



NC Homestudies, LLC

PO Box 350, Mineral Springs, North Carolina 28108 (704) 258-4029

APPLICATION FOR ADOPTION SERVICES

This application requests vital information necessary to assess your qualifications for adoption. Please be thorough and honest in your responses. Some of the information may seem trivial, but failure to disclose it may lead to a denial of the homestudy by our agency or by the country from where you are adopting. **Your application cannot be processed until we receive the completed application and \$250 application fee.**

All information given herein is strictly confidential. PLEASE PRINT CLEARLY and USE INK.

Family Name: _____ Home Phone or Preferred Number: _____

Current Physical Address: _____

Current Mailing Address (if different): _____

Blog or Website Address: _____

Adoptive Parent 1:

Full LEGAL Name: _____

Full Maiden Name: _____

Preferred Name: _____

Cell Phone: _____

Email Address: _____

Social Security Number: _____

Date of Birth: _____ Age: _____

City & State of Birth: _____

Citizenship: _____

Race and Ethnicity: _____

Religious Affiliation (if any): _____

Height: _____ Weight: _____

Hair Color: _____ Eye Color: _____

Please list the states and dates you lived there since you were 18 years old.

Adoptive Parent 2:

Full LEGAL Name: _____

Full Maiden Name: _____

Preferred Name: _____

Cell Phone: _____

Email Address: _____

Social Security Number: _____

Date of Birth: _____ Age: _____

City & State of Birth: _____

Citizenship: _____

Race and Ethnicity: _____

Religious Affiliation (if any): _____

Height: _____ Weight: _____

Hair Color: _____ Eye Color: _____

Please list the states and dates you lived there since you were 18 years old.

Family Information:

Date and Location of Marriage: _____

Children from current marriage:

Name:	Birth Date/Age:	Biological or Adopted?	Date of Adoption	In the Home?

If either applicant has been previously married:

Name of Previous Spouse:	Date of Marriage	Date of Divorce or Death	Any Children? Name, Birth Date/Age	In the Home?

Name, age and gender of any additional persons living in your home: _____

	Adoptive Parent 1	Adoptive Parent 2
Place of Employment:		
Work Address:		
Work Phone Number:		
Occupation/Title:		
Supervisor Name & Phone Number:		
Annual Income:		
Length at Current Job:		
Highest Level of Education:		
High School and Date of Graduation (or N/A):		
College, Major and Date of Graduation (or N/A):		
Graduate School and Date of Graduation (or N/A):		

Type of Adoption you Desire: *This can be altered with time and through consultation with your social worker.*

Country of Adoption: _____ Age of Child Desired: _____ Gender: _____

Do you wish to adopt more than one child? _____ If so, how many? _____

Race of desired child: (circle any that apply) Caucasian Asian Black Mixed No Preference

Are you able and willing to adopt a child with special needs? If yes, please describe the general types of needs.

Have you identified a specific child(ren) that you wish to adopt? If yes, please explain.

Please briefly describe your motivation for adoption. _____

Have you identified and contacted a placing agency? If yes, please provide the contact information.

Name of Agency: _____ Contact Person: _____

Phone: _____ Email: _____

References: Please provide contact information for FIVE references who can attest to your character and desire to become an adoptive parent. Individuals listed should be acquainted with both applicants and should not be family members. We will ask you to obtain reference letters from each of these individuals. We will only be calling them if we have questions about the reference provided.

Name:	Complete Address:	Email Address:	Phone Number:
1.			
2.			
3.			
4.			
5.			

Background Information: <i>Please answer each with a "yes" or "no" response</i>	Adoptive Parent 1	Adoptive Parent 2
Have you ever been arrested? Please mark yes even if the arrest did not result in a conviction or was expunged.		
Are there any past incidences of you perpetrating physical abuse?		
Have you ever been a respondent in a domestic violence proceeding or a proceeding concerning a minor who was allegedly abused, neglected, dependent, undisciplined or delinquent, and the outcome of the proceeding or whether the individual has been found to have abused or neglected a child or has been a respondent in a juvenile court proceeding that resulted in the removal of a child or has had CPS involvement that resulted in the removal of a child?		
Have you ever been abused?		
Do you now or have you ever had a problem with drug or alcohol abuse?		
Have you ever terminated your parental rights or had them terminated for a biological or adopted child?		
Have you ever been convicted of a crime other than a minor traffic violation?		
Have you ever been treated for any mental health issue? This could be counseling, medications, in patient or outpatient treatment at any age.		
Do you have any personal history of or have you ever been treated for a nervous or mental disorder, incl. depression, anxiety, etc.?		
Have you ever been on any medication for depression, substance abuse, mental disorder, stress or anti-anxiety agents?		
If you answer yes to any of these questions, then please attach a separate sheet of paper with a COMPLETE explanation of the applicable circumstances and outcomes.		

