

To request this form be emailed to you, so you can fill it out electronically, call HOPE. A printed, originally signed hard copy of this form must be received at HOPE, with a copy of pages 1 & 2 of your latest 1040 tax form, before we can begin serving you as a client. If you are doing any type of adoption OTHER THAN a Minnesota Waiting Child adoption, \$450 is due with this form.



HOPE Adoption & Family Services International, Inc.

5850 Omaha Ave. N. • Oak Park Heights, MN 55082

Phone 651-439-2446 • Fax 651-439-2071

Email hope@hopeadoptionservices.org • Web www.hopeadoptionservices.org

Request for Services

Applicant 1:

First Name	Middle Name	Last Name	Previous Name(s)	Date of Birth
Work Phone	Cell Phone	Email Address	Social Security #	

Applicant 2:

First Name	Middle Name	Last Name	Previous Name(s)	Date of Birth
Work Phone	Cell Phone	Email Address	Social Security #	

Home Address:

Street Address	City	State/Zip
Home Phone	County	

All Other Persons in Household:

Name:	Date of Birth:	Adopted or Born to Family?	If adopted, date of legal adoption:
Name:	Date of Birth:	Adopted or Born to Family:	If adopted, date of legal adoption:
Name:	Date of Birth:	Adopted or Born to Family:	If adopted, date of legal adoption:
Name:	Date of Birth:	Adopted or Born to Family:	If adopted, date of legal adoption:
Name:	Date of Birth:	Adopted or Born to Family:	If adopted, date of legal adoption:

Type of Child You Wish to Adopt:

Age Range	Sex	Race/Ethnic Heritage
Special Needs?	U.S. or International?	

Residence History of Each Person in Household including Applicants.

Please go back 5 years. Attach additional sheets if necessary:

Full Name →					
Dates of living at current address	- to the present	- to the present	- to the present	- to the present	- to the present
Previous Address (full address, including <u>county</u>)					
Dates of living at previous address					
Previous Address (full address, including <u>county</u>)					
Dates of living at previous address					
Previous Address (full address, including <u>county</u>)					
Dates of living at previous address					
Previous Address (full address, including <u>county</u>)					
Dates of living at previous address					

References: non-related individuals

First Name	Last Name	Home Phone
Street Address	City	State/Zip

First Name	Last Name	Home Phone
Street Address	City	State/Zip

First Name	Last Name	Home Phone
Street Address	City	State/Zip

Applicant 1:

REGARDLESS OF HOW LONG AGO, REGARDLESS OF WHERE YOU WERE LIVING, HAVE YOU:

Yes No Been ticketed and/or arrested by any law enforcement officer?

Yes No Been charged and/or convicted with any offense even if dismissed?

Yes No Been charged with or convicted of a juvenile offense?

Yes No Been involved in an assault whether or not legal charges were brought?

Yes No Abused, neglected and/or molested any child whether or not there was an investigation?

Yes No Been involved with child protective services or your county social services agency?

If you checked yes to any of the above, explain the circumstances and date(s):

REGARDLESS OF HOW LONG AGO, HAVE YOU BEEN INVOLVED WITH:

Yes No Any juvenile or adult probation or parole programs?

Yes No Any local, state, or county federal law enforcement departments?

If you checked yes to either of the above, give the name of the person and explain the circumstances and date(s):

Applicant 2:

REGARDLESS OF HOW LONG AGO, REGARDLESS OF WHERE YOU WERE LIVING, HAVE YOU:

- Yes No Been ticketed and/or arrested by any law enforcement officer?
- Yes No Been charged and/or convicted with any offense even if dismissed?
- Yes No Been charged with or convicted of a juvenile offense?
- Yes No Been involved in an assault whether or not legal charges were brought?
- Yes No Abused, neglected and/or molested any child whether or not there was an investigation?
- Yes No Been involved with child protective services or your county social services agency?

If you checked yes to any of the above, explain the circumstances and date(s):

REGARDLESS OF HOW LONG AGO, HAVE YOU BEEN INVOLVED WITH:

- Yes No Any juvenile or adult probation or parole programs?
- Yes No Any local, state, or county federal law enforcement departments?

If you checked yes to either of the above, give the name of the person and explain the circumstances and date(s):

Falsification or omission of information is grounds to stop the adoption process at any stage. Be sure all applicants have reviewed the information before signing.

