**DISCLOSURE POLICY AND COMMITMENT**

**Please read completely and sign**

**This home study depends on complete and truthful disclosure from each adoptive applicant in order to provide the applicants with an assessment that reflects the true status of the family unit. Disclosure before, during and after the home study process includes answering questions truthfully and completely and volunteering information that is relevant, even if a specific question has not been asked. Disclosure includes all past, present and pending issues. Disclosure applies to written and verbal information and begins with the first contact that applicants make with the social worker. Relevant issues of disclosure include but are not limited to the following:**

**Changes in marital status**

**Any individual moving into or out of the home**

**Any individual in the home turning 18 years old**

**Changes in residence**

**Arrests**

**Past or present involvement with drug or alcohol abuse**

**Health issues (new diagnosis, including pregnancy or re-emerging health issues)**

**Changes in employment**

**Changes in income**

**Disclosure is an on-going process. Applicants are expected to report changes at the time they occur or as soon as the applicant is aware of pending changes.**

**By signing this document I understand that this social worker is a mandatory reporter of child abuse and neglect in accordance with Alabama State Law. I understand that if the social worker has to report child abuse or neglect in my home, the current services provided to my family will cease upon the date the social worker reports this information to DHR. At that time, the money spent in the home study process will not be returned. I also understand that I or any adult member of my household's deliberate failure to disclose arrests, convictions, or history of substance abuse, sexual abuse, child abuse, domestic violence may result in the denial of services from the social worker and no return on the money paid to social worker. I further understand that contracting with this social worker does not guarantee approval of my home study. No money will be returned if the home study is denied. Examples of why a home study would be denied are: criminal background check clearances that are indicated for abuse/neglect/domestic violence or criminal history occurrences, extreme financial debt, serious medical conditions, etc.) The services rendered by the social worker are provided to the client under the agreement that the social worker is working in the sole capacity of a Licensed Independent Certified Social Worker, Private Independent Practitioner and is in accordance with the NASW code of ethics and Alabama laws regarding social work practice.**

**The home study fee must be received by the week before your scheduled home visit. I will then bring the signed receipt for payment to the home visit with me. You may pay by check or Venmo app. However, if you want to mail a check please allow at least 10 days for it to arrive. I cannot travel to your scheduled visit if I have not received payment. If you already have Venmo on your phone you can pay me through that. My username is @Rebecca-Dollar-1. If not, it is very easy to set up and use and is very secure and trusted. I have had many families use this payment app with no issues. I have pasted info about it below. You will just go to play store in your phone and type in Venmo in search and install. It will then take you through steps to install it.**

**Once the home visit is made, no refunds will be made.** **In addition to the home visit, we may meet for individual appointments at another scheduled time if this is an additional requirement for home study completion for your particular agency.**

**Post study visits and reports will be conducted after your child's placement in your home. The number of post placement visits and reports required varies by state and depends on which state your child is born or residing. The post placement visits and reports are a separate process and are not included in the fee for this home study process. For international adoptions, the post study fee must be pre-paid according to Hague regulations. The number needed and fee will be discussed with your particular Hague agency at the appropriate time.**

**The paperwork for this home study must all be turned in within four months of home visit so that I can complete and mail your written home study report. This is important because if you do not complete your home study during this time the paperwork and visit begin to get too large a gap between the dates and it is not good for your home study process. If there are special circumstances prohibiting your completion of the paperwork and the home study process we will discuss and try to work through these issues. However, unless there are special circumstances, the home visit and much of the paperwork will need to be redone. If the home study is not able to be completed within six months the home study process will start over and there will be a home study update fee charged of at least $800.**

**All paperwork must be either completed on binti.com, handed to me at home visit, or mailed to me by regular mail. I NO LONGER ACCEPT PAPERWORK THROUGH EMAIL because receiving multiple emails with paperwork gets VERY confusing and takes three times as long for me to type your report and often results in paperwork lost in emails. PLEASE gather all your paperwork and hold onto it until you mail it all to me at once or hand it to me at home visit. GO BY THE CHECKLIST I GIVE YOU to make sure you have completed all paperwork.**

**We commit to remain in compliance with this disclosure policy.**

**We understand that if there is a question about the relevancy of an issues, that we should disclose the issue to our social worker who will determine the relevancy of the issue.**

**We agree to report changes in our lives as soon as we are aware of each change.**

**We agree to remain in compliance with the Disclosure Policy as long as we have an open file with the social worker. We understand this includes the post/placement phase should this need arise. We understand that the post placement visits and reports are not included in the fee for this home study process. We understand that we must turn in all paper work within four months of home visit, unless we discuss special circumstances with social worker, or begin much of the**

**home study process over and acquire at least an $800 fee. We agree to hold all paperwork and either mail, or give to social worker at visit. We will not send multiple emails over multiple days with paperwork attached.**

**We the undersigned have read and understand the above policy. We agree to uphold the policy in its entirety. We understand that if we are ever found to be out of compliance with this policy, that we could receive a negative home study or have our file closed.**

**Signature Date**

**Signature Date**