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Policies and Procedures, Fee Schedule and Orientation

Application for Services: Any person or married couple, who reside in the state of Georgia and desire to have a home study or an adoption service completed, will receive an application packet. The applicants must then complete an application packet and specify their desired service to Adoption Resources & Counseling, Inc. Upon completion, applicant will return signed application and provide an application fee to Adoption Resources & Counseling, Inc. for the purpose of entering into a contract with the Agency to perform the designated service. It should be known that Adoption Resources & Counseling, Inc. reserves the right to deny services to any applicant and not proceed forward with services at any time. If in agreement to provide applicant services, a home study assessment on the adoptive family will be complete and include a final determination regarding their satisfactory or unsatisfactory ability to meet the standards and laws governed by the State of Georgia. The State of Georgia has specific guidelines and requirements for prospective adoptive families to meet in order to be eligible for adoption. Adoption Resources & Counseling, Inc. will follow the State of Georgia’s requirements and guidelines when completing the home study process on prospective families. In addition, all fees will be paid to Adoption Resources & Counseling, Inc. in order to complete the home study process, thus either approving or disapproving an adoptive family based on Georgia law and requirements (as discussed above).

Adoption Resources & Counseling, Inc. fees are as follows:

Please note all **FEES ARE NON-REFUNDABLE.**

Domestic Home Study	\$1,200.00/plus mileage (if charged)
Embryo Adoption Study	\$1,2000.00/plus mileage (if charged)
International Home Study	\$1,200.00/ plus mileage (if charged)
Home Study Update	\$600.00/plus mileage (if charged)
Subsequent Home Study	\$700.00/plus mileage (if charged)
Post Placement Supervision	\$250.00/plus mileage (if charged)
Domestic Adoption Court Report	\$300.00
Mileage	Current Federal Rate Applies
Additional Home Study Reports (4 are provided)	\$20.00 each
Additional Paperwork Services and/or Adoption Counseling Services	\$65.00 per hour
FedEx/Shipping Charges	Client will be required to obtain/provide their own FedEx billing number.

The initial application form and fee of \$100 will be received with the prospective adoptive family's application, prior to making any appointments with the adoptive family. These fees are non-refundable, even if you are turned down as a prospective client with Adoption Resources & Counseling, Inc. This fee will cover the cost to review your application and make a determination of your eligibility to work with our agency. **THESE FEES ARE NON-REFUNDABLE.**

The home study fees (domestic home study \$1,200, international home study \$1,200, home study update \$600 and subsequent home study \$700) will be paid in full via check, charge or cash prior to your first appointment being made. These fees will be mailed with your first series of documents. Receipt of these fees will begin the process of completing your home study with Adoption Resources & Counseling, Inc. These fees are non-refundable regardless of your final home study determination (approval or non-approval). **THESE FEES ARE NON-REFUNDABLE.**

At the third home study appointment, if mileage was charged the mileage reimbursement will be paid directly to the case worker and will be billed according to current IRS guidelines. Additional fees, regarding extra documents and paperwork services will be billed to the adoptive family as these services are completed. **THESE FEES ARE NON-REFUNDABLE.**

Post Placement Reports will be completed only after payment is received by Adoption Resources & Counseling, Inc. These Post Placement fees of \$250 will be due at the time of your appointment, in addition to mileage (if charged) as per federal mileage rates. In addition, let it be known to all prospective adoptive families that we cannot release any reports until your account is current and paid in full. Post Placement services will occur in accordance with the guidelines of the country the child was adopted from, or in the case of a domestic home study report, in accordance with the rules of the states involved in the adoption. **THESE FEES ARE NON-REFUNDABLE.**