Tennessee Warning/Privacy Notice

In accordance with the Minnesota Government Data Practices Act, we are required to inform you of your rights as they pertain to the private information we collect from you. The information we collect from you is classified by law as either public (anyone can see it), private (the public is not given access, but you are), or confidential (even you cannot see the information). As an applicant, most of the data we maintain about you is private or confidential according to Minnesota Statutes, Section 13.43, Subdivisions 2 and 3. Data that is private may be viewed upon request with 10 days notice. Information which you are asked to provide may be required by statute or determined by HOPE policy as needed for us to comply with licensing requirements or the needs of other adoption agencies or programs. Without the requested information, this agency may not be able to determine your eligibility for foster care or adoption.

The information you provide may be routinely shared with agency staff who require the information to do their jobs in order to provide service to you, as well as other parties or agencies in order to facilitate your adoption.

Information also may be shared with other agencies authorized by law to receive specific data relating to adoption and foster care, including but not limited to any criminal history available from the Department of Justice, Bureau of Criminal Apprehension or Federal Bureau of Investigation.

If we reasonably suspect that a child or vulnerable adult is a victim of abuse or neglect or that a pregnant woman is abusing alcohol or controlled substances, we are required by law to disclose private information which identifies you to a public authority.

In certain limited situations, such as an emergency or imminent danger to you or someone else, we may disclose private information as necessary to protect an individual's health or safety.

Other than as described above, HOPE does not release private information about you without your written consent.

Federal law permits government agencies to require an individual to provide his or her social security number for the administration of any tax. In most other cases the disclosure of your social security number is voluntary and we will inform you of the consequences, if any, of not providing it.

If you have questions about this notice, HOPE staff will explain it to you. The information on this form applies to your future contacts with this agency whether the contact is in person, by mail, or by phone.

SIGNATURES: Applicant 1 _____ Date _____

Applicant 2 _____ Date _____

Please indicate how you heard about HOPE below:

- | | | | |
|---|-------------------------------------|--|------------------------------------|
| <input type="checkbox"/> internet | <input type="checkbox"/> radio | <input type="checkbox"/> TV | <input type="checkbox"/> newspaper |
| <input type="checkbox"/> book | <input type="checkbox"/> phone book | <input type="checkbox"/> word of mouth | <input type="checkbox"/> county |
| <input type="checkbox"/> another agency | <input type="checkbox"/> physician | <input type="checkbox"/> magazine | <input type="checkbox"/> an event |
| <input type="checkbox"/> other _____ | | | |

HOPE Adoption & Family Services International, Inc.

POLICY AGREEMENT

SPACING OF CHILDREN POLICY

I understand that children joining my family must arrive at least six months apart whether by birth or adoption. I agree to report a confirmed pregnancy to my social worker, and to become inactive with HOPE until at least three months after the child's birth. When I become inactive, I will notify any international or other adoption contact with which I am working to place my file on hold until further notice.

POLICY REGARDING CLIENT PRIVACY & CONFIDENTIALITY OF ADOPTION RECORDS

It is the express policy and intent of HOPE Adoption & Family Services International, Inc., in its day to day activities to abide by and uphold all relevant Minnesota and Wisconsin statutes regarding client privacy and confidentiality of adoption records.

In particular this means that HOPE staff will not disclose to any member of the general public any information regarding any HOPE client, past or present, including whether any person ever has been a client of HOPE, without a signed Consent for Release of Information form. A general description of an adoptive family and their adoption study is shared with relevant adoption contacts for the purpose of facilitating the family's goal of securing a child. HOPE routinely shares clients' and former clients' names, addresses, phone numbers and type of adoption with other clients and former clients for mutual support and information purposes only. HOPE also shares names and addresses with cultural and adoption support organizations that may be of interest to our clients. IF YOU DO NOT want your name shared as described above, inform the office in writing. We will do our best to comply. HOPE NEVER sells client mailing lists to anyone.

Adoptive families are entitled to copies of anything they submitted for the adoption file, such as their adoption application, correspondence they sent to the agency, or forms they have completed. The rest of the file is considered to be confidential and is not available to the client except with a court order.

