to the parenting of children through adoption.

Date _____

Date _____

HIPAA DISCLOSURE

Notice of Privacy Practices Tennessee Department of Human Resources

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED TO THE DEPARTMENT AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This notice is effective April 14, 2003. It is provided to you pursuant to provisions of the Health Insurance Portability and Accountability Act of 1996 and related federal regulations. If you have questions about this Notice, please contact the Legal Services Office at the address below.

The Department of Human Resources is an agency of the State of Tennessee responsible for numerous programs that deal with medical and other confidential information. Both federal and state laws establish strict requirements for most programs regarding the disclosure of confidential information, and the Department must comply with those laws. For situations where more stringent disclosure requirements do not apply, this Notice of Privacy Practices describes how the Department may use and disclose your protected health information for treatment, payment, health care operations and for certain other purposes. This notice also describes your rights to access and control your protected health information, and provides information about your right to make a complaint if you believe the Department has improperly used or disclosed your

"protected health information". Forms are available upon request to the contact persons identified in Section 3 to assist you in exercising your rights or filing a complaint. Protected health information is information that may personally identify you and relates to your past, present or future physical or mental health or condition and related health care services. The Department is required to abide by the terms of this Notice of Privacy Practices, and may change the terms of this notice, at any time. A new Notice will be effective for all protected health information that the Department maintains at the time of issuance. Upon request, the Department will provide you with a revised Notice of Privacy Practices by posting copies at its facilities, publication on the Department's website, in response to a telephone or facsimile request to the Privacy Office, or in person at any facility where you receive services from the Department.

1. Uses and Disclosures of Protected Health Information

Your protected health information may be used and disclosed by the Department, its administrative and clinical staff and others involved in your care and treatment for the purpose of providing health care services to you, and to assist in obtaining payment of your health care bills.

Treatment: Your protected health information may be used to provide, coordinate, or manage your health care and any related services, including coordination of your health care with a third party that has your permission to have access to your protected health information, such as, for example, a health care professional who may be treating you, or to another health care provider such as a specialist or laboratory.

Payment: Your protected health information may be used to obtain payment for your health care services. For example, this may include activities that a health insurance plan requires before it approves or pays for health care services such as: making a determination of eligibility or coverage, reviewing services provided to you for medical necessity, and undertaking utilization review activities.

Health Care Operations: The Department may use or disclose your protected health information to support the business activities of the Department, including, for example, but not limited to, quality assessment activities, employee review activities, training, licensing, and other business activities. The Department may use a sign-in sheet at the registration desk at any facility where services are provided. You may be asked to provide your name and other necessary information, and you may be called by name in the waiting room when a staff member is ready to see you,

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and your protected health information may be used to contact you about appointments or for other operational reasons. Your protected health information may be shared with third party “business associates” who perform various activities that assist us in the provision of your services. Other uses and disclosures of your protected health information will be made only with your written authorization, which you may revoke in writing at any time, except as permitted or required by law as described below.

Other Permitted or Required Uses and Disclosures With Your Authorization or Opportunity to Object: The Department may use and disclose your protected health information in the following instances. You have the opportunity to agree or object to the use or disclosure of all or part of your protected health information. Unless you object, the Department may disclose protected health information for a facility directory or to a family member, relative, or any other person you identify, information related to that person’s involvement in your health care and may use or disclose protected health information to notify or assist in notifying a family member, personal representative or other person responsible for your care of your location, general condition or death. The Department may use or disclose your protected health information to an authorized public or private entity to assist in disaster relief efforts and to coordinate uses and disclosures to family or other individuals involved in your health care. Objections may be made orally or in writing.

Permitted or Required Uses and Disclosures Without Your Authorization or Opportunity to Object: The Department may use or disclose your protected health information without your authorization when required to do so by law; for public health purposes; to a person who may be at risk of contracting a communicable disease; to a health oversight agency; to an authority authorized to receive reports of abuse or neglect; in certain legal proceedings; and for certain law enforcement purposes. Protected health information may also be disclosed without your authorization to a coroner, medical examiner or funeral director, for certain approved research purposes; to prevent or lessen a threat to health or safety; and to law enforcement authorities for identification or apprehension of an individual.

Required Uses and Disclosures: Under the law, the Department must make disclosures to you and when required by the Secretary of the Department of Health and Human Services to investigate or determine the Department’s compliance with the requirements of the Privacy Rule at 45 CFR Sections 164.500 et.seq.

2. Your Rights

The following is a statement of your rights with respect to your protected health information and a brief description of how you may exercise these rights.

You have the right to inspect and copy your protected health information. Upon written request, you may inspect and obtain a copy of protected health information about you for as long as the Department maintains the protected health information. This information includes medical and billing records and other records the Department uses for making medical and other decisions about you. A reasonable, cost-based fee for copying, postage and labor expense may apply. Under federal law you may not inspect or copy psychotherapy notes; information compiled in anticipation of, or for use in, a civil, criminal, or administrative proceeding, or protected health information that is subject to a federal or state law prohibiting access to such information.