If another agency requires you to complete a Post Placement Agreement Form, all Post Placement Fees must be paid in full prior to Adoption Resources & Counseling, Inc. acknowledging a partnership with the adoptive family and Adoption Resources & Counseling, Inc. in regards to securing our services for you Post Placement needs (fees must be paid to ensure we will be the agency that you will use, as we cannot confirm to another agency that we will complete services when in fact our services have not been retained by the adoptive family i.e. payment received). **THESE FEES ARE NON-REFUNDABLE.**

The adoptive family will receive four original notarized copies of their home study report. They will also receive a copy of Adoption Resources & Counseling, Inc. agency license as issued by the State of Georgia and all other supportive documentation as is required by the country or state they are adopting from provided this information has been given to Adoption Resources & Counseling, Inc. prior to their report being finalized. Once the report is finalized, any future additional reports required by the family (provided they are not amendments or updates) will be issued by Adoption Resources & Counseling, Inc. at \$20 per report. Any future supportive documentation and or counseling services required by the family will be billed at the rate of \$65 per hour. **THESE FEES ARE NON-REFUNDABLE.**

The adoptive family is responsible for the fee for the required GBI fingerprint report for all occupants in the household over the age of 18. The adoptive family is also responsible for the fee for the required FBI fingerprint report for all occupants in the household over the age of 18. **THESE FEES ARE NON-REFUNDABLE.**

The completed home study will be returned to the client in a timely fashion after approval. If the client is in need of an expedited home study an additional fee of \$500 will be charged to the client. This fee must be received by Adoption Resources & Counseling, Inc. prior to release of the completed home study. **THESE FEES ARE NON-REFUNDABLE.**

If you put a hold on your home study report for a period greater than six months, you will be billed at the rates in effect once you re-start the home study process. If your home study is put on hold for more than one year, a new fee will be collected when you are ready to begin the home study process again.

Refund Policy: Fees paid for services are **NON-REFUNDABLE.**

Orientation for Adoptive Family: Once an application has been submitted by prospective adoptive parents for approval, orientation information shall be supplied to the applicant(s), including but not limited to the following: Georgia state requirements and documentation required for the home study process; the legal procedures involved in adoption; the selection and placement process; the process of Reunion Registry; the Agency's grievance Procedures.

Adoption Services: Adoption Resources & Counseling, Inc. is a non-profit agency which is licensed as a child-placing agency to service Georgia families who intend to adopt, or have already adopted and are in need of adoption services. Adoption Resources & Counseling, Inc. intends to provide the following services to Georgia residents: Domestic and

International Home Studies; Post-placement visitations; Domestic and International Home Study Updates; Domestic and International Subsequent Home Studies; Court Reports required for finalization; Adoption Counseling; embryo adoption (**please note** embryo adoptions are now required to have home studies completed in order to be adopted. This home study is performed the same as any domestic adoption of a child newborn to seventeen).

The Domestic and International Adoption Home Study Process: Adoption Resources & Counseling, Inc. will acknowledge acceptance of the application and application fee in writing either through mail or email. In addition, if application is approved and Adoption Resources & Counseling, Inc. is prepared to move forward with services additional documentation and forms will be forwarded to the adoptive family to complete as part of the home study process. It should be noted that this process is a contractual agreement entered into voluntarily. Either party may terminate the process at any time. The termination of services shall be notified in writing to either party.

The Adoptive Home Study process is comprised of the following components:

This assessment of the adoptive family for adoption services shall include a minimum of three visits on separate days. At least one of these visits shall be in the home and the applicant and all other family members shall be seen and interviewed. The first visit shall be the adoption orientation. Please note applicant(s) shall be interviewed together as well as separately.

During the home study process, the adoptive family will need to provide Adoption Resources & Counseling, Inc. with copies of their birth and marriage certificates, divorce decrees, and adoption decrees for all members of the household as applicable. In addition, there are several other documents required that will need to be submitted by applicants as part of the process (i.e. autobiographies, medical forms, criminal background checks, financial forms and supporting documents, etc.). Please see the home study checklist for a complete list of required documents.