Adopted persons' records are available to them in accordance with the laws of the state in which their adoption was made final. Non-identifying information from an adopted person's record may be given to the adoptive parents, at their request, until the adopted person reaches the statutory age to request it themselves. If the adopted person's birth parents worked with HOPE, agency staff can share identifying information with the adopted person in accordance with any affidavits filed by the birth parents regarding sharing information.

CLIENT APPEALS POLICY

I understand that if I am dissatisfied with any action taken by HOPE, the procedure for resolution is to identify my dissatisfaction to my social worker. If the issue is not explained or resolved to my satisfaction within five working days, I may proceed to review the matter in writing with the social services supervisor. To the extent that the issue is not explained or resolved to my satisfaction within 10 working days, I may request that the matter be reviewed by the Social Services Committee. To the extent that the issue is not explained or resolved to my satisfaction within 10 working days, I may review the matter in writing with the executive director for resolution. If the issue is not explained or resolved

to my satisfaction within 10 working days, I may appeal to the chair of the Executive Committee, who will hold a hearing on all sides of the issue and a written decision will be sent to me within 15 working days.

POLICY EXCEPTIONS

I understand that exceptions to HOPE's policies are made occasionally by HOPE's Social Services Committee and may be requested through my social worker.

MINNESOTA PUBLIC PRIVATE ADOPTION INITIATIVE (PPAI) CLIENTS

I understand that if I adopt one or more of Minnesota's waiting children, my adoption study, specialized training, support before and after the adoption will be provided at no cost to me. I further understand that if I decide to pursue a different type of adoption, I will be required to pay \$3,100, the cost of the services already provided to me under the PPAI program. This will be due within ten days of the time I notify HOPE of my change in plans.

FOR MINNESOTA CLIENTS, THE FOLLOWING IS STATE LAW:

MINNESOTA STATUTES, SECTION 259.29, PROVIDES THAT UPON LEGALLY ADOPTING A CHILD, ADOPTIVE PARENTS ASSUME ALL RIGHTS AND RESPONSIBILITIES OF BIRTH PARENTS. THE RESPONSIBILITIES INCLUDE PROVIDING FOR THE CHILD'S FINANCIAL SUPPORT AND CARING FOR HEALTH, EMOTIONAL, AND BEHAVIORAL PROBLEMS. EXCEPT FOR SUBSIDIZED ADOPTION UNDER MINNESOTA STATUTES, SECTION 259.40, OR ANY OTHER PROVISIONS OF LAW THAT EXPRESSLY APPLY TO ADOPTIVE PARENTS AND CHILDREN, ADOPTIVE PARENTS ARE NOT ELIGIBLE FOR STATE OR FEDERAL FINANCIAL SUBSIDIES BESIDES THOSE THAT A BIRTH PARENT WOULD BE ELIGIBLE TO RECEIVE FOR A CHILD. ADOPTIVE PARENTS MAY NOT TERMINATE THEIR PARENTAL RIGHTS TO A LEGALLY ADOPTED CHILD FOR A REASON THAT WOULD NOT APPLY TO A BIRTH PARENT SEEKING TO TERMINATE RIGHTS TO A CHILD. AN INDIVIDUAL WHO TAKES GUARDIANSHIP OF A CHILD FOR THE PURPOSE OF ADOPTING THE CHILD SHALL, UPON TAKING GUARDIANSHIP FROM THE CHILD'S COUNTRY OF ORIGIN, ASSUME ALL THE RIGHTS AND RESPONSIBILITIES OF BIRTH AND ADOPTIVE PARENTS AS STATED IN THIS PARAGRAPH.

I hereby verify that I have read, understand, and agree to the above policies.

Applicant 1 Signature

Date

Applicant 2 Signature

Date

HOPE Adoption & Family Services International, Inc.

DISCLOSURE STATEMENT

I. Fees

A. Services to Prospective Adoptive Parents:

1. Application, completion of adoption study and written report; referral and post placement services.

\$450 is a non refundable application fee. The fee for the *adoption study* is charged according to the sliding scale below. The fee for *referral and post placement services*, provided between the completion of the study and the legal adoption of the child in local court, is \$600.

