

FAMILY OPTIONS

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SERVICE PROCEDURES

1. **Information Session**

Make an appointment for an information group meeting (no charge) or an individual adoption consultation (fee charged).

2. **Application** (see fee schedule)

Submit completed application and the applicable fee to Family Options.

3. **Home Study**

After your application is processed, you will be sent the Home Study questionnaire. Complete the entire packet *as specified* and return to Family Options along with all requested documentation and home study fee. Upon receipt of the questionnaire, a caseworker will contact you to arrange the home study visit.

The **Home Study Approval consists of 3 components**. They are as follows:

A. Meetings

At least one meeting will be conducted in your home. The caseworker will interview all household members. Joint interviews will also be conducted with applicants. The written home study will then be submitted to the Social Work Supervisor for review.

B. Clearances (see fee schedule)

Every member of the household over the age of 18 must complete a Criminal History Record Information (CHRI) fingerprint background check and Child Abuse Registry Information (CARI) name check. Instructions are provided in the home study packet.

C. Educational Course (see fee schedule)

Applicants are required to attend Family Options' Adoption Educational Course, *Ready, Get Set, Grow*. This six hour workshop is offered monthly and is required prior to home study approval.

Ready, Get Set, Grow is designed to address the unique needs and issues of the adoptive family and provide the opportunity to meet other waiting parents. Seating is limited so registration is required. It is recommended that enrollment occurs at the time of initial application to Family Options.

4. **Approval**

After clearances have been received, the educational requirements are met and your home study has been reviewed by the Social Work Supervisor, you will be notified that your home study is complete and if approval is granted.

5. **Portfolio Consultation** (see fee schedule)
Upon your home study approval, the portfolio consultation appointment may be scheduled. At this appointment, you will be given guidelines and valuable insight for developing a portfolio and advice on networking and advertising. Portfolio policy and procedures will also be reviewed.
6. **Portfolio Review**
Once complete, call Family Options to schedule an appointment for review and filing of your portfolio. Signed portfolio documentation must be received at this time. Advertising for identified placements may begin. A portfolio must be on file with Family Options before we can respond to identified advertisements. Please provide Family Options with information regarding the advertisements (content, source, length of time in circulation).
7. **Placement** (see fee schedule)
For Direct Infant Placements, the agency will contact the adoptive family as soon as a birth family indicates interest in working with them, at which time a non-refundable placement retainer is required from the adoptive family. The balance of the placement fee should be made available within six weeks prior to the expected placement or sooner.

For Identified and Enhanced Identified Placements, a non-refundable retainer is required as soon as Family Options becomes involved with the identified situation. The balance of the placement fee should be made available within three weeks prior to the expected placement or sooner.

The hourly fee is assessed for any situation not resulting in a placement; any portion of the placement retainer not expended by the hourly rate will be applied to a future placement retainer. The entire placement fee is refundable for unsuccessful placements resulting from a birth parent having a change of heart.
8. **Supervision** (see fee schedule)

Upon placement, supervision of the adoptive family will be required by Family Options for a minimum of six months. This supervision will consist of bi-monthly meetings in your home. All household members should be available for these visits.
9. **Finalization** (consult an attorney)

During this supervisory period, you should contact an attorney to arrange for adoption finalization. A list of recommended attorneys is available through Family Options. Please inform our office of the name and address of your attorney and the county in which you will be filing for finalization. The agency will forward the paperwork necessary for finalization to the court and to your attorney at the end of the supervisory period.

You may be required to update your clearances prior to finalization. Please contact Family Options during supervision to request this information.

If at any time during the procedure you have any questions, please do not hesitate to contact our office.