Upon submission of all required documentation, Adoption Resources & Counseling, Inc. shall either approve or disapprove the adoptive family for the placement of a child. These decisions will be made by the Adoption Case Worker in conjunction with the agency's Executive Director and Case Work Supervisor. These staff members shall review the written home study report and any supporting information and data as necessary. The adoptive family will be notified in writing as to the disposition of the evaluation. Please note this decision, will be made within two weeks of the last contact and/or last document submission. The determination regarding approval or disapproval of the adoptive family is within the sole discretion of Adoption Resources & Counseling, Inc. A denial of the home study report will be fully documented in the adoptive family's file. Adoptive families receiving an unfavorable home study assessment will be given a list of resources with which to strengthen areas which Adoption Resources & Counseling, Inc. perceives as limitations. It is the policy of this agency not to provide a home study report to persons with felony convictions.

A completed Adoptive Home Study Assessment which contains a favorable recommendation does not guarantee the placement of a child or children in to the applicant(s) home. Placement of a child or children is the responsibility of the applicant's placement source, (the "placement agency or attorney" for either a domestic or a foreign adoption). Adoption Resources & Counseling, Inc. cannot be held responsible, either financially or in any other manner, for the outcome of the adoption process.

The adoptive family understands that in the course of the adoption process, certain documents, considered to be confidential, may need to be made available to persons for specific purposes related to the adoption process. The adoptive family authorizes Adoption Resources & Counseling, Inc. to release such information as is deemed necessary.

The adoptive family further acknowledges that under the laws of the State of Georgia, the home study will be valid for a period of one (1) year from the date upon which it is completed and signed by Adoption Resources & Counseling, Inc. All documentation provided by the prospective family expires twelve months from the date signed. As well, the adoptive family understands that they must comply with all applicable adoption regulations established by the State of Georgia. The applicant(s) and Adoption Resources & Counseling, Inc. understand that because each party has entered into this agreement voluntarily, either party may terminate this agreement by giving written notice to the other party. Any fees paid at Adoption Resources & Counseling, Inc. at that point would **BE NON-REFUNDABLE.**

Prospective adoptive families should not apply and begin the home study process until they are ready to participate fully in the process. Fees, interviews, and documents expire at 12 months; therefore, delays during the home study process will result in a family having extra interviews, redoing documents, and paying additional fees.

Post-Placement Services: According to regulations for the State of Georgia regarding families who adopt a child within the State of Georgia, either Adoption Resources & Counseling, Inc. or the family's placing agency or attorney will conduct a minimum of two post-placement visits after placement of a child; and monthly visits prior to the Petition for Adoption being filed. The first visit shall be made within 30 days of placement of the child. There shall be 30 days between the required home visits. Post-placement visits will continue until a court date for finalization has been set at the request of the placing agency.

For families adopting a child from another state, the originating state and/or the placement agency may require additional post-placement visits and the adoptive family will follow the post-placement requirements of the other state, or the state where the adoption is being finalized.

It is the sole responsibility of the adoptive family to contact Adoption Resources & Counseling, Inc. regarding post-placement services in compliance with agency, state and/or country regulations for post-placement supervision according to the schedule of their placement agency. The adoptive applicant agrees to pay the post-placement fee and mileage (if charged) incurred for supervision services to Adoption Resources & Counseling, Inc. at the time the service is rendered. The length of the post-placement supervision varies from case to case and each applicant must cooperate and fulfill their obligations for post-placement supervision. The adoptive family will need to contact the originating state and/or placement agency to determine the level of post-placement services they will be required to complete. This is not the responsibility of Adoption Resources & Counseling, Inc. to find out what post-placement obligations the adoptive family must adhere to.