<u>Gross annual combined income</u>	<u>Application fee</u>	<u>Adoption study fee</u>	<u>Referral & post placement services fee</u>
up to \$30,000	\$450	\$2,200	\$600
30,001-35,000	\$450	2,300	\$600
35,001-40,000	\$450	2,400	\$600
40,001-45,000	\$450	2,500	\$600
45,001-50,000	\$450	2,600	\$600
50,001-60,000	\$450	2,800	\$600
60,001-70,000	\$450	3,000	\$600
70,001-80,000	\$450	3,200	\$600
80,001-90,000	\$450	3,400	\$600
90,001-100,000	\$450	3,600	\$600
100,001-120,000	\$450	3,800	\$600
120,000+	\$450	4,000	\$600

Fees are due as follows: \$450 is due on submission of the Request for Services; one-half of the adoption study fee is due one month after application, and the other half is due when the adoption study is ready to be distributed. The \$600 referral & post placement services fee is due at the time of a particular child/ren being matched to the family ("referral"). It includes assistance fulfilling requirements for the Interstate Compact on the Placement of Children, the child's agency, the international dossier; liaison with the child's agency; reviewing all documentation on the child; sending the child's documents to the state adoption unit and Bureau of Citizenship & Immigration Services; up to three post placement visits and reports, and preparation of the court evaluation for final adoption.

2. Rush Status.

If an adoptive parent requests that their study be given priority over others because a child is already identified or for some other unusual reason, there will be a \$500 surcharge payable with the \$450 application fee. The entire \$950 is non-refundable.

3. Updates written when employment changes or residence changes or new members are added to household or child request changes.
No charge
4. Annual Updates to adoption studies previously completed by HOPE and not yet used to adopt a child (one adoption study per adoption).
\$250
5. Additional Post Placement Reports (if more than three reports are required, or if reports must be done beyond 12 months after the child's arrival date).
\$250 per visit/report due before the social worker conducts the home visit, office visit or phone interview.
6. Subsequent adoptions by former HOPE clients require a new application and study, and fees according to the schedule above, but the adoption study fee is reduced by \$800 for the study and written report.
7. Special Services Agreements.
 - a. Families who transfer to HOPE after a study is completed by another agency.
A Special Services Agreement with \$1,000 payment starts the process. \$450 of the \$1,000 is a non refundable application fee. \$550 of the \$1,000 is a social service deposit applying toward all social service time required at \$110 per hour.
 - b. Post Placement Supervision and Report to Court for families whose study was NOT completed by HOPE.
A Special Services Agreement with \$1,000 starts the process. \$450 of the \$1,000 is a non refundable application fee. \$550 of the \$1,000 is a social service deposit applying toward all social service time required at \$110 per hour.
 - c. Other unique situations.
A Special Services Agreement is developed according to the needs of the situation.
8. Out of Area Status.
If an adoptive parent lives outside of HOPE's regular 17-county service area (Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington, Wright; Barron, Dunn, Pepin, Pierce, Polk, St. Croix), they will be charged additional fees to reimburse for social worker time and expenses due to travel. This will be calculated as follows.

Tier I

Clients living in the following counties will be charged a \$250 Out of Area charge at the time of the one-month billing:

Minnesota
Benton
Blue Earth
Dodge
Goodhue
Kanabec
Kandiyohi
LeSueur

McLeod
Meeker
Mille Lacs
Morrison
Nicollet
Olmsted
Pine
Renville

Rice
Sibley
Stearns
Steele
Todd
Wabasha
Waseca
Winona

Wisconsin
Buffalo
Burnett
Chippewa
Clark

Eau Claire
Jackson
Rusk
Sawyer

Taylor
Trempealeau
Washburn

Tier II

Clients living in the following counties will be charged a \$550 Out of Area charge at the time of the one-month billing:

Minnesota
Aitkin
Becker
Brown
Carlton
Cass
Chippewa
Crow Wing
Douglas
Faribault

Fillmore
Freeborn
Grant
Houston
Hubbard
LacQui Parle
Lincoln
Lyon
Martin
Mower

Otter Tail
Pope
Redwood
Stevens
Swift
Wadena
Watonwan
Yellow
Medicine

Wisconsin
Adams
Ashland
Bayfield
Douglas
Iron

Juneau
LaCrosse
Lincoln
Marathon
Monroe

Portage
Price
Vernon
Wood

Minnesota and Wisconsin clients outside of the counties listed in either tier above will be charged \$550 plus \$2.60 per mile for each mile outside of the Tier II area.

