

# Hope For Adoption

The greatest gift of love

Dear Adoptive Parent,

Thank you for your interest in Hope for Adoption. To apply as a prospective adoptive parent, the following documents need to be reviewed, signed, and returned before your family can be approved. Once the documents are completed and received by Hope for Adoption, our staff will review them and notify you of acceptance or denial into our program. You will be notified in writing within 30 days.

To Apply: Complete, sign, and compile the following documents in the application packet:

- Application
- Service Overview
- Orientation Checklist
- Family Profile (3 copies)
- Signed, notarized Home Study
- \$250.00 Non-refundable Application Fee

Mail To:

**Hope for Adoption, Inc.  
110 Prominence Point Parkway  
Suite 114-239  
Canton, GA 30114**

Next Steps: If approved as a prospective adoptive parent, your family profile will be presented to birth parents that match your selected preferences. You will not be notified until your profile has been selected and chosen by a birth parent. At that time, you will be notified of the selection and given detailed information about the placement from a Hope for Adoption staff member. You will be able to ask questions and review the birth parent's/child's social and medical history. You are not committing to move forward on the adoption until you complete and return a signed Adoption Services Fee Schedule.

If you have any questions, please feel free to contact us. Our staff is ready to assist you. We thank you for the opportunity to join you on your adoption journey. May God bless you and your family!

Sincerely,  
Cheri Denmon  
Executive Director  
Hope for Adoption, Inc.  
Direct: 678-923-1019  
[cheri@hopeforadoption.com](mailto:cheri@hopeforadoption.com)

110 Prominence Point Pkwy Ste. 114-239 Canton, GA 30114  
Office: 800-807-0848 Direct: 678-923-1019 | Fax: 866-226-0669

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[www.HopeForAdoption.com](http://www.HopeForAdoption.com)





# Hope For Adoption

## Adoption Program Application

WIFE		HUSBAND	
Last Name:	First Name:	Last Name:	First Name:
Age:	SS#:	Age:	SS#:
Occupation:		Occupation:	
Highest Grade Level:		Highest Grade Level:	
Work Phone:		Work Phone:	
Cell Phone:		Cell Phone:	
Do you have a criminal history? Y or N If yes, please explain:		Do you have a criminal history? Y or N If yes, please explain:	
FAMILY			
Home Address:		City:	State: Zip:
Home Phone:		Fax:	
Email:		Years of Marriage:	Annual Household Income:
Alternate Contact's Name:		Phone Number(s):	
Personal Adoption Blog and/or website:		Adoption Budget:	
CHILDREN			
Child's Name:		Age:	Biological or Adopted?
Child's Name:		Age:	Biological or Adopted?
Child's Name:		Age:	Biological or Adopted?
ADDITIONAL INFORMATION			
Religious Affiliation: Christian? Y or N		Church Name:	
Are you a member of your church? Y or N Do you attend church regularly? Y or N		Are you Bi-Lingual? Y or N If, so what language(s) do you speak?	
Is anyone living in your home other than your children? Y or N Do you have your adoption funds ready and available? Y or N		Have you adopted before? Y or N If so, which agency did you use?	
Have you completed your Home Study? Y or N If so, what agency did you use?		How did you hear about Hope for Adoption? Referral Seminar Internet Other:	
-- Circle all that apply --		-- Circle all that apply --	
Sex: Male Female No Preference	Age: Newborn 0-12 months 1-3 years 4+years	# of Children: Single Birth Twins Sibling Group	
Type of Adoption: Open Closed Semi-private* *willing to send letters & pictures and meet the birth mother/parents prior to delivery	Are you open to a Special Needs adoption? Y N Would Consider		
Special Situations: Drug Exposure- Y N Would Consider	History of Mental Illness- Y N Would Consider	Alcohol Exposure- Y N Would Consider	
Ethnicity: Please circle and/or list all ethnicities that you would consider below. Caucasian African American Hispanic Bi-Racial (Caucasian/African American) American Indian Asian Other ethnicities or mix of ethnicities: *Please note: There is a huge need for families open to adopting African American babies and children			
<i>I understand that by signing below I am applying as a prospective adoptive parent to Hope for Adoption for the purposes of adoption. I am including a non-refundable \$250 application fee with my application (Make check payable to Hope for Adoption). I also understand that Hope for Adoption is not obligated under any circumstances to place a child with me and I am simply submitting my application to be considered.</i>			
Signature & Date:		Signature & Date:	