Reporting of Incidents of Children under Post-Placement Supervision is as follows:

- The adoptive family will report to the agency within 24 hours whenever a child receiving services through the agency requires medical treatment or hospitalization, death, suicide attempts, closure to home due to disaster or emergency situations such as fires or server weather, or emergency safety interventions resulting in injury (see behavior management techniques).
- Adoption Resources & Counseling, Inc. shall submit to the Department of Family and Children's Services (DFCS) and the Office of Regulatory Services (ORS) electronically or by fax a detailed investigative report within five (5) work days, whenever the agency becomes aware of the incident, which results in injury to a child requirement medical treatment beyond first aid that is received by a child as a result of a/or in connection with any behavior management techniques.
- Adoption Resources & Counseling, Inc. shall take appropriate corrective action when it becomes aware of, or observes, the use of prohibited forms of behavior management. Documentation of the incident and the corrective action taken by the agency shall be maintained in the case records of the child and family.
- If Adoption Resources & Counseling, Inc. has reason to believe that a child in care has been subjected to child abuse it shall cause a report of such abuse to be made to the child welfare agency providing protective services as designated by the Department of Human Resources, Division of Family and Children Services, or in the absence of such agency to appropriate placement authority or district attorney in accordance with the requirements of O.C.G.A., Sec. 19-7-5. A copy of such report shall also be filed with the Office of Regulatory Services.

Home Study Update: Domestic home study reports remain valid for one year from the approval date. All documentation provided for the home study report remains valid for twelve months from the date on the particular document. It is the sole responsibility of the adoptive family to contact Adoption Resources & Counseling, Inc. to update the adoption home study report *at least* two months prior to the expiration of a home study report.

International Home Study Report Revision: Adoption Resources & Counseling, Inc. completes a Home Study Report that meets the necessary requirements according to the State of Georgia and US Citizenship and Immigration Services (USCIS) (aka Immigration). Many countries require this Georgia specific Home Study Report to undergo a complete revision to meet the individual requirements of specific regions within that country. If the Home Study Report completed by Adoption Resources & Counseling, Inc. must undergo a country specific revision **after** the report has been released AND approved by your placing agency, a fee of \$300 will be charged. This fee must be paid to Adoption Resources & Counseling, Inc. prior to the release of the country specific Home Study Report.

Education of the Adoptive Applicant: The prospective adoptive applicant(s) adopting an international infant or child will need to contact their child-placing agency (the placing agency) to determine the education requirements for their country. International and Domestic applicants will receive a reading packet comprised of articles and suggested additional resources.

Client's Responsibility for Keeping Documents Current: The prospective adoptive applicant(s) acknowledge that it is their responsibility to keep their documents current. Under Georgia Law, a home study will be valid for a period of twelve months from the date upon which the report is completed and signed by Adoption Resources & Counseling, Inc. Supporting home study documents may be current for only one year from the date on the individual document (i.e., medicals, CPS forms, criminal history reports, reference letters, pet vaccinations, sewage and water approval, employment letters, etc...), depending upon the requirements of individual placement agencies, states, or countries. Even though the home study may not have expired at the time of a referral for the placement of a child, the supporting documents may have expired and will need to be resubmitted to Adoption Resources & Counseling, Inc.

It is the sole responsibility of the adoptive family to contact Adoption Resources & Counseling, Inc. and their placement agency prior to the one-year anniversary of the documents to determine whether or not updated documents need to be submitted by the adoptive family to the placement agency in order to meet the requirements of the placement agency or the state from which the adoptive applicants are adopting. The adoptive family may contact us regarding what needs to be updated, at which time the form can be either sent by fax, email or mail to the adoptive family for recompletion. (Exception: Applicants adopting through a Texas Placement Agency must have certain documents updated every six months.)

Please note, there is no feasible way for Adoption Resources & Counseling, Inc. to know the following information: When a referral from a placement agency will be made; If, at the time of referral, the client's documents are current; and/or: changes in document requirements of the placement agency or another state

Time Frames, Selection and Placement Process, and types of Children Available for Adoption: Adoption Resources & Counseling, Inc. estimates that on average a home study will take four to six weeks to complete, pending the prospective adoptive applicant is diligent in gathering their documents and completing their background screenings.

