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**Home Study Instructions**

**Please read everything completely before sending questions.** Questions are likely to be answered in these instructions or checklist. If you do not see the answer to your question feel free to email me, I am here to help. ☺

\*\*The steps are in no particular order so just get them all going. I have also attached a home study checklist to help you organize it all. I know it can be a bit overwhelming but just let me know any questions:) I am easiest to get in touch with through email and text if you have a question.

 PLEASE READ ALL INSTRUCTIONS AND LOOK AT ALL ATTACHMENTS

**1. Paperwork attached to original email and checklist below.**  Please print and get started. Please HOLD ONTO ALL PAPERWORK until you have everything gathered. Then Email ALL PAPERWORK TO ME IN ONE EMAIL ON SAME DAY. I only accept ONE EMAIL of paperwork.  Please do not email me paperwork in separate emails as attachments except for the application, signed disclosure policy and redacted info that is due at beginning of process. Everything else must be turned in all together. I cannot accept paperwork individually-it gets too confusing. Thanks for understanding

2. **CHILD ABUSE AND NEGLECT CLEARANCES**: Everyone in household 14 or over.

LET ME KNOW ANY STATES YOU HAVE LIVED IN LAST 5 years

***FOR Alabama CAN: Please follow these instructions exactly. If you leave blanks or do not send Original AND a COPY then they will send it back incomplete and it will waste time and stamps :)***

Please print the attached alabama can form in **high quality** (one for each person in household age 14 and older) and fill out completely.

Please make sure to print in very high quality and do not leave any blanks (put n/a if it doesn't apply) and **mail the original and copy.**

**mail the originals and copies together TO :**

the state department of DHR

Office of Child protective services

CA/N Central Registry

50 Ripley Street

Montgomery al 36130

**3. ABI/FBI BACKGROUND CHECKS:** Everyone in household 17 or over. If you are with an agency that has you doing FBI background checks you still must do this process. This is for State and Federal and AL ICPC requires this specific process. Sorry 

Please go to aps.gemalto.com (you must use internet explorer-it isn’t compatable with google, firefox, etc)

click on alabama, click on Department of human resources and follow registration process. Fingerprints are done electronically now.  Be sure after you complete online process to **GO GET YOUR FINGERPRINTS DONE!!!! The online process has a tab to the left that says find print location.**

It asks for agency to send results to during the registration process. There should be a pull down menu and you can **select me Rebecca Conner LICSW, PIP**. I may be listed under PIP's if you need to search for me. My address to put is:  6304 Wynwood Lane Trussville, AL 35173

4. **REDACTED BIOGRAPHY,MARRIAGE, CHILDREN INFO and GUARDIANSHIP**

Please fill in the attached redacted info in third person with your own info and **EMAIL in word form** to me.  Please do not leave the \*\*\*\*\*- put your name in there as Mr. or Mrs. And your last name. Do not use Mr. Michael or Mrs. Judy. It needs to be formal.  I do not need a novel :) Please just follow the example as close as possible. :)

**5. ADOPTION EDUCATION OPTIONS:** Choose **ONE** of the following options for your education **PLUS** listen to the mandatory podcast listed below.

1. Heartofthematter.org domestic infant adoption package

2. adoptionlearningpartners.org domestic adoption package

Additionally, you may find it helpful to go to adoption.com and click on articles and read what you find helpful.

MANDATORY- Both adopting parents listen to NPR Invisibilia Podcast-The Culture Inside episode-type invisibilia into google search and it will take you to a list of episodes. Then listen to THE CULTURE INSIDE episode from June 15, 2017.

**TO BEGIN YOUR HOME STUDY:**

**Submit the Signed Home Study Application and Signed Disclosure Policy by mail or email. There is a $400 application fee. Please mail that with the application paperwork or if emailing application and disclosure policy, Paypal per instructions below. This fee is not additional, it is part of the total home study fee. Please be sure to get your total home study cost from me. Just ask me. Everyone has different situations so the cost can be different depending on your situation. The application fee is due when application and disclosure policy are turned in and we begin the home study process. However, if you plan to have your home visit within ONE MONTH of beginning the process, please go ahead and pay the FULL home study fee that was quoted to you. The full amount is due before I can come out for the home visit. Please note, the $400 application fee is NOT the total home study fee. The total fee varies by where you are located and exactly which kind of report you need. Ask me what your total home study fee will be and I will let you know. This can be mailed to** 6304 Wynwood Lane Trussville, AL 35173**. You can also pay it through PayPal. My PayPal email is** [**rebeccaphotography@hotmail.com**](mailto:rebeccaphotography@hotmail.com) **and please send as friend/family so there are no fees. If you pay with a credit card through Paypal it WILL charge fees. You are responsible for the extra fees so please add fees onto payment through paypal if pay with credit card.**

**If you are holding off on your home visit, you can pay just the $400 application fee and submit with application and signed disclosure policy. However, the full home study fee must be received by the week before your scheduled home visit. Please allow at least 10 days for check to arrive in mail or send it two day postage if it is less than 10 days from your home visit date. I cannot travel to your scheduled visit if I have not received payment. Once the home visit is made, no refunds will be made. Please do not mail anything requiring signature confirmation. I am often out doing home visits and not available to receive anything that requires signature. 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 not included in the fee for this home study process.**