Exception to the above: Clients of Holt International Children's Services will be charged half the applicable Out of Area charge and hotel expenses for their social worker if an overnight stay is required.

Home visits for post placement will be charged according to the above, at the time that the post placement home visit takes place.

9. Individual Information Sessions are available to prospective adoptive families at \$35 per hour.

10. Program Management

HOPE occasionally provides the intermediary service for adoptions from a particular program or country. Adoptions from the Philippines are one example. In such situations the adoptive family will pay an additional fee for the intermediary service. Fees typically range from \$2,000 to \$6,000.

B. Services to Birth Parents Planning an Adoption

Birth parents pay no fees. Open adoption program fees cover the cost of services to the birth parents and the child.

An **Open Adoption Registration fee** of \$2,400 is due at the time that the family's profile is made available for prospective birth parents. This fee is non-refundable. It includes program coordination services and registration on the HOPE web site. It covers the costs of program intake and outreach to birth parents.

After a family has been chosen by a birth parent, and at the time the legal risk is over, a non-refundable **Open Adoption Program fee** of \$6,100 is due. This fee includes expenses related to: birth fathers' registry search, birth certificates, Indian Child Welfare Act, bridge care, counseling services to birth parents and support people, coordination services with clinics and hospitals, gathering medical and genetic history, taking consents to the adoption and guardianship of the child if assigned by court, preparation of necessary court documentation, adoption placement, and services to the child.

Families who come to HOPE with a birth parent already identified and request that HOPE provide birth parent services are charged \$3,050 at the time of the birth parent's application to HOPE (this fee is non-refundable) and an additional \$3,050 due when the legal risk is over. The \$2,400 Open Adoption Registration Fee is not applicable.

Families who have an adoption study completed by another agency and connect with a birth parent who is receiving services at HOPE are charged \$2,400 due at the time of the match, and \$6,100 due when the legal risk is over.

Out of area (outside of Minnesota or northwestern Wisconsin) families who request that HOPE serve a local birth parent are charged \$6,100 at the beginning of the provision of birth parent services, or a **Special Services Agreement** is written, outlining services to be provided to the birth parent on an hourly basis.

Third Party Expenses allowed by law may be incurred by adoptive parents. These include but are not limited to: medical expenses not covered by insurance or medical assistance, living expenses for the birth parent, and attorney fees.

Other Unique Situations

For other situations that are not addressed specifically in this disclosure statement, a Special Services Agreement will be written to outline the services being provided to the birth parent or the adoptive family on an hourly basis at the rate of \$110 per hour.

NOTE: All fees are subject to change. Adoptive parents are responsible for the fee that is current at the time these fees are due.

II. Timeline for Fee Payments

- A. In all cases listed above, the application fee accompanies the Request for Services or Special Services Agreement form and is not refundable.
- B. For adoption studies, the first payment of one-half the adoption study fee is to be paid one month after application. The other half of the study fee is to be paid when the study is ready to be distributed.
- C. The referral and post placement services fee is due at the time of the child referral.
- D. For those clients requesting post placement supervision who have not had their adoption study completed by HOPE, the \$450 application fee and \$550 social service deposit accompany the Special Services Agreement and are paid before service begins. Additional fees, if any, are to be paid as billed at \$110 per hour, after services are provided. Refunds, if any, will be paid when service is complete.
- E. If a family becomes inactive, either by their request or by a decision of the HOPE staff, the client agrees to reimburse HOPE at the rate of \$110 per hour of social worker time spent on their behalf. If a study has been completed, the charge will be the total adoption study fee. If they again become active with HOPE within 12 months of the date of inactivity, one-half of the amount already paid will be applied to the fee in effect upon reactivating, based on the client's current 1040. If more than 12 months have passed, it will be considered a new application. However, this would be considered a subsequent adoption and an \$800 discount will be applied to the total fee then in effect. If more than two years have passed, there is no discount.
- F. Program Management fees are to be paid when billed, typically one-half when the dossier is forwarded by HOPE to the country and one-half when assignment of a child is accepted. Program Management fees are non-refundable.