Emergency Contacts: Please give names, address and phone number of an emergency contact.
Individuals listed will only be contacted in case of an emergency.

Adoptive Applicant 1:
Adoptive Applicant 2:

Indication of Services:

NC Homestudies, LLC is a child placing agency licensed by the State of North Carolina. We provide the following services to families seeking adoption. PLEASE INDICATE BELOW which services you are requesting from the agency at this time. We will provide you with a copy of our fee sheet and a contract that outlines the specifics of each service. The fee sheet and contract, in addition to this completed application, will be received prior to beginning services with our agency.

We are requesting the following services (indicated by a check mark) to be completed by NC Homestudies, LLC:

- A pre-placement assessment report for an international adoption
- A pre-placement assessment report for a domestic adoption
- A post placement report(s) for an international adoption Indicate the number requested: _____
- A post placement report(s) for a domestic adoption Indicate the number requested: _____
- A DSS -1808 Report to the Court
- Assistance with Domestic or Re-adoption (DSS-1800) Petition for Adoption

All fees are non-refundable once paid. Requests for any refunds can be made in writing to the Executive Director at the agency's mailing address.

Release of Information:

I/WE consent to NC Homestudies, LLC releasing and receiving information from MY/OUR primary placing agency and referral source

Name of Agency

Name of Referral Source

which are pertinent to the service(s) requested until such time that MY/OUR Adoption record has been closed.

By signing I/WE attest that the information given in the 5 pages of this application is true and accurate to the best of OUR/MY knowledge.

Adoptive Parent 1 Signature: _____

Adoptive Parent 2 Signature: _____

Date: __ / __ / __



Frequently Asked Questions about the Home Study Process

➤ ***What is a home study?***

A home study is an evaluation written by a licensed adoption agency regarding the suitability of single people or married couples to become adoptive parents. This evaluation process includes interviews with the prospective adoptive parents, obtaining documentation, verifying birth, marriage and divorce of the adoptive parents, criminal clearances, and child abuse registry clearances, verification of employment, reference letters, physician's report, and any other background information needed by the state. It may also include information required by the country or state, where the adoption is to take place. Home studies are a time for your social worker to help you prepare for adoptive parenthood, address issues unique to adoptive families and provide education about adoption. In North Carolina, a home study must be completed within 90 days.

➤ ***Can you complete a homestudy for an international adoption for an adoption under The Hague and UAA?***

Yes, NC Homestudies, LLC can perform home studies for international adoptions from Hague convention countries and for families adopting under the Universal Accreditation Act (UAA). This is written into the laws of both the Hague Convention on Inter-country Adoption and the Universal Accreditation Act (UAA). In this role, NCHS would be acting as a supervised or exempt provider, of your primary provider (placement agency). The staff of NCHS is very experienced in completing home studies under The Hague and UAA regulations. We urge you to speak to your primary provider before contracting with NCHS.

➤ ***What documents will I need to provide to NC Homestudies, LLC***

Any information that will support your suitability to be a parent. This will include information such as criminal background, child abuse clearances, medical report, references, financial, home evaluation, employment stability, etc.

➤ ***How do I apply for a home study report?***

Once the agency has received the application, the home study agreement and the applicable fees, the process will begin. You must complete the packet and send it to NCHS. We prefer that you fax or scan your documents. Once your documents have been received, and all fees paid, your social worker will contact you so that the home study interviews may begin. The social worker will advise you who needs to be present at the interview.

We advise families that background clearances should be completed immediately, as it takes time to receive the results.

➤ ***What information will I need to give about my finances?***

You are asked to verify your income by providing a copy of your income tax form (1040 or 1040 EZ) for the last three years. You are also asked to provide a Letter of Verification of Employment. During the home study process, you will be asked about your savings, insurance policies, assets and other investments and debts, including your monthly mortgage or rent payment, car and charge account payments, etc. This helps determine your general financial stability. You do not have to be wealthy to adopt, but NCHS needs to know that the child will be coming to a family that manages its finances responsibly and can financially support the raising of a child.