## SERVICES OVERVIEW

Hope for Adoption offers a wide range of services to birth parents and adoptive parents. We have outlined the steps of adoption, our services and prices below to give you a better idea of the adoption process. Hopefully this document will also help answer a popular question of why adoption costs as set as they are. We strive to provide a high level of support and adoption education so please contact us and we would be happy to review these services with you in detail. We look forward to helping you along your adoption journey.

### **Step 1: Submit Application Packet**

To apply to Hope for Adoption, please submit an application packet. Application Packet should include the following: Application, Non-refundable Application Fee of \$250.00, Services Overview, 5 copies of your Family Profile, Orientation Checklist, and a signed and notarized copy of your approved Home Study.

Hope for Adoption will review your application packet and notify you of approval/disapproval within 30 days. If for any reason you are not approved as an adoptive family, your documents and/or family profiles will not be returned. If you have been approved as a prospective adoptive couple you will receive an approval letter and the next steps will occur:

### **Step 2: Presenting your Family Profile and Getting to Know You Document**

Your Family Profile will be shared with potential birth parents that match your adoption preferences noted on the application. We will present 3-6 family profiles at a time to the birth parents and will only notify you when your profile has been selected. Once selected you will receive specific information on the birth parents and baby/child (such as due date, social and medical history, gender, etc.). Once you have reviewed the birth parents and baby/child's information you will be asked if you desire to proceed with the adoption. If so, the next steps will occur. If not, your profile will be presented to upcoming birth mothers based on preferences. Hope for Adoption cannot guarantee if/when and how often your family profile will be presented.

### **Step 3: Accepting the Match**

Once you verbally accept the match, Hope for Adoption will prepare the paperwork and email them to you. To officially accept the match and move forward with the adoption Hope for Adoption will need the following signed and returned: Client Agreement and Fee Schedule. Hope for Adoption will also need all the supporting documents that are listed in the welcome packet. In addition a portion of the placement fee will need to be made depending on the adoption program as well as estimated legal/birth mother /medical expenses.

### **Step 4: Waiting on Placement**

Once the paperwork and fees have been taken care of there is usually a period of waiting until birth or placement. Prepare for travel and read as much information about parenting and adoption as possible during this time. During this time, your Caseworker will remain in contact with you and help assist you with arrangements to take placement.

### **Step 5: Placement and Finalization**

You will need to be present at birth or placement to take the baby and/or child. At the time of placement, Hope for Adoption will need the following documents: Agreement and Release for Placement, Acceptance of Placement, Legal at Risk Statement, Medical at Risk Statement, Interstate Compact, and Designation of Pediatrician. You will need to meet the social worker at our office to complete all the forms. You must remain in the state until your ICPC paperwork has cleared. Your attorney (recommended by HFA) will advise you on finalization. You must return to the state and appear before the judge on the scheduled date.



## SERVICES OVERVIEW

### **Hope for Adoption's Adoptive Family Programs**

Procedures for accepting applications for Adoption Programs: Prior to acceptance of application or fees of any kind, Hope for Adoption will provide the following information through the orientation application packet to the prospective adoptive parents to assist them in making an informed decision:

- Hope for Adoption's Adoption and Home Study Services
- Eligibility Requirements
- Description of adoption procedures
- Fee schedule and refund policy
- Approximate time of adoptive placement

### Eligibility Requirements for Adoptive Parents

The basic requirements include:

- Home Study Approved Prospective Adoptive Family
- 21 years of age or older
- Married, Divorced or Single
- Valid motivation to adopt
- Stable marriage and/or family life
- Solid and safe parenting practices
- Financially able to provide support for the family
- 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

After the couple has reviewed the information, completed orientation application packet and would like to proceed, they would be required to submit an application. Within 30 days Hope for Adoption will determine whether or not they meet the eligibility requirements. If not, they are notified in writing within 30 days. If so, they will receive an approval letter accepting them into the adoption program within 30 days. As an approved prospective adoptive parent their family profile will be presented to birth mothers/parents to potentially be selected as adoptive parents.

