



License # 287866

1113 South Boulevard, Oak Park, Illinois 60302  
Ph (708) 524.1433, Fax (708) 524.9691, E-mail [info@adoption-link.org](mailto:info@adoption-link.org)

**INTERCOUNTRY HOME STUDY ONLY and  
POST PLACEMENT/POST ADOPTION  
SERVICE CONTRACT**

NAME(S): (Please type or print legibly)

(#1) \_\_\_\_\_

Age \_\_\_\_\_ Birthdate: \_\_\_\_\_

(#2) \_\_\_\_\_

Age \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_ Tel: (H)( ) \_\_\_\_\_

\_\_\_\_\_ Tel: (F/W)( ) \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_ Tel: (M/W)( ) \_\_\_\_\_

E-Mail Address(es): \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

1. Preliminary information will be contributed by the adopting parents(s) through forms and instructions which Adoption-Link will provide and are included with this agreement.
2. All families whose children will travel to the United States on an IR4 or IH4 visa must obtain a foster family home license. This license will be part of the home study process and there is no fee for licensing.
3. An Adoption-Link social worker will conduct a series of interviews including, but not limited to individual interviews with each member of the household, joint interviews with spouses, and a home site inspection.
4. Educational Requirements: Per Illinois Department of Children and Family Services 10 hours total (at least 4 hours in person) of pre-adoption training is required before completion of the home study. Adoption-Link offers a one day-long workshop *Preparing for Adoption (6 hours)*, \$130 per two persons, registration information provided by Adoption-Link. There are other in person sessions available upon request. The other 4-6 hours, if not completed in person, must be completed online. There are various course options available through [adoptionlearningpartners.org](http://adoptionlearningpartners.org). These options should be discussed with the agency social worker and based on individual adoption plans.

5. Fee for service does not guarantee a favorable home study recommendation.
  6. Once a favorable home study is completed it will be forwarded by Adoption-Link to the Illinois Department of Children and Family Services Intercountry Adoption Coordinator for approval.
  7. After Adoption-link has received the DCFS endorsement letter, families will receive 4 notarized copies of the home study report (one for the adoptive family, one for the placing agency, one for the dossier and one for USCIS). In addition, each family will receive one original DCFS endorsement letter to be submitted along with the home study to USCIS.
- **Note:** Some of the home study forms will be needed for the dossier as well. Therefore for home study purposes, copies of most documents are acceptable. The family should check with their placing agency, but in general only original documents are acceptable for the dossier. Per DCFS requirements, Adoption-Link cannot release any reference letters. Therefore, families must ask their references for additional copies if needed for the dossier.

#### HOME STUDY FEES

##### HOMESTUDY FEE SCHEDULE:

**A NON-REFUNDABLE application fee of \$150 is required.**

**\$2400** is due upon registration and agreement to begin home study

**\$800** upon registration and agreement to begin a mini home study for a hosting program  
Remaining **\$1600** upon registration to begin complete home study for international adoption

- **After a home study has been finalized and released, any significant changes in the prospective adoptive family's situation or in the recommendation for the type of child to be adopted will require a HOME STUDY ADDENDUM. If the home study is over a year old and a child has not yet been placed, the state will require a HOME STUDY UPDATE. The fee for a HOME STUDY UPDATE OR ADDENDUM is \$250.00.**
- **The fee for an EXTENSIVE UPDATE OR ADDENDUM to an original Adoption-Link Home Study, over 1 year old or involving significant changes, is \$900 - \$1500.**
- **If re-adopting in the United States within the first year of placement, the fee is \$250 for a final court report.**

**Additional fees:** Travel reimbursement @\$585 per mile for mileage according to national guidelines. Social worker will submit statement for exact travel reimbursement fee at the time home study is submitted to DCFS. Travel reimbursement must be paid prior to Adoption-Link sending any copies of the home study to USCIS, the placing agency or the family.

**After the initial visit partial fees may be refunded based upon individual circumstances. Requests for a refund should be in writing and addressed to the agency Director, Margaret Fleming, and mailed to the agency's address at 1113 South Blvd., Oak Park, IL 60302. If a request is granted fees will be refunded within 30 days.**

**POST PLACEMENT/POST ADOPTION AGREEMENT**

*According to the requirements of foreign countries, the home study agency is required to do post placement or post adoption reports for a period of time determined by that country, the placing agency and/or DCFS. Failure to submit post placement or post adoption reports as required will result in notification to the Illinois Department of Children and Family Services. Your signature below is an indication of your agreement to this process.*

**POST PLACEMENT/POST ADOPTION FEE SCHEDULE**

**POST PLACEMENT:** If the adoption is NOT finalized in the child's country of origin, DCFS requires that a social worker sees the child once a month until the adoption is finalized. The first visit must take place in the family's home within 30 days of the child's arrival in the US. The fee for the first post placement visit and report is \$250. The family can then either choose to bring the child to Adoption-Link's office once a month at no charge until finalization. Or the social worker may come to the home once a month for visits at a charge of \$100 per visit. However, if complete post placement reports are required by the placing agency or the child's country of origin then the fee is \$250 for a visit to the home and post placement report. An additional \$250 fee will be charged for the Report of Investigation which will be submitted by Adoption-Link to the family's attorney to finalize the adoption.

**POST ADOPTION:** If the adoption IS finalized in the child's country or origin, Adoption-Link requires three post adoption reports at \$250 each to be paid at the time of the visit. The first report is due within the first thirty days as required by the Illinois Department of Children and Family Services. The timing of the 2 additional visits will be determined by the placing agency and/or child's country of origin's requirements. Further visits and reports may also be required by the placing agency and/or child's country of origin and will be completed by Adoption-Link. Any additional post adoption reports that may be required by the placement agency and/or child's country of origin will be an additional \$250 per visit/report.