➤ ***Who should I ask to provide a letter of reference on my behalf?***

Your references should be nonrelatives. They can be close personal friends, an employer, a former teacher, a co-worker, a neighbor, or your pastor. References are generally used to get a complete picture of a family's application and an idea of their support network.

You should pick as references people who know you the best. If possible, they should be individuals who have known you for several years, who have seen you in various kinds of situations, who have visited in your home and know of your interest in children, and who are also able to comment on your lifestyle.

Please notify and obtain the consent of references before listing them on the Agency Application.

➤ ***What will the social worker be looking for when he or she visits our home?***

The social worker is not visiting your home to conduct a white glove inspection. The social worker is simply looking to see if the child will be entering into a safe and healthy environment and whether you have thought ahead as to how you are going to accommodate the new family member. The social worker will want to see the child's bedroom and all the other areas of the house or apartment, including the basement or back yard.

It is not necessary to clean the whole home from top to bottom. A certain level of cleanliness is necessary, but "lived-in" family clutter is expected. Most social workers would worry that people living in a "picture perfect" home would have a difficult time adjusting to the clutter that a child brings to a household.

➤ ***What questions will my home study worker ask?***

The home study is the presentation of you, your life, your family and their life. It includes information about your childhood, your marriage or singlehood, your extended family, your values, religion, education, finances, etc. It also discusses your decision to adopt and how you will integrate an adopted child into your family. In the case of a different race and/or culture, the home study will discuss your knowledge of the culture and your commitment regarding how you intend to help the child keep that cultural connection. The home study will discuss your discipline practices, communication skills, etc. You will be expected to receive training regarding adoption issues such as, health and developmental issues in adoption, as well as culture. We currently use a variety of training to include The Learning Partners online education program, the BG Center and various articles pertinent to adoption.

➤ ***What if I have a criminal record or something that I think would prevent me from qualifying as an adoptive parent? Should I keep this information from the social worker?***

Definitely not! It would not be wise to be deceptive or dishonest. Report even minor incidences. The documents collected in the home study process will expose an inconsistency in what you have presented about your family. This may harm your chances of obtaining an approved home study or in the case of international adoption, USCIS approval. Answer all questions honestly and be forthright about matters that can be checked or that continue to cause problems.

➤ ***What if I or any member of my family that lives with me has a medical problem or a history of substance abuse or emotional problems?***

It is important that you discuss this with your social worker. He/She can help you determine what impact this may have on an adoption. You can also call NCHS' office and speak to the Executive Director who has handled many of these types of issues

➤ ***Does NCHS complete home studies for foster care, foster to adopt or an adoption from the state?***

No, NCHS only completes home studies for private adoptions.

➤ ***Does NCHS complete home studies for custody agreements or reports to the court for custody disputes?***

No NCHS does not provide these services.

➤ ***Will I obtain a copy of my home study report when it is completed?***

Yes. You will obtain three (4) notarized originals for your use and to submit to your placement USCIS/NBC.

If you have additional questions, feel free to call the office at (704) 258-4029



NC Homestudies, LLC

The Home Study Process

- Call or email the agency for an application and home study information packet. We will email you the packet.
- If you would like the agency to perform your home study, scan or fax the agency the application.
- Mail the \$250 application fee to our main business office
NC Homestudies, LLC. PO Box 350, Mineral Springs, North Carolina 28108
- The agency will review your application and will contact you if there are questions or concerns.
- The agency will then email you the entire home study packet unless you direct us to do otherwise.
- You will complete the home study packet gathering your documents for the home study. When you are ready for the social worker to perform the interview, you will need to send your **documents, the signed home study and fee agreement and submit the home study fee to the agency.**
- **For Expedited reports of any kind, there is an additional fee which will be determined by the agency once they review the request.**
- If there are special requirements or additional documents or forms that need to be prepared by our agency, to meet the requirements of the country you are adopting from or your placement agency, if possible, we like to know before the home study begins. **There may be additional fees associated with the request.**
- Your application will then be referred to an agency social worker that will call you to schedule an appointment to complete your home study interview. (See FAQ regarding home studies).
- You can make as many copies of any of the forms in the packet as you need.
- Your social worker will also be working closely with your placement agency or attorney, to ensure that the requirements for the state or country where the adoption will take place are met, as well as any requirements for training.
- We require preadoption training and use online training such as Adoption Training Online <https://www.adoptiontrainingonline.com>, and pertinent articles. For Domestic Adoption, Take the Domestic Bundle. For International Adoption, take the Hague Bundle. If you wish an exception to this requirement, you must speak to the Executive Director. **If your placement provider requires additional training or another source of training, please let us know before you begin the training.**
- **If you are completing an international adoption, you will need to have a child abuse screen completed for every country or state that you have lived in after age 18. This is true for each adult residing in your home over the age of 18. This must be a part of the home study.**
- **For domestic adoption if you have lived in NC under 5 years you will need a child abuse clearance from the previous state where you resided. We can assist you with this process.**
- Once all of the required documents and clearances have been received and the interviews have been completed, your social worker will write the report. You and your placement agency will be sent a draft to review **prior** to finalization.