\*Hope for Adoption cannot guarantee if, when, or how often the adoptive family profile will be presented. However, approximate time of placement is 1 – 2 years.

### Full Service Adoption Program:

Fee: \$15,000

Description: The Full Service Adoption Program includes a full line of all-inclusive adoption services for the purposes of a domestic adoption. This program is typically designed for newborn infant adoptions. In addition to this program fee the following will be billed (please see Adoption Services Fee Schedule): estimated birth mother/family living expenses, estimated legal costs, and estimated medical expenses.



## SERVICES OVERVIEW

### The Hope Adoption Program:

Fee: \$10,000

Description: The Hope Adoption Program offers discounted agency fees for harder to place children. This program will offer incentives and discounts to make it easier to find forever families for infants and children that may otherwise be placed in foster care. In addition to this program fee the following will be billed (please see Adoption Services Fee Schedule): estimated birth mother/family living expenses, estimated legal costs, and estimated medical expenses.

Services typically provided under the Full Service & the Hope Adoption Plan as it relates to the Adoptive Parents includes but not limited to the following:

- Review of home study (if not conducted by Hope for Adoption)
- Case management such as:
  - counseling, support and education to our families
  - obtaining and reviewing proof of pregnancy, social/medical background information, medical records
  - notification to hospital regarding adoption plan
  - assistance with identifying an attorney
- Coordination of adoption plan
- Interstate Compact requirements
- Adoption education and support throughout the process
- Advertising research
- Advertise for Birth Parents
- Register and notify families of approval
- Complete new client orientation
- Recruit and screen adoptive families for birth families preferences
- Answer questions and review birthmother information with adoptive family
- Review birthmother's non-identifying social and medical history with adoptive family and answer questions
- Ensure adoptive family and birth family are ready to proceed with adoption plan
- Schedule contact between adoptive and birth families (calls, visits, etc)
- Compile agency documents and review with adoptive family
- Assist family compiling paperwork and documents needed for the adoption
- Recommend attorney for family to complete adoption and review approximate fees and laws that may apply
- File proper ICPC paperwork
- Supervise placement of child and submit needed reports to appropriate offices/attorneys
- Assist family with selecting an attorney to finalize adoption in their home state (if not finalizing in Georgia)
- Provide attorney with needed documents
- Coordination of on-going contact with birth family as agreed upon (letters/pictures)
- Overall support and guidance throughout the entire adoption process

Please note Hope for Adoption does not provide legal services for consents and terminations of birth families parental rights, therefore, the family will need to hire (with our guidance) an attorney to provide these necessary services.

### Pre-Identified Adoption Program:

Fee: \$6,500

Description: The Pre-Identified Adoption Program offers discounted adoption services for couples and birth parents that have already established an adoption plan. In addition to this program fee the following will be billed (please see Adoption Services Fee Schedule): estimated birth mother/family living expenses, estimated legal costs, and estimated medical expenses.



# Hope For Adoption

## SERVICES OVERVIEW

Typical services offered for the Pre-Identified Adoption Program includes but not limited to the following:

- Review of home study (if not conducted by Hope for Adoption)
- Case management such as:
  - counseling, support and education to our families
  - obtaining and reviewing proof of pregnancy, social/medical background information, medical records
  - notification to hospital regarding adoption plan
  - assistance with identifying an attorney
- Coordination of adoption plan
- Interstate Compact requirements
- Adoption education and support throughout the process
- Answer questions and review birthmother information with adoptive family
- Review birthmother's non-identifying social and medical history with adoptive family and answer questions
- Ensure adoptive family and birth family are ready to proceed with adoption plan
- Schedule contact between adoptive and birth families (calls, visits, etc)
- Compile agency documents and review with adoptive family
- Recommend attorney for family to complete adoption and review approximate fees and laws that may apply
- File proper ICPC paperwork if needed
- Supervise placement of child and submit needed reports to appropriate offices/attorneys
- Assist family with selecting an attorney to finalize adoption in their home state (if not finalizing in Georgia)
- Provide attorney with needed documents
- Coordination of on-going contact with birth family as agreed upon (letters/pictures)

50% of Agency Program Fee & 100% of Additional Estimated Expenses due at match, with the balance due of remaining Agency Program Fees due 30 days prior to birth or placement.