You have the right to request restriction of your protected health information. You may ask in writing that the Department not use or disclose any part of your protected health information for the purposes of treatment, payment or healthcare operations, and not to disclose protected health information to family or friends who may be involved in your care. Such a request must state the specific restriction requested and to whom you want the restriction to apply. The

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Department is not required to agree to a restriction you request, and if the Department believes it is in your best interest to permit use and disclosure of your protected health information, your protected health information will not be restricted, except as required by law. If the Department does agree to the requested restriction, the Department may not use or disclose your protected health information in violation of that restriction unless it is needed to provide emergency treatment.

You have the right to request to receive confidential communications from us by alternative means or at an alternative location. Upon written request, the Department will accommodate reasonable requests for alternative means for the communication of confidential information, but may condition this accommodation upon your provision of an alternative address or other method of contact. The Department will not request an explanation from you as to the basis for the request.

You may have the right to request amendment of your protected health information. If the Department created your protected health information, you may request in writing an amendment of that information for as long as it is maintained by the Department. The Department may deny your request for an amendment, and if it does so will provide information as to any further rights you may have with respect to such denial.

You have the right to receive an accounting of certain disclosures the Department has made of your protected health information. This right applies only to disclosures for purposes other than treatment, payment or healthcare operations, excluding any disclosures the Department made to you, to family members or friends involved in your care, or for national security, intelligence or notification purposes. Upon written request, you have the right to receive legally specified information regarding disclosures occurring after April 14, 2003, subject to certain exceptions, restrictions and limitation.

You have the right to obtain a paper copy of this notice from the Department. Upon request, all written requests regarding your rights, as set forth above should be sent to the DHR Division, Office or facility that maintains your PHI.

3. Complaints

You may complain to the Department and to the Secretary of Health and Human Services if you believe your privacy rights have been violated. You may file a complaint in writing with the OHR Division, Office or facility that maintains your PHI. You must state the basis for your complaint. The Department will not retaliate against you for filing a complaint. You may contact Rebecca Hunter, James K. Polk Building, 1st Floor 505 Deaderick Street Nashville, TN 37243 (615)741-4841. for further information about the complaint process or this notice.

Please sign a copy of this Notice of Privacy Practices for the Department's records.

I have received a copy of this Notice on the date indicated below.

Adoptive Father Signature

Date

Adoptive Mother Signature

Date



HOME ADOPTION STUDIES, INC.

...where every child H.A.S. a home

Authorization for Release of Information

Please complete and sign this form to authorize Home Adoption Studies, Inc. to release information concerning you and/or your child (if applicable) from your file to any person, attorney, agency, business, or organization related to your adoption.

I authorize Home Adoption Studies to release any of the items:

- ☐ Home Study
- ☐ Child Abuse Checks
- ☐ Criminal Record Checks
- ☐ Employment Verification
- ☐ Medical Reports
- ☐ Reference Letters
- ☐ To speak with an agency representative
- ☐ Post Adoption Report
- ☐ Any and all additional adoption related information

I hereby authorize and consent to Home Adoption Studies reviewing and confirming information regarding my background and/or my current status.

I hereby authorize and consent to Home Adoption Studies to freely discuss all aspects of my adoption with any professional connected to this case.

I hereby authorize and consent to Home Adoption Studies to talk with individuals who would have knowledge about my past and/or present life circumstances in order for Home Adoption Studies to make a fully informed decision regarding my case.

I also hereby give Home Adoption Studies the authority to release information regarding my case and/or discuss my case with appropriate persons specific to my case.

I understand that the information exchanged will be used solely for the purpose of completing an adoptive home study.

This consent automatically terminates upon the completion of my adoption effort unless otherwise specified.

Adoptive Father

Date

Adoptive Mother

Date

Seal or Stamp Below

Notary Signature

Date



HOME ADOPTION STUDIES, INC.

ADDRESS FORM

Please list all previous addresses for the past 5 years. If this is a Hague home study report, please provide all previous addresses (including foreign countries) from age 18 to present to include your legal name at that residence (attach a separate paper as necessary).

Name: _____

From _____ To _____

From _____ To _____

From _____ To _____

Name: _____

From _____ To _____

From _____ To _____

From _____ To _____



HOME ADOPTION STUDIES, INC.
...where every child H.A.S. a home

Grievance Form

Contact Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Statement of Grievance: _____

Any additional room needed may be attached on an additional sheet of paper

Signature: _____

Date Reviewed:

Resolution: _____

Any additional room needed may be attached on an additional sheet of paper

Reviewed By: _____

Signature: _____