**The CAN (Child abuse clearance) and ABI/FBI process usually take about ONE MONTH to clear. However, I am not in control of how long state clearances take. That is determined by each state office. I will need Child Abuse clearances for every state you have lived in the last 5 years if doing a domestic adoption and for every state since turning age 18 if doing an international adoption. Please let me know if you have other states besides Alabama that we will need to send off for clearances. Also, I will need child abuse and neglect clearances for all household members 14 and over and abi/fbi background checks for all members of household 18 and over. Please let me know at the beginning of your process how many members of your household this applies to. Please note that the state/federal (ABI/FBI) clearances are not required for every state you have lived since age 18. Only the CAN clearances are required for every state since age 18. This is a common misconception.**

**While we wait for your clearances, begin working on the other paperwork required. It does NOT all need to be completed to conduct home visit. It can be completed at your own pace and sent to me after home visit. Please see the below Home Study Process Checklist for all needed paperwork and use checklist to keep up with what has been completed.**

**Please hold onto all paperwork as you complete it and then scan and email EVERYTHING TO ME AT ONE TIME :**

**I NO LONGER ACCEPT MULTIPLE EMAILS OF PAPERWORK. Unfortunately emailed paperwork gets very confusing when sent on multiple days and from multiple emails. Its impossible to find things and can result in difficulties dealing with agencies and ICPC offices for your adoption process. So you must Email all paperwork at ONE TIME except for the application and disclosure policy that is due at beginning of process. Thanks for understanding ☺ Additionally, PLEASE GATHER ALL SIX OF YOUR OWN REFERENCE LETTERS AND INCLUDE THEM IN ABOVE CHOSEN METHOD OF SUBMITTING PAPERWORK . DO NOT have them email to me or mail to me directly. You will send all of them with your other paperwork.**

**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 timeframe the paperwork and visit begin to get too large of 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 for additional fees that will vary according to what is necessary at the time.**

**HOME STUDY PROCESS CHECKLIST**

**Domestic or Embryo Adoption**

**\*\*\*Please use this checklist to make sure all of your paperwork is done and that I have everything I need to complete your home study report. Just check off each thing as it is completed. Email all to me at one time in one email. DO NOT SEND MULTIPLE EMAILS WITH PAPERWORK ATTACHED. I will type your home study once I have ALL the below paperwork. I do not keep up with families checklists. Please keep up with your checklist and let me know when you have emailed everything. I will not know to begin typing your home study until you let me know your checklist is complete ☺**

1. Complete and **MAIL** CHILD ABUSE AND NEGLECT CLEARANCES

for every state lived in last five years (**See above for instructions and email for attached**

**form and be sure to follow instructions exactly\*\*)-must also do for any kids or other adults**

**age 14 and over in home**

**I WILL RECEIVE THESE WHEN CLEARED, you will not get a copy of these.**

2. ABI/FBI BACKGROUND CHECKS COMPLETED ONLINE AND FINGERPRINTS TAKEN

ELECTRONICALLY AT SITE NEAREST YOU-PLACES WILL BE LISTED AT ONLINE WEBSITE

(**See above for instructions and follow instructions exactly\*\*) You will receive your own**

**Copies and I will receive copies. PLEASE KEEP YOUR OWN COPIES!! DO NOT SEND YOUR  
COPIES TO ME**

3. Redacted Biography, marriage, children bio (both in home and grown)

and guardian info completed and **emailed to me-**

**Please keep it in third person and follow the outline provided in redacted info emailed to you.**

4. Copies of birth certificates of all household members

5. Copies of drivers licenses and Social Security Cards of all household members

6. Copy of final decree of adoption for any adopted children (if applicable)

7. Copy of marriage license (if applicable)

8. Copy of divorce decrees or death certificates from previous marriage (if applicable)

9. Copy of health insurance card and statement from booklet indicating coverage

for adopted children(please don't give me the book, just copy of that page)

10. Copies of last two year tax returns form 1040 (**just the page that shows adjusted**

**gross income. Please do not give me all your tax records!!:)**

11. Medical exams for all adults in household

12. Child medical form from pediatrician for each child in household

13. Copies of immunization "blue cards" for any children in home or a statement from

you and from pediatrician about the immunization schedule

14. Pet vaccination records(Just rabies vaccination required)

15. Copy of mortgage statement or deed to home and any property you own

**(just one page showing mortgage name and amount-not entire deed)**

16. Financial form

17. Parenting plan form

18. Completed adoption questions (see in email attachments or on binti.com)

If you are a couple you can answer these together

19. Completed application

20. Signed disclosure policy and commitment

21. two pay stubs from employers or letter from accountant stating

your last two years income if own your own business

22. copies of auto and life insurance

23. Education completed and certificates emailed- can be GPS, Hague training or

through heartofthemattereducation.com or can do adoptionlearningpartners.com

Also listen to npr invisibilia link sent in email.

24. Six references contacted (2 family and 4 friends/pastors, coworkers, etc)

for couple not per person.

**(Please gather all of your own references and include with all your other paperwork**

**-I’m sorry I can no longer accept emailed or mailed references. People often forget to write your families name on the reference and then I don’t know who they are for. It takes a lot of unnecessary time to try and figure out whos reference goes with whom. So please gather all references and email to me with other paperwork.**

**25.** Local police department checks--- You can ask your agency if you need this one.

I do not personally require it and neither does AL ICPC but some agencies require

this one. It is up to you to decide if you want to do it based on your agencies

requirements. If they DO require it: go to your local police department and tell them

You need a printout of your local background checks for your adoption process

(Everyone in household age 18  and over)

26.  Sex offender registry (can be obtained here https://www.nsopw.gov) Type your

Name into the quick search area and print out the results.

(Everyone in household age 14 or older )