### **All fees are non-refundable expect under conditions of the Refund Policy due to a disrupted or failed adoption.**

In the case of a disrupted or failed adoption, Hope for Adoption will roll 100% of Adoption Program Fees over to another adoptive placement. Unused Birthmother Living/Medical Expenses and Legal Fees will also be rolled over to another placement as well. If prospective adoptive parent wishes a refund based on a failed or disrupted adoption (unless failure is due to adoptive family decision not to proceed except in cases of special needs delivery or placement) all unused Birth Mother Living/Medical expenses and unused Legal Fees and Adoption Program fees will be refunded minus \$5,000 to cover administrative and social service costs.

Services typically provided to the Birth Family/Birth Mom:

- Marketing Research and Advertising for Birth Parents
- Field informational calls, complete application and intake of Birth Parent
- Case Management
- Assessment of birth family
- Discuss adoption and other options such as parenting or relative placement
- Gather Birth Parent information such as proof of pregnancy and social/medical history
- Provide counseling to birth family
- Provide birth family with referrals to appropriate community resources when needed for additional support
- Discuss options and types of adoption (such as: open/closed/semi-private)



## SERVICES OVERVIEW

- Help birth family select adoptive family desired through presenting family profile book
- Assist birth mother with Medicaid applications
- Collect copies of medical records
- Arrange contact including possible meeting and conference call between adoptive and birth families
- Assist birth family in achieving goals and dreams such as higher education, GED, employment training, etc.
- Arrange transportation (if needed) for birth family for necessary appointments and meetings such as doctors visits, counseling, etc
- Notify doctors office and hospital of adoption plan
- Overall support and guidance throughout the entire adoption process

Adoption Reunion Registry: Parents will be informed of the placement state's adoption reunion process and registry at time of match and placement.

Home Study Program (FOR GA RESIDENTS ONLY): Home Study Services: Hope for Adoption will offer Home Study services for domestic and international home studies to prospective adoptive clients.

Service area: Entire state of Georgia

### Steps of the Home Study:

Orientation

Application

Visits

Paperwork

Written Report

Updates

Subsequent Home Studies

Amendments (if needed)

Procedures for accepting applications, for conducting home studies and for approval or disapproval of adoptive homes and families will be as follows:

### Procedures for accepting Home Study Program applications:

Prior to acceptance of application or fees of any kind, Hope for Adoption will provide the following information to the prospective adoptive parents to assist them in making an informed decision:

- Hope for Adoption's Home Study and Placement Services
- Eligibility Requirements
- Description of adoption procedures
- Fee schedule and refund policy
- Approximate time of Home Study Process and Completion (3-4 weeks)

### Eligibility Requirements for Adoptive Parents

The basic requirements include:

- 21 years of age or older
- Married, Divorced or Single
- Valid motivation to adopt



## SERVICES OVERVIEW

- Stable marriage and/or family life
- Solid and safe parenting practices
- Financially able to provide support for the family
- 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

After the couple has reviewed the information and would like to proceed, they would be required to submit an application. Within 30 days Hope for Adoption will determine whether or not they meet the eligibility requirements to begin the home study. If not, they are notified in writing within 60 days. If so, the social worker will schedule the first appointment within the first 30 days.

The Adoptive Home Study, which includes a face-to-face interview with each member of the household, will result into a written assessment of the adoptive home to be placed in the adoptive parent file. The narrative shall assess the following areas of concern:

- Motivation for adoption;
- Family's attitude toward accepting an adoptive child, and plan for discussing adoption with the child;
- Emotional stability, physical health, and compatibility of adoptive parents;
- Ability to cope with problems, stress, frustrations, crises, and loss;
- Information on medical or health conditions which would affect the applicant's ability to parent a child;
- Record of convictions other than minor traffic violations;
- Ability to provide for child's physical and emotional needs;
- Adjustment of own children, if any, including school reports;
- Positive feelings about parenting an adoptive child;
- Capacity to give and receive affection;
- Types of children desired and kinds of handicaps accepted;
- Types of children who would not be appropriate for the placement with this family;
- References; and
- Recommendations for number, age, sex, characteristics, and special needs children best served by this family.