There is no feasible way for Adoption Resources & Counseling, Inc. to know the length of time it will take for a prospective adoptive family to be matched with a child. However, on average it can be estimated that placement will occur anywhere from three months to one year after a home study is completed. Adoption Resources & Counseling, Inc. does not match prospective adoptive families with children directly; you will need to identify a placement agency to assist in matching you with a child.

An adoption can be completed on any child age, any race or nationality (please check with countries to see which countries participate with the United States to complete inter-country adoptions, you may do so at http://adoption.state.gov/hague_convention/countries.php). Most residents of the United States adopt within the fifty states with children varying from ages zero to seventeen. Children can be adopted a variety of ways as well. Typically, an agency adoption is arranged through a child adoption agency and the agency can be a private or public agency, with or without a religious affiliation, can be for-profit or non-profit, and can be licensed or unlicensed. The most important factor is if they are licensed and have met the requirements of the state to provide you with a full range of professional child adoption services.

A private adoption is arranged through an individual (typically a doctor, clergy, or attorney) or referral service. A private adoption has more risk involved and some states require all child adoptions go through a licensed child adoption agency.

Interstate Placement of Children: Adoption Resources & Counseling, Inc. shall comply with the applicable laws of that state and with the provisions of the Interstate Compact on the Placement of Children, O.C.G.A. Chapter 39-A.

Legal Procedures for Adoption/Adoption Finalization: The adoptive family will be required to seek their own legal services (an adoption attorney) to finalize their adoption. Adoption Resources & Counseling, Inc. reserves the right to postpone finalization should it appear to be in the best interest of the adoptive child and family. In the case of domestic adoption, finalization shall only take place at the conclusion of the post-placement period and after all requirements have been fulfilled for both the sending and receiving states. Again, it is the adoptive family's responsibility to educate themselves on requirements from both sending and receiving states and to then inform Adoption Resources & Counseling, Inc. of such services.

Process to locate birth parents/children/siblings: ReunionRegistry.org was developed exclusively to answer the need for a World Wide registry for families who have been separated by adoption. Their primary goal is to reunite the world, 2 people at a time. In each and every adoptee there is the innate desire to know where we come from. To reconnect with their beginnings, form lasting connections and answer the unanswered questions as to who they are and where they belong in their own personal history. For adoptees and birth families from both within and outside the United States, finding your birth family is an especially challenging goal. Reunion Registry is 'your' way to place a connection based on personal birth and adoption history. Their registry is searchable and secure. Unlike other Internet registries, your personal contact information is 'not' available to anyone other than a potential match to the information you have placed in trust on this web site.

Complaints and Grievance Procedure: The adoptive family shall indemnify, defend and hold harmless Adoption Resources & Counseling, Inc. from and against any and all claims, liabilities, damages, costs, expenses, actions, or causes or actions arising from or related to (a) Adoption Resources & Counseling, Inc.'s conduct of the home study preparer or (b) the approval or disapproval of the prospective family for adoption of a child or children. Adoptive family applicants agree not to engage an attorney and/or enter into litigation. Should a difference arise between the applicant and Adoption Resources & Counseling, Inc. caseworker, such differences must be settled in the following manner:

Grievances will initially be verbally addressed between the adoptive family and Caseworker. After conversation regarding grievance matters have taken place and no immediate resolution could take place, then the adoptive family will need to submit to the Casework Supervisor in writing (via Adoption Resources & Counseling, Inc.'s grievance form), the nature of the grievance within ten business days of the initial verbal discussion of said grievance. At that time, the adoptive family applicant should request a conference with the Caseworker and Casework Supervisor within two working weeks. Please note if this grievance pertains to the Caseworker, then the adoptive family can submit the written grievance to the Casework Supervisor. If the grievance pertains to the Casework Supervisor, then the adoptive family can submit the written grievance directly to the Executive Director who will also inform the Board of Directors. If resolution is not reached within two working weeks after the applicant meets the Caseworker and/or Casework Supervisor, the nature of the grievances shall be sent in writing by the adoptive family to the Executive Director. The Executive Director will then render a decision either in writing, by email or by telephone to the adoptive family applicant. Please note, **the decision of the Executive Director is final.**