- The home study is finalized. You will be sent 4 notarized original home studies and (four) notarized copy of the agency's license. Additional originals can be issued for a small fee.

***** The quickness of the timeline depends on how quickly you return all of your documents, how flexible you are in scheduling the interview, and how quickly your clearances are processed and received.**

Fee Agreement

NC Homestudies, LLC, (NCHS) provides a written fee schedule to potential adoptive parent (PAPs) before the commencement of services. When PAPs inquire about services, the (PAPs) is provided with a fee schedule, as part of the inquiry. If the PAPs have any questions regarding fees, NCHS staff is available to answer them. When PAPs decide to use NCHS services, the PAPs are given the fee schedule as part of the homestudy agreement. PAPs are billed for each service and are provided a receipt for each payment. If at any time the PAPs case requires work that is above and beyond what the agency normally provides and the agency's established fees, the agency will discuss this with the PAPs and inform them in writing of any additional fees before any additional services are provided.

Schedule of Fees (Please check the services needed)

○ Application fee for any service	\$ 250
○ Home study Domestic	\$1,450
○ Home study International	\$2,000
○ Court Report DSS-1808	\$ 300
○ Stepparent Adoption Study	\$ 300
○ Same Parent Adoption Study	\$ 300
○ Post Placement Reports (per report)	\$ 375
○ Post Placement Report (per additional child if completed simultaneously)	\$ 100
○ Home Study Update Domestic (if we did original home study)	\$ 675
○ Home Study International (if we did the original home study)	\$ 800
○ Home Study Update (if another agency did the original home study)	\$ 1,000
○ Amendment to the Home Study (if we did original home study)	\$ 300-500
○ Expedited Fee	\$ 400-500

Please note: Home Study Update will require new supporting documentation according to licensing requirements. Home Study Amendment is a one page document to make a minor change for example, change age of child, change of type of child you are wishing to adopt. Under North Carolina requirements and the Federal requirements, a change of address will require a social worker to re-visit the home and families will be charged for that visit. An amendment does not update the study or extend the expiration date of the study.

Additional Services:

Additional Visits (if required by foreign country or placing agency)	\$ 200
Additional Adoption Counseling or (PAPs) Counseling (per hour)	\$ 100

Please inform your social worker if your placement agency requires any additional documentation (i.e., post placement guarantee, extra agency, license etc.) Our ability to complete documentation prior to the home study being issued will save you money. Additional fees will apply if documentation is requested after final home study is issued. Post placement fees will be due prior to us signing a post placement interagency agreement.

Additional Document Fees (to be charged after final home study is issued):

Hourly Cost of Additional Paperwork	\$ 50
Additional Home Study Copies (four copies included in home study fee)	\$ 25
Notary Fee (per document)	\$ 5
Copy Fee (per document)	\$ 0.25
Court Testimony Preparation and Testimony	\$ 250

Payment of Fees

For your convenience, NCHS accepts the payment of fees through a variety of methods:

Mail: When making payments by mail please send them to our central finance office. Please make your checks payable to NC Homestudies, LLC. Mail the payment to NC Homestudies, LLC. PO Box 350, Mineral Springs, North Carolina 28108

Zelle: Use the following Zella ID: 717-873-8777 when asked for reason, enter your name and service

Venmo: Use the following Venmo ID: @Barbara-Lorenzo-0 When asked for service type, you can type in the word home, and then select the home icon.

Cash App: Use the following Cash App ID: \$taliengirl

*Please add a note with your name and reason

*****IF YOU WISH TO USE A CREDIT CARD, VENMO AND CASH APP ALLOW YOU TO USE YOUR CREDIT CARD.**

Travel Fees: Mileage is billed at \$0.56 per mile. There is also a \$75 round trip travel fee to pay for the social workers time when traveling over 30 miles round trip.

Applicant 1 Signature

Date

Applicant 2 Signature

Date

If you have any questions, please contact Joy at the office *at* (704) 258-4029