Home Study Visits: Hope for Adoption will make a written evaluation, or study, of each potential adoptive family applicant. At least 3 visits will occur on separate days with at least 1 visit occurring in the home. The applicant and all family members will be seen and interviewed. Prospective adoptive parents will be interviewed together and separately. These visits will be scheduled and conducted by our Caseworker/Casework Supervisor. Caseworker/Casework Supervisor will make a determination after reviewing all documentation and conducting the 3 minimum visits to whether or not the couple meets the eligibility requirements for the State of Georgia and Hope for Adoption and would provide a safe, secure and loving environment for a child.



## SERVICES OVERVIEW

**Home Study Updates:** In certain instances a home study may be updated instead of completing an entirely new home study. The update must include at least (1) in home visit, employment status, updated medical reports, changes in family composition, and changes in the type of children requested. Home study updates can also occur when a family has been approved but not received placement within (1) year from the date of approval.

**Subsequent Home Studies:** A subsequent home study can be conducted when a family is applying to adopt again after initial placement has been made. The original home study should be included for information that has not changed since that study, but also must include the following: at least (1) home visit since the last placement, employee status, updated medical reports, changes in family composition, changes in type of children requested, evaluation of the parents' adjustments to parenthood, and a re-evaluation of parenting skills, knowledge, and techniques.

Overall the prospective adoptive parents have to prove that they will provide a safe and loving environment for the child in every aspect.

**Approval:** A decision on approval of an adoptive family shall be made within 60 days of the last contact with the applicant or Hope for Adoption will supply documentation in the record to explain the delay. Applicants will be notified in writing within (10) working days following the agencies decision to approval or disapproval as an adoptive family.

**Disapproval:** If a prospective adoptive family can not adequately prove that they can provide a safe, loving and financially secure environment or if they have been untruthful in any of their interviews, applications, or forms, they will not be approved. A written statement regarding the disapproval will be placed in the unapproved applicant's file as a record of disapproval and the applicants will be notified in writing within (10) working days following the agencies decision to disapprove them as an adoptive family.

Hope for Adoption will supply it's applicants a form and written directions on how to obtain a criminal records check for the purpose of adoption from their local law enforcement agency.

Financial Polices including Home Study fees, payment schedule, and refunds will be as follows:

**Collection and Refunding of Fee will be as follows:** All Home Study fees are collected upfront when the service is rendered therefore, they are non-refundable. Hope for Adoption takes cash, checks, Visa, or MasterCard.

### Home Study Fee Schedule

It is Hope for Adoption's financial policy to provide an efficient and thorough home study in a timely manner at a reasonable cost. Applicants will be notified up front of our Fee Schedule and Non-Refundable fees. Clients are billed up front at the time the service is rendered therefore, there are no refunds. *Cash, Check and Credit Cards (Visa and MasterCard) are accepted.*



### FOR GEORGIA RESIDENTS

#### Service

- | <u>Service</u>  | <u>Fee</u>  |
|---|---|
| <input type="checkbox"/> Domestic Home Study                                  | \$1,500.00 (1 home & 2 office visits - \$750 is due at initial visit & at 2 <sup>nd</sup> visit)<br>\$2,000.00 (all 3 visits in the home - \$1000 is due at initial visit & at 2 <sup>nd</sup> visit)<br>*plus mileage reimbursements paid directly to the case worker per home visit |
| <input type="checkbox"/> International Home Study                             | \$2,000.00 (1 home & 2 office visits - \$1000 is due at initial visit & at 2 <sup>nd</sup> visit)<br>*plus mileage reimbursements paid directly to the case worker per home visit   |
| <input type="checkbox"/> Expedited Home Study                                 | \$2,000.00 (1-2 weeks - \$1000 is due at initial visit & at 2 <sup>nd</sup> visit)<br>*plus mileage reimbursements paid directly to the case worker per home visit  |
| <input type="checkbox"/> Home Study Update                                    | \$500.00 due at time of home visit<br>*plus mileage reimbursements paid directly to the case worker per home visit  |
| <input type="checkbox"/> Subsequent Home Study                                | \$750.00 due at time of home visit<br>*plus mileage reimbursements paid directly to the case worker per home visit  |
| <input type="checkbox"/> Post Placement Supervision                           | \$250.00 per visit due at time of visit<br>*plus mileage reimbursements paid directly to the case worker per home visit   |
| <input type="checkbox"/> Court Report for Finalization<br>(Domestic Adoption) | \$350 to be direct billed to client after completion  |
| <input type="checkbox"/> Travel (paid directly to the caseworker)             | 58.5 cents per mile roundtrip, due at time of home visit  |
| <input type="checkbox"/> Additional Home Study Reports                        | \$25.00 each (3 Reports are provided)   |