Withholding Information: The withholding of information or the providing of incorrect information which is material to Adoption Resources & Counseling, Inc.'s legal responsibility to investigate an applicant's feasibility as a prospective adoptive parent in connection with either existing or prospective adoption proceedings or in anticipation of the placement of a child by Adoption Resources & Counseling, Inc. with the applicant for adoption, are grounds for the immediate termination of this contract by Adoption Resources & Counseling, Inc. and forfeiture of all payments made by the applicant to Adoption Resources & Counseling, Inc. Examples of material omissions or misrepresentations of applicants which may prompt Adoption Resources & Counseling, Inc. to terminate the contract are as follows: the withholding of information or providing of incorrect information relating to an arrest or the alleged commission of a misdemeanor or felony, or any criminal record arising out of an arrest; the withholding of information or the providing of incorrect information concerning the applicant's biographical, social-economic or medical histories. It is Adoption Resources & Counseling, Inc.'s policy to not approve adoptive families with felony convictions.

Behavior Management: Adoption Resources & Counseling, Inc. is committed to the philosophy that effective behavior management is based on consistency and effective communication of expectations and consequences. The long-term goal of behavior management is to teach children self-control and self-discipline. The type of behavior management needed is determined by the age of the child and the child's individual needs and personality. Distraction, reasoning, "time-out" and cause and effect learning techniques are all effective means for teaching a child self-control skills. **Corporal punishment is never an appropriate form of discipline.** The following forms of behavior management shall **NOT** be used by a prospective adoptive parent(s):

- Assignment of excessive or unreasonable work tasks
- Denial of meals or hydration
- Denial of sleep
- Denial of shelter, clothing, or essential personal needs
- Denial of essential services
- Verbal abuse, ridicule, or humiliation
- Manual holds, chemical restraints or mechanical restraints
- Seclusion or confinement of a child in a room or area which may reasonably be expected to cause physical or emotional damage to the child; or

- Seclusion or confinement of a child to a room or area for periods longer than those appropriate to the child's age, intelligence, emotional makeup and previous experience, or confinement to a room or area without the supervision or monitoring necessary to ensure the child's safety and well-being.
- Children shall not be permitted to participate in the behavior management of other children.

Adoption Resources & Counseling, Inc. shall take appropriate corrective action when it becomes aware of, or observes, the use of prohibited forms of behavior management. Documentation of the incident and the corrective action taken by the agency shall be maintained in the case records of the child and family.

Policy on Infant Sleep Position: Adoption Resources & Counseling, Inc. is committed to the reduction of infant deaths from Sudden Infant Death Syndrome (SIDS). To this end we require all of our adoptive families who adopt children under the age of one year to adhere to the following preventive measures and by signing below, agree to abide by this requirement.

- **ALWAYS** place baby on their back to sleep.
- Place the baby on a firm mattress; remove all pillows, quilts, bumper pads, sheepskins, stuffed toys and other soft items from the crib.
- Do not have the infant sleep in the parent's bed or share their crib with another sibling.
- Dress the baby in a sleeping garment instead of covering him with a blanket. Swaddling is permitted.
- Do not let babies sleep in a room where smoking is allowed.

