



WELCOME / INSTRUCTIONS

Welcome! We are honored that you have chosen **Connecting Hearts Adoption Services** to complete your adoption home study report. **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 along with the \$100 application fee to the address listed below. After we receive your application we will contact you in order to schedule your home study meeting. Please note that we can schedule your home study 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 the home study forms from our website at www.heartadopt.com. Go to the **FORMS** tab and you will find everything you need! As well, you will find our **Welcome/Checklist** which provides simple instructions as to how to complete each home study form.

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 packet to **Connecting Hearts Adoption Services** in one of two ways:

1. Give your completed home study packet to your social worker at your home study meeting.
2. Mail or FedEx your completed home study 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 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 PACKET CHECKLIST

1. Application
 - Fee Schedule
 - Child Abuse & Neglect
 - Sex Offender Registry
 - Home Study Agreement

2. Self Study

3. 5 Reference Letters

4. Employment Verification

5. Financial Form/ Family Budget

6. Medical Report

7. Pediatrician Report (if applicable)

8. Health Insurance/Guardianship Appointee

9. Required Criminal Background Checks

10. Affidavit Good Moral Character

11. Copies of the following documents are needed:
 - Drivers License(s)
 - Birth Certificate(s) or Passport(s)
 - Marriage Certificate
 - Divorce Decree(s)
 - Tax form 1040 from previous year
 - Pet Vaccination Record

COMPLETING YOUR FORMS

1. Application: Please complete the entire application and mail with the \$100 application fee made payable to Connecting Hearts Adoption Services. The application includes the following documents:

- **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 top section of the first page of this form and the top section of the second page of this form. Please sign and mail with your completed application.
- **Sex Offender Registry Consent:** Provide information request. Please sign and mail with your completed application. This must be completed for anyone age **12** and older in the home. Please sign and mail with your completed application.
- **Home Study Agreement:** Agreement between the adoptive family and Connecting Hearts Adoption Services. Please sign and mail with your completed application.

2. Self Study: Each prospective adoptive parent needs to complete their section of the self study while some sections are completed together. Please complete this document in full and sign.

3. 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 packet to submit to Connecting Hearts Adoption Services **or** 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.)

4. Employment Verification: The form must be photocopied on company letterhead, signed and dated by your employer. If you are self-employed, your accountant must complete this form.

5. Financial Form/Family Budget: Complete all applicable sections. Be sure to list life insurance information if you have coverage. Please sign.

6. 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. This must be completed for anyone age 18 and older in the home.

7. Pediatrician Report: One per child 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.

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

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

10. Affidavit Good Moral Character: This will be reviewed with you when you have your home study meeting. Your social worker will notarize this document for you. One is required for each person over the age of 18 in your home.

11. Copies of each of the following documents are needed:

Drivers License(s)	Divorce Decree(s)
Birth Certificate(s) or Passport(s)	Tax Form 1040 from previous tax year
Marriage Certificate	Pet Vaccination Record(s)