



Home Adoption Studies, Inc.

Welcome Packet

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 either mail these completed forms along with the **\$200 NON-REFUNDABLE** application fee to our main office addressed at Home Adoption Studies, 5886 Tyree Rd, Winston, GA 30187 or email your application and call the office to set up to pay the application fee. After we receive your application, you will be contacted immediately to set up your virtual orientation visit. This will explain the process and go through the forms in the home study packet.

When completing your forms, always use your **FULL LEGAL NAME** - no nicknames! No Staples and Front Side Only! Please no double sided pages.

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. Please keep your packet together until completed, then mail the packet into our main office by priority mail. Once we receive the packet we will set up your required visits. Upon the approval and completion of your study, we will provided you with an ICPC ready PDF version of the entire packet and a receipt with our 501c3 information.

Please remember, your home study report is valid for twelve months from when it is approved, however, the third party information must also be within the year. For this reason, we request you complete your packet within 60 days form your application. If you will be requiring a home study update, please contact us at least eight 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 404-447-0414.

Sherry Keadle

Executive Director



HOME STUDY APPLICATION

Last Name(s): _____

Home Address: _____

County: _____

City, State, Zip: _____

Home Phone: _____

Have 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		
Nationality/Heritage		
U.S. Citizen? Yes or No		
Occupation/Position title		
Employer		
Employer Address		
Length of Employment		
Annual Income		
Debt		
Property owned (type/value)		



HOME STUDY APPLICATION

Relatives

Name	Age	Name	Age
Father:		Father:	
Mother:		Mother:	
Brothers:		Brothers:	

Nearest Hospital: _____ # Miles _____

Nearest Fire Department: _____ # Miles _____

Nearest Police Department: _____ # Miles _____

Nearest Elementary School: _____ # Miles _____

Nearest Middle School: _____ # Miles _____

Nearest High School: _____ # Miles _____

Nearest Park or Recreational Center _____

Nearest 5 Churches: (Your attending church) _____

Please list all the states where each of you have lived in the last 5 years. Include the dates and length of residency.



HOME STUDY APPLICATION

Present Marriage	Date	Place	Date	Place
Previous Marriage(s)	Date	Place	Date	Place
Cause of dissolution / Date				
Education – High School City, State Grade Completed /year				
Education – College School City, State, Degree Grade Completed /year				
Education – Post Graduate City, State Degree Completed, Degree, year				
Education – Other				
Religion/Church or Parish How long have you attended Members: Yes/No				
Organizations/Club Memberships				

Children /Others in the Home (if stepchild, please specify custody arrangement):

Name	Sex	DOB	Hair and Eye Color	Height and Weight
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HOME STUDY APPLICATION

Please give your employment history for the past 10 years. Include employer name, length of employment, and job title (**you may add resume instead**):

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

LIFE 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

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

Please include: **at least one family member and a minimum of two non-family members.** If you have worked with children within the past 5 years, one reference must be from that employer, supervisor, or pastor (if you volunteered at your church).

Name	Address	Telephone	Email

Child Preferred:

Agency or Coordinator Referral: _____

Sex: _____

Age Range: _____

Race Preference: _____

Domestic

International _____ (country)

Openness of Adoption:

Open

Semi-Open

Closed

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.



HOME STUDY AGREEMENT

This Home Study Agreement, made and entered into this _____ day of _____, 20____, between Home Adoption Studies, Inc., our main office 5886 Tyree Rd, Winston, GA 30187, a Georgia 501c3 non-profit corporation hereinafter referred to as "Home Adoption Studies" and _____, Resident(s) of the State of Georgia or Tennessee (hereinafter referred to as the "Individual/s"): (TN office address: 2245 Wood Chase Close NE, Cleveland, TN 37311)

Home Adoption Studies is a licensed child placement agency in the State of Georgia and Tennessee which is authorized by the Department of Human Resources of the State of Georgia/Tennessee to conduct home studies of prospective adoptive Individuals, such a home study and post placements being a necessary condition to placement of a child with the Individual(s) and the finalization of an adoption petition in the State of Georgia or State of Tennessee.

- 1) Home Adoption Studies shall conduct a study of the home of the individual in compliance with laws of the State of Georgia or Tennessee and regulations of the Department of Human Resources governing home studies for prospective placement and/or adoption of children. Home Adoption Studies shall conduct said home study with a view toward a child being placed with the individual by the private resource and with a view toward the individual filing a petition for the Adoption of said child.
- 2) The individual acknowledges and agrees that in agreement to conduct such a home study, Home Adoption Studies is not acting as a guarantor of the results of said home study. The individual further acknowledges and agrees that by agreeing to conduct a home study for the individual, Home Adoption Studies is not participating in the proposed placement of the child with the individual or with the adoption process, nor in the relationship between the individual and the private resource with respect of the success or failure of the placement of the child with the individual or the ultimate outcome of any prospective adoption. The parties stipulate and agree that Home Adoption Studies sole role and responsibility is to conduct the home study described herein.
- 3) The individual hereby agrees to indemnify and hold harmless Home Adoption Studies, its officers, directors, employees, agents and assign from any and all expenses, claims, losses, damages, lawsuits and judgments with Home Adoption Studies may incur by reason of Home Adoption Studies conducting the home study described herein.
- 4) The individual shall pay Home Adoption Studies for the services described herein the sum of \$_____ for a home study. Mileage will be charged separately at the Home Visit.

IN WITNESS WHEREOF, the parties have set the hands to the Agreement of the date first written above.
Home Adoption Studies, Incorporated

Applicant

Date

Applicant

Date

Agency Representative

Date



HOME STUDY FEE SCHEDULE

Check, Pay Pal, and Venmo are accepted.

Service	Fee
Application Fee	\$200
Domestic Home Study	\$1,400.00 (additional \$200 if expedited less than 30 days)
International Supervised Home Study	\$1,800.00
Home Study Amendment	\$100 due at the time changes are made
Home Study Update/Subsequent	\$800.00 due at time of home visit (\$1000 for new clients)/ TN clients speak with the office, TN does not require many new documents for updates
Post Placement Supervision	\$250.00 per visit due at time of visit
Court Report for Finalization	\$250.00 must be received before release of the Court Report (Domestic Adoption)
Travel (paid directly to the caseworker)	Charged at the current IRS guidelines - per mile round-trip, due at time of home visit
Additional Home Study Reports	\$25.00 each (2 Reports are provided and PDF ICPC ready version if needed)
Additional Counseling Services	\$125.00 per hour

Home Study Refund Policy

Clients are billed at the time service is rendered therefore, there are no refunds. If you put your home study on hold for a period greater than six months, you will be billed at the rates in effect once you begin the home study process again.

Client Signature: _____ Client Signature: _____

Date: _____ Date: _____

Agency Rep: _____ Date: _____