



UPDATE WELCOME / INSTRUCTIONS

We are honored that you have chosen **Connecting Hearts Adoption Services** to complete your adoption home study **update** report. A home study **update** is required if your initial home study was completed a year ago as an adoption home study is valid for one year from the date it is signed. **Connecting Hearts Adoption Services** is committed to providing you and your family with personalized, professional and informed services. We look forward to working with you and being a small part of your adoption journey.

To get started, please go to www.heartadopt.com and download our application. Mail the completed application documents to the address listed below. No application fee applies if we completed your initial home study. After we receive your application we will contact you in order to schedule your home study **update** meeting. Please note that we can schedule your home study **update** meeting any time after receipt of your application. When we visit you in your home is up to you! If we visit you prior to you completing all of the required documents, no problem! You can mail anything to us that may be missing.

Download all the rest of your home study **update** forms from our website:

www.heartadopt.com

When completing your forms, please use your FULL LEGAL NAME AS IT READS ON YOUR BIRTH CERTIFICATE – no nicknames!

You may submit your home study **update** packet to **Connecting Hearts Adoption Services** in one of two ways:

1. Give your completed home study **update** packet to your social worker at your home study **update** meeting.
2. Mail or FedEx your completed home study **update** packet to:

Connecting Hearts Adoption Services
6213 River Fruit Court
Windermere, Florida 34786

PLEASE NOTE: It is **very important** that you retain a copy of your completed home study **update** packet and all supporting documents. Should you have any questions, please contact us as we are here to support you.

Amy Imber
Executive Director

HOME STUDY UPDATE CHECKLIST

- Application
 - Fee Schedule
 - Child Abuse & Neglect
 - Sex Offender Registry
 - Home Study Agreement
- References (5)
- Employment Verification
- Financial Form/ Family Budget
- Medical Report
- Health Insurance/Guardianship
- Required Criminal Background Checks
- Affidavit Good Moral Character
- Tax 1040 for the previous year (Xerox copy)

COMPLETING YOUR FORMS

Application: Please complete the entire application and mail to Connecting Hearts Adoption Services, 6213 River Fruit Court, Windermere, Florida 34786.

- **Fee Schedule:** This explains the fees for all services provided by Connecting Hearts Adoption Services. Please sign and mail with your completed application.
- **Child Abuse and Neglect Consent:** Fill out the appropriate sections of the Child Abuse and Neglect Consent form. Please sign and mail with your completed application.
- **Sex Offender Registry Consent:** Fill out the appropriate sections for Sex Offender Registry check form. Please sign and mail with your completed application. Connecting Hearts Adoption Services will complete the check. This must be completed for anyone age **12** and older in the home.
- **Home Study Agreement:** Agreement between the adoptive family and Connecting Hearts Adoption Services. Please sign and mail with your completed application.

Reference Letters: 5 references must be completed (1-family member / 4-non-family members) before your home study is completed. These references must be returned to you in sealed envelopes and placed in your home study update packet to submit to Connecting Hearts Adoption Services or it can be mailed directly to Connecting Hearts Adoption Services. NOTE: If you have worked with children in the past 5 years, one of the four references must be obtained from your employer.)

Employment Verification: The form must be photocopied on to company letterhead, signed and dated by your employer. If self-employed, this letter must come from your accountant.

Financial Form/ Family Budget: Complete all applicable sections.

Medical Report: One per adult family member. This form must be completed by your physician. The form must be signed and the physician must also **print** their name along with the date.

Health Insurance/Guardianship Appointee: Provide information requested and attach a copy of your health insurance card and sign

Required Criminal Background Checks: Read and follow instructions given. This must be completed for anyone age **12** and older in the home.

Affidavit of Good Moral Character: Read, sign in the appropriate section and have notarized.

Income Taxes: Provide the previous year – 1040 only (photocopies are acceptable).

Should you have any questions, please feel free to contact us at 407-733-8642.