



HOME ADOPTION STUDIES, INC.

WELCOME and INSTRUCTIONS **Home Study Report**

Welcome! We are honored that your family has chosen *Home Adoption Studies, Inc.* 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 home study and adoption process. As adoptive parents ourselves, we fully understand the need to find a home study agency to work with who will guide you as a partner, support you, and complete your home study report in a timely and efficient manner.

To get started, please go to www.homeadoptionstudies.com and download the following documents by clicking on the Forms page and double click the "home study welcome forms"

1. Application
2. Home Study Agreement
3. Fee Schedule / Refund Policy

Please mail these completed forms along with the \$200 NON-REFUNDABLE application fee to our address at Home Adoption Studies 260 Kings Walk, Douglasville, GA 30134. After we receive your application, you will be contacted immediately to begin the home study process. Please note, we can begin scheduling your home study meetings immediately after receipt of your application. Your home study packet does not need to be complete in order to begin the home study process.

When completing your forms, always use your FULL LEGAL NAME – no nicknames!

PLEASE NOTE: Our web-site contains the the documents needed to complete your home study. Download these forms by clicking on to "home study packet" on the forms page. We will supply the four notarized report to you and one copy of the supporting documents you have completed.

****Please remember, your home study report is valid for twelve months from when it is dated. If you will be requiring a home study update, please contact us at least six weeks before your home study report expires. If your adoption is not completed within twelve months, you will have to update your home study report.**

Should you have any questions, please feel free to contact me at 404-797-9881.

Sherry Keadle

Executive Director



HOME STUDY APPLICATION

Home Adoption Studies, Inc.
260 Kings Walk
Douglasville, GA 30134
404-797-9881 - Office
www.homeadoptionstudies.com

Family Name(s): _____

Street Address: _____ County: _____

City, State, Zip: _____ Home Phone: _____

Have either of you ever been denied an adoptive home study? _____ If yes, please explain: _____

	APPLICANT #1	APPLICANT #2
First, Middle		
Cell Phone Number		
Employer Phone Number		
Social Security Number		
Drivers License Number		
Date of Birth		
Place of Birth – City and State		
Email Address		
Passport Number		
U.S. Citizen? Yes or No		
Employer		
Occupation		
Yearly Salary		
Length of Employment		
Debt		
Property Owed (type/value)		

HOME STUDY APPLICATION

Present Marriage	Date	Place	Date	Place
Previous Marriage(s)	Date	Place	Date	Place
How Terminated / Date				
Education – High School City, State Graduation Date				
Education – College City, State Graduation Date/ Degree				
Education – Higher Education City, State Graduation Date/ Degree				
Education – Other				
Religion				

Relatives

Name	Age	Name	Age
Biological Father:		Biological Father:	
Biological Mother:		Biological Mother:	
Siblings:		Siblings:	

List name, age, and address of guardians of your adopted child

Names, ages, relationship: _____

Address: _____

Home Study Application

Have you ever declared bankruptcy? If yes, please explain _____

INSURANCE

Amount

Company

Beneficiary

Has either applicant ever been accused or convicted of child abuse? Yes _____ No _____ If yes, please explain:

Has either applicant ever received psychiatric or psychological counseling? Yes _____ No _____ If yes, please explain:

Include date, name and address of physician

Does either applicant have a history of prolonged usage of drugs or alcohol (either personal or family history)? Yes _____ No _____ If yes, please explain:

Has either applicant ever suffered any sexual or physical abuse as an adult or in childhood? Yes _____ No _____ If yes, please explain:

Has either applicant ever been arrested or convicted of any criminal offense? Yes _____ No _____ If yes, please explain:

HOME STUDY APPLICATION

Children / Others in the home:

Name	DOB	Hair Color	Eye Color	Height / Weight

Pets in the Home: _____

Type of Water / Waste Disposal:

City Water _____ City Sewage _____

Well Water _____ Septic System _____

Nearest Hospital: _____ # Miles from home ____

Nearest Fire Department: _____ # Miles from home ____

Nearest Police Department: _____ # Miles from home ____

Nearest Elementary School: _____ # Miles from home ____

Nearest Middle School: _____ # Miles from home ____

Nearest High School: _____ # Miles from home ____

Nearest (5) Local Religious facilities (of different types) _____

Nearest recreational facility _____

References (Five - 5) with full address, phone numbers and email address.

Please include: One family member and four non-family members. If you have worked with children in the past 5 years, one of the four references must be obtained from the child care employer.