Firearm Safety in the Home: The adoptive family must make Adoption Resources & Counseling, Inc. aware of the existence of all firearms kept in the home. Firearms must be safely secured in a locked gun case with a trigger lock on the firearm, and made inaccessible to any minors in the home. Ammunition must be stored in a separate and secure location. This is required prior to the approval of the home report. The home visit cannot take place until all firearms have been safely secured. If there are no firearms in the home at the time of the home study meetings, the adoptive family must agree to inform Adoption Resources & Counseling, Inc. if any firearms are to be kept in the home in the future prior to finalization of a domestic adoption or during the post-placement supervisory period.

Emergency Safety Intervention Policy: The population of prospective adoptive families typically contracting with Adoption Resources & Counseling, Inc. for a home study would not be seeking to adopt a child or children who require training for a specific Emergency Safety Intervention (ESI). However, if a prospective adoptive family desires to adopt a child whose social and/or medical background indicates that the children would have risk factors indicating the need for ESI, training of the adoptive family, the home study evaluation will address the family's readiness, preparedness and successful training of chosen ESI method(s). Adoption Resources & Counseling, Inc. will work with the placement agency to ensure the proper training of ESI methods, and will utilize Human Empowerment and Leadership Principles (HELP) techniques/trainings (www.capscanhelp.com).

Disaster Preparedness Plan: Adoption Resources & Counseling, Inc. is committed to the safety of the children under its supervision. In the case of an emergency situation which may affect the care of the children, an effective disaster plan has been created that identifies emergency situations and outlines an appropriate course of action.

In the case of local or widespread weather emergencies or natural disasters such as tornadoes, hurricanes, earthquakes, ice or snow storms, or floods, adoptive families will have a plan of safety in place. This plan will entail an evacuation plan or designated area in the home, family member or nearby emergency facility to seek shelter during such events.

Other emergencies included but not limited to:

- Manmade disasters such as acts of terrorism and hazardous material spills;
- Unanticipated interruption of service of utilities, including water, gas or electricity, involving any placement homes within a local or widespread area;
- Loss of heat or air conditioning in the placement home;
- Fire, explosion, or other physical damage in the placement home; and
- Pandemics or other situations where the community's need for services exceeds the availability of placement homes and services regularly offered by the agency.

*Adoptive families should always be prepared to:

- Have supplies to provide for needs during emergency situation
- A plan for emergency evaluation via vehicle is necessary
- Participate in quarterly fire drills in your home

- Notify Child-Placing agency and Adoption Resources & Counseling, Inc. of you whereabouts and condition

Medical Emergency Procedure: A medical emergency is defined as any situation needing immediate attention requiring assistance beyond minor scrapes or bruises. When necessary first aid and CPR will be administered by adoptive parent after calling 911, call Adoption Resources & Counseling, Inc. and your placement agency if applicable as soon as possible and an incident report shall be made. It is always a good idea to make sure that at least one parent is trained in First Aid and CPR; First aid supplies will need to be in every adoptive home and readily accessible.

Establishing, Maintaining, and Storage of records and Files: Adoption Resources & Counseling, Inc. shall maintain adoption records pertaining to each adoptive family. All records will be housed in the office of Adoption Resources & Counseling, Inc. until the adoption is finalized and/or the case is closed. These records will be maintained in a fireproof, locked filing cabinet. Once the adoption is finalized and/or the case is closed, the adoption records will be converted to non-paper format. From that time hence, Adoption Resources & Counseling, Inc. can only retrieve documents for adoptive families by court order. It is the adoptive applicant's responsibility to keep copies of **ALL** their documents. Documents provided to Adoption Resources & Counseling, Inc. by the adoptive family become an official part of the Adoption Resources & Counseling adoption record and are the sole property of Adoption Resources & Counseling, Inc.

All current records will be available for review by the appropriate Department. Adoption Resources & Counseling, Inc. shall maintain records and submit on a timely basis reports by such Department.

By signing below, I (We) acknowledge that we have read, understood, and will comply with the Policies and Procedures indicated in the information above. By signing, I (We) understands that this information is now made a part of the agreement.

Applicant

Date

Applicant

Date