III. Likelihood of Receiving a Child

In a recent two-year period, of all families who completed adoption studies and remained active with HOPE, 95% received children within an 18-month period after the adoption study was completed. Most of those who never adopt, even after completing a study, stop pursuing adoption because of pregnancy, moving out of the area or other personal reasons.

The average length of time between adoption study completion and arrival of a child is 8 months. THE ESTIMATED WAITING TIME IS STRICTLY AN AVERAGE. The length of wait depends greatly on the type of adoption a family chooses to pursue.

While the agency's experience since 1978 has been that persons who are persistent will receive a child, HOPE cannot guarantee placement of a child or a time by which a child will be placed.

HOPE primarily assists families by completing the adoption study and written report and assisting with the necessary procedures and paperwork for adoption approvals, but not by actually locating a

child. HOPE clients adopt children through a wide variety of international and local sources, none of which is under the agency's control. In these adoptions, the adopting family has a great deal of control over when they will receive a child. In a few programs, HOPE may act as program manager and the family will pay a separate fee for this. See A, #10 under Fees.

Clients must understand that there are risks inherent with adoptions within the United States and internationally. Adoption can be a long and difficult process and HOPE cannot predict nor guarantee the amount of time, effort, money or hardship which may result from their desire to adopt a child. Due to circumstances beyond the control of HOPE or any agency, the possibility exists that the adoption process could be discontinued by governmental action, judicial decrees or the action of individuals, including foreign nationals. Under such circumstances, it may have been necessary to advance funds to accomplish adoption objectives and a portion of those funds already used may not be recovered. Despite information to the contrary, the child, when received, may have some undiagnosed physical or mental problem which becomes evident at a later date. By signing this document, I agree to make no claim, including legal action, against HOPE with regard to its activities with regard to my efforts to adopt a child.

IV. Services HOPE Provides

To adopting parents

- adoption studies and written reports for U.S. and international adoption
- program contacts
- assistance with independent, designated and direct adoptions as requested
- facilitation of meetings with potential birth families as needed
- help preparing an openness agreement which may include a plan for continued contact between the birth family and adoptive family
- help with immigration arrangements and procedures, arrangements if needed
- help with Interstate Compact on the Placement of Children and other state requirements
- post placement visits after your child arrives, as needed
- preparation of the Report to Court for the legal

To birth parents

- preliminary information about adoption
- preparatory counseling on adoption issues
- profiles of possible adoptive families, if requested
- help preparing an openness agreement which may include a plan for continued contact between the birth family and adoptive family
- information on and arrangement of bridge foster care for the child, if requested
- consent signing or preparation for court hearings
- follow-up support and counseling as requested
- intermediary service between

adoption in the U.S., if needed

adoptive parents & birth
parents, as needed

- education on multicultural, adoption and openness issues or referrals to appropriate sources
- support groups for waiting families and parents of older adopted children from time to time, as needed
- counseling for adoptive families over the life cycle or referrals to other adoption counseling services

V. Statement about Attorneys and Legal Requirements.

HOPE does not maintain any information on attorney referral services, or about obtaining assistance with completing legal requirements for an adoption. Staff members may, without obligation, provide the names of attorneys who have worked with HOPE clients in the past, or the names of other adoptive families who have completed their own legal work, for assistance.

VI. Equal Opportunity Statement.

The Board of Directors of HOPE is committed to a policy of equal opportunity for all persons. It is the policy of the agency, in recognition of the essential rights of all children and individuals, to provide agency services without regard to race, creed, color, sex, sexual/affective preference, union or political affiliation, religion, national origin, citizenship status, age, marital status, disability or reliance on public assistance except where a bonafide qualification exists.

VII. By signing below, clients who are Minnesota residents are certifying that they have received and read the Commissioner of Human Services' Statement on *Completing an Adoption in Minnesota*.

VIII. Acknowledgment.

I have received, read, and had the opportunity to ask questions of the agency about the contents of this disclosure statement.

Prospective adoptive parent signature _____ Date _____

Prospective adoptive parent signature _____ Date _____

Birth parent signature _____ Date _____

Birth parent signature _____ Date _____

The signatures of birth parents are not required in the case of an inter country adoption. Even though birth and adoptive parents sign separate disclosure statements, the items and information are identical.

H111MW

2-22-2007