Name	Address	Telephone	Email

HOME STUDY APPLICATION

Child Preferred:

Sex: _____ Age Range: _____ Race Preference: _____
 Domestic International _____ (country)

Applicant #1's Signature Date Applicant # 2's Signature Date

When completed, please return along with the \$200 NON REFUNDABLE application fee to:

Home Adoption Studies
260 Kings Walk
Douglasville, GA 30134
Fax 678-840-7885/ email staff@homeadoptionstudies.com

HOME ADOPTION STUDIES, INC.

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

Home Study Agreement

This Home Study contract is made and entered in to this _____ day of _____, 20____ by and between Home Adoption Studies, Inc. (herein known as "Home Adoption Studies") a non-profit corporation, having its main office at 260 Kings Walk Street, Douglasville, Georgia 30134 and

_____,(known as individual(s)) residing at _____

1) Home Adoption Studies is a licensed placing agency by DHR in the State of Georgia and is authorized to conduct a home study investigation of the prospective adoptive family in order to determine the prospective adoptive family's suitability for adoption of a child (or children) under applicable standards as governed by the laws and regulations of the State of Georgia. The home study shall be conducted in accordance with all applicable requirements and guidelines of the State of Georgia and is necessary for the placement a child with the adoptive family.

2) The individual acknowledges and agrees to allow Home Adoption Studies to conduct such study. Individual acknowledges there are no guarantees on results for such home study. Individual recognizes that Home Adoption Studies is not involved in the placement of a child and does not guarantee such. Individual respects that Home Adoption Studies responsibility is only to conduct the home study as herein. The completed home study will be returned to the family ONLY after the three meetings with the Case Worker have been completed and ALL home study documents have been received by Home Adoption Studies. The completed home study will be returned to the client in a timely fashion after approval.

3) The Individual shall indemnify, defend and hold harmless Home Adoption Studies from and against any and all claims, liabilities, damages, costs, expenses, actions, or causes or actions arising from or related to (a) Home Adoption Studies conduct of the home study preparer, unless such claims, liabilities, damages costs, expenses, actions or causes of action solely arise from or relate to Home Adoption Studies gross negligence or intentional misconduct. A grievance form may be filed and will be addressed in order to resolve any said grievance. Any dispute, controversy or claim between the parties hereto arising out of or relating to this Contract, or the breach of any term or condition herein, which cannot be settled by negotiation, shall be settled by arbitration. Said arbitration is to be administered by a single arbitrator of the American Arbitration Association, under its Commercial Arbitration Rules. The judgment of the arbitrator may be entered in any court having jurisdiction thereof. The place of such arbitration shall be with Paulding County, State of Georgia. Furthermore, the arbitrator shall award the prevailing party the costs of arbitration, including but not limited to reasonable attorney fees.

4) The individual further acknowledges that under the laws of the State of Georgia, the home study will be valid for a period of one (1) year from the date upon which it is completed and signed by Home Adoption Studies. As well, the prospective adoptive family understands that they must comply with all applicable adoption regulations established by the State of Georgia. The applicant(s) and Home Adoption Studies understand that because each party has entered into this agreement voluntarily, either party may terminate this agreement by giving written notice to the other party. Any fees paid at Home Adoption Studies at that point would be non-refundable.

5) The individual shall pay Home Adoption Studies for the services described herein the sum of \$_____. This fee shall be paid in accordance to the Fee Schedule as signed by individuals. The individual agrees that should for any reason the adoption be no longer in pursuance, or fails, all fees listed herein the individual will still be responsible for and will be paid in full. There are no refunds.

IN WITNESS WHEREOF, the parties hereto have executed this Home Study Contract as of the date first written below.

Applicant Date Applicant Date

Agency Representative Date



Home Study Fee Schedule

Effective: January 2011

Clients are billed at the time the service is rendered therefore, there are no refunds. Cash and Checks are accepted. We do not accept Credit Cards.

<u>Service</u>	<u>Fee</u>
Application Fee	\$200
Home Study Report	\$1200.00 – \$600 due @ initial visit, \$300 due 2 nd visit, & \$300 due at the final visit
Subsequent Home Study	\$1000.00 (\$200 discount for prior clients)
Home Study Update	\$800.00 plus mileage (for current Clients this amount is discounted by \$200)
Home Study Amendment	\$100.00
Post Placement Supervision	\$225.00 per visit plus mileage
Domestic Adoption Court Report	\$300.00 – must be received before release of Adoption Court Report
Additional ICPC packets with Home Study Reports or ICPC Packets	\$25.00 each (Single ICPC packet with 4 notarized Reports are provided)

Mileage is charged at the current IRS guidelines and is in addition to the home study and post placement fee rendered at the time of home visit

***If you put a hold on your home study for a period greater than six months, you will be billed at the rates in effect once you again begin the home study process.**

Client Name & Date

Client Name & Date

Agency Representative & Date