#### Home Study Refund Policy

Clients are billed at the time service is rendered therefore, there are no refunds. I agree to pay Hope for Adoption, Inc. for the Home Study services described above in the sum of \$\_\_\_\_\_. This amount shall be paid \$ \_\_\_\_\_ upon execution of the Home Study Agreement and completion of initial meeting and \$ \_\_\_\_\_ upon completion of the 2<sup>nd</sup> visit. I acknowledge and agree that should the prospective adoption fail for any reason or I decide not to pursue adoption for any reason, I shall remain obligated to Hope for Adoption, Inc. for the \$\_\_\_\_\_ fee described.



## SERVICES OVERVIEW

### Post Placement Services

#### Adoptive Family

- Post Placement Supervision
- Court Reports or Court Appearances – when needed
- Family Training & Support Groups – referrals to local ministries and churches based on families need

Post placement supervisory visits: Hope for Adoption's Caseworker/Casework Supervisor will make at least the minimum required home visit(s) after placement of the child and prior to the filing of the petition for adoption. After placement, the Caseworker/Casework Supervisor will make contact with the family to schedule the visits. The first visit can be scheduled any time after placement. Hope for Adoption will also submit Post Placement reports to the appropriate attorney, agency and ICPC as required.

Completion of court reports: Court reports will be completed by the Caseworker/Casework Supervisor and will be completed as required by the Superior Court through preparation and presentation of the written report. A copy of the reports will be filed with the State Office of Adoptions and copies of the state birth verification and the court report will be retained by Hope for Adoption in the adoption record.

Interstate Adoptions: During an interstate adoption where Georgia is the state of origin, the requirements of service following an adoption placement may be met by fulfilling the requirements of the receiving and sending state. Hope for Adoption will prepare clients ICPC paperwork for the adoptive placement.

Grievance Procedures: It is Hope for Adoption's policy to address all concerns, disagreements, and grievances of it's applications/adoptive families. All grievances must be submitted in writing to the Executive Director of Hope for Adoption. The Executive Director will be responsible for deciding whether to investigate the complaint, and what action will be taken based on evidence received. Any action taken will be documented in the agency's file and/or applicants/ client's file.

I have read the Adoptive Parent Service Overview and understand the services offered by Hope for Adoption. I am applying with my application to adopt through Hope for Adoption, Inc.

Signed & Dated: \_\_\_\_\_ Signed & Dated: \_\_\_\_\_



## ORIENTATION CHECKLIST – PRE-APPLICATION

Prior to accepting fees of any kind, Hope for Adoption provides the following information through orientation to the prospective adoptive parents to assist them in making an informed decision.

- Hope for Adoption Placement and Home Study Services
- Fee Schedule and Refund Policy
- Eligibility Requirements
- Minimum Requirements for Adoptive Home and Home Study
- Home Study Process
- Expected Completion Time for Home Study
- Expectations During the Home Study
- Description of Adoption Procedures
- Approximate Time of Adoptive Placement
- Hope for Adoption Grievance Procedures
- Type of Children Available for Adoption
- Additional and/or Miscellaneous Questions Answered

Additional comments or follow-up needed: \_\_\_\_\_

\_\_\_\_\_

Date of Orientation: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Client Signature: \_\_\_\_\_

Agency Rep: \_\_\_\_\_ Date: \_\_\_\_\_