**Additional fees:** Travel reimbursement @\$ .585 per mile for mileage. The agency social worker will submit a statement for the exact travel reimbursement fee.

*I/We have read the above and hereby agree to all aforementioned items and now register my/our request for the Inter-country Home Study Only process to begin. I/We understand and agree to have Adoption Link do post-placement/post adoption reports.*

**I/We have enclosed a check for \$\_\_\_\_\_.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adoption-Link Representative

\_\_\_\_\_  
Date

**SAMPLE**



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**Intercountry Adoption**  
**Eligibility and Criteria for Concern Regarding Pre-Adoptive Families**

**Eligibility**

1. Must be at least 21 years of age
2. Must meet all of the requirements necessary for adoption in the country you hope to adopt from
3. Must meet all of the United States Citizenship and Immigration requirements necessary for Intercountry Adoption
4. Must meet all of the State of Illinois Department of Children and Family Services requirements for Intercountry Adoption.

**Criteria for Concern Regarding Pre-Adoptive Families**

1. Unacceptable degree of Racism
2. Confirmed criminal/child abuse record
3. High degree of parental self-absorption
4. Serious physical/mental health issues
5. Poor relationships between partners
6. Living conditions/environment/location not conducive to well being of a child
7. Failure to disclose important information that could affect the well-being of a child
8. Lack of personal boundaries/poor judgment in relationships with staff persons and/or birth parents
9. Coping inappropriately with the stress, disappointment, and/or uncertainty of the adoption process

NOTE: Any of the above, with the exception of #2, may be amendable with counseling, 12 step programs, or education interventions and by themselves do not automatically disqualify a family from the adoption process. Each case must be thoroughly reviewed with the Director and perhaps the staff as a whole. In addition, an approved home study does not guarantee placement of a child. If any of the above criteria are evident at any point – from the application through finalization – Adoption-Link has the right to terminate the adoptive process.



License # 287866 I

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## CONFIDENTIALITY POLICY

The agency will respect client confidentiality and will only release confidential information in accordance with Illinois state and federal law.

Non-identifying information about clients is exchanged only with written permission of the parties: birth mother, birth father, and adoptive mother and father.

Other information pertaining to birth families, adoptive families or identified adoptees, can be requested from a third party source such as a doctor or other agency. In each case, a written release of information to a specific party for a specific length of time, must be obtained and signed.

Adoption is framed by the law, therefore we must furnish information concerning the child, the birth family and the adoptive family to various agencies in Illinois which regulate practice: Illinois Department of Children and Family Services; Adoption Court of Illinois and attorneys as secured by the adoptive family.

Birth parents and adoptive parents are to be educated regarding the Illinois Adoption Registry in Springfield, IL. Birth parents are to be given information regarding this registry and encouraged to submit these forms.

Case files are kept at the office site and would ultimately become property of the Illinois Department of Children and Family Services.

The agency will not release information to anyone concerning our clients without written permission to do so.

Adoption-Link provides the birth family and the adoptive family a statement of their rights and responsibilities in the state of Illinois. The adoptive family gives permission to Adoption-Link for their non-identifying information to be shared with families who are choosing adoptive parents. This is usually done in the Adoptive Family Profile. The birth mother and when available the birthfather, gives permission for their non-identifying information to be shared in the Medical-Social Information Packet and Medical Records from the hospital at the time of birth. Both parties may agree to disclose identifying information in the event of an open adoption. Identification of parties would be made available to Adoption Court in the state of Illinois as

required by law. No identifying information may be disclosed to either party or to any outside party without a written release of information unless otherwise required by IL law or court order.



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### **Client Complaint Policy and Procedures**

(Applies to birthparents, adoptive and prospective adoptive parents and adoptees)

It is Adoption-Link's goal to provide the highest quality service. Agency staff will be glad to discuss with you any questions or concerns you may have. Adoption-Link is committed to upholding the standards of both The Hague Convention and the Inter- country Adoption Act.

It is Adoption-Link's intent to resolve all complaints in a timely manner. The agency shall initiate an investigation of all written complaints within 2 business days of receipt. Formal complaints should be written to the Executive Director, Margaret Fleming, and mailed to Adoption-Link's office at 1113 South Blvd., Oak Park, IL 60302. Ms. Fleming will respond to the complaint in writing within 30 days of receipt. There will be an expedited review however of any complaint that is determined by the agency to be time-sensitive or that contains an allegation of fraud. A complaint may be registered against the agency at any time. It should be clearly understood that the submission of complaints is encouraged and that no person will be discriminated or retaliated against for taking this action.

Despite the efforts on the part of the Executive Director and the client, which may include both written and face-to-face communication, should there be no satisfactory resolution, the complaint may be presented in writing to Jeremy Capell, Chairman of the Board of Directors. His work address is Navigant Consulting, 30 South Wacker Drive, Suite 3100, Chicago, IL 60606. The Board will review the complaint in a timely fashion and make its recommendations in writing to the Executive Director and the client. The decision of the Board will be final.

Should the complaint not be resolved satisfactorily through the agency, it may be registered with The Illinois Department of Children and Family Services (DCFS). DCFS grievance procedures must be followed pursuant to Illinois law. The website for DCFS is: [www.state.il.us/dcf](http://www.state.il.us/dcf).

Unresolved complaints may also be registered with The Hague Complaint Registry at <http://adoptionusca.state.gov/HCRWeb/WelcomeForm.aspx>.