



House of New Hope

www.HouseOfNewHope.org

Treatment Foster Care

- Trauma Informed Treatment

Developmental Disability Services

- I/O Waiver Services
- Adult Foster Care
- Homemaker & Personal Care
- Transportation
- Social Work

Adoption Services

- Foster-to-Adopt
- Domestic Infant
- Home Studies

Mental Health Services

- Counseling
- CPST

Administrative Offices

8135 Mt. Vernon Road
St. Louisville, OH 43071
Tel: (740) 345-5437
Fax: (740) 745-3429

Executive Director

Jeffrey R. Greene, Ph.D., PCC, FAPA

Founders

Shirley Sharp, M.A.
J. Edward Sharp, Th.D.

Dear Friends,

Congratulations! You are well on your way to starting the adoption process. We are very excited that you have chosen House of New Hope to assist you.

As an adoptive applicant in the state of Ohio, there is one certain rule; you must have a homestudy completed by a licensed adoption agency. House of New Hope is a Private Custodial Placing Agency, licensed by the Ohio Department of Jobs and Family Services. As a licensed private agency we can provide many services to you throughout your adoption process. House of New Hope will complete your homestudy and work in conjunction with your placing agency for your approval. After you have received a placement, House of New Hope can facilitate your Post Placement Follow Up visits. Fees are based on the number of visits required.

Enclosed you will find instructions and paper work necessary to complete your homestudy. Upon receiving this information please complete the ODJFS Application for Child Placement (JFS 1691) and return it to me as soon as possible. **I must receive the ODJFS Application for Child Placement (JFS 1691) before I can schedule your first homestudy visit.**

COMPLETING THE ADDITIONAL DOCUMENTS PRIOR TO SIGNING THE ODJFS APPLICATION WILL NOT BE ACCEPTED!

Upon completion of your Application, you will be contacted by a contract Adoption Assessor. Should at any time you develop issues with your Assessor that are not being solved, do not hesitate to contact me.

Adoption is a life long journey. The more knowledge you gain, the more you will be prepared in the future. It is also suggested you share your reading materials with family members to provide them with a better understanding of adoption.

Thank you for choosing House of New Hope to assist you through your journey to adopt. I look forward to meeting you very soon.

Sincerely,

Jeffrey R. Greene, Ph.D., PCC-S
Executive Director



IDENTIFIED ADOPTION PROGRAM FEES

Adoptive Family without a Current Homestudy

Total Fees	:	\$5,000
Due at the time of a signed contract with agency*		\$2,500*
Balance Due at Placement		\$2,500

FEES ARE NON-REFUNDABLE

* Fees do NOT include medical costs to birth mother and baby.

** Fees are subject to change without notification.

*** **All Fees are Non-Refundable**

Other Adoption Related Fees (Not Applicable in All Cases)

Legal termination of Birth Father rights (not including court costs and guardian ad litem fees)	\$800
Adoption Assessor Appearance required for any court hearing	\$125/hour
Home Study Update/Review	\$850
Temporary Foster Care	\$38-\$45/day
Supervisory Post Placement Visits	\$250/per visit
Acceptance of Temporary Surrender	\$50/hour
Adoption Assessor present at Match Meeting	\$50/hour
Holiday or Weekend Placement or Meeting	\$50/hour
Facilitation of Interstate Compact (out of state only)	\$500
Native American Indian Clearance	\$200
Medical Fee Deposit for Birth Mother Unused portion refunded after Finalization. Additional medical fees may be incurred.	\$4,000
Legal representation for birth parents	Est.\$150/hour
Living expenses for birth mother up to 60 days from birth	\$3000 max.



INSTRUCTIONS FOR COMPLETING PAPERWORK FOR HOME STUDY

Please complete the ODJFS 1691, Application for Child Placement, and return it to House of New Hope with payment for Home Study and Administration Processing Fee. Additional fees may be charged for training and additional visits which are not mandated by ODJFS and House of New Hope.

***Your homestudy cannot be scheduled until the ODJFS 1691 is received.**

REQUIRED DOCUMENTS FOR HOMESTUDY APPROVAL

- ODJFS 01673 Child Characteristics Checklist. Answer only those that apply. House of New Hope has included this form in this packet.
- ODJFS 01653 Medical Statement for Foster Care/Adoptive Applicant and All Household Members. This form must be signed and completed by a medical care provider within the last twelve (12) months. A form should be completed for each adoptive applicant and any children or other adults residing in the home. House of New Hope has included two (2) copies of this form in this packet.
- ODJFS 01681 Applicant Financial Statement. House of New Hope has included this form in this packet.
- ODJFS 01200 Fire Inspection Report (2 pages). This form is to be completed by a state certified fire safety inspector of the state fire marshal's office – contact your local fire department. House of New Hope has included this form in this packet.
- ODJFS 1348 Safety Audit. This form will be completed at the home visit by your assessor. If you have well water, it must be tested and approved by the health department prior to approval. If you own firearms, air rifles, hunting slingshots or other projectile weapons the weapons must be locked in area separate from the weapons, and inaccessible to children.
- HONH Consent for Release of Information. A form should be completed for each adoptive applicant and any other adults residing in the home. House of New Hope has included two (2) copies of this form in this packet.
- Marriage Certificate. This can be obtained in the county where you were married.
- Divorce Decree(s), if applicable. This can be obtained in the county where you were divorced.
- Copies of page 1 and 2 of the previous year's Federal Income Tax Return.
- Verification of Employment letter. Each adoptive applicant should obtain a letter from their employer stating job status, salary, length of employment, and stability of future employment. If you are self-employed, you must obtain a letter from your accountant.

- HONH Reference Form. House of New Hope has included five (5) forms in this packet. You should place your name on the first line indicating "Adoptive Family". Then provide a Reference Form to each of the references listed on page 5 of the ODJFS 01691 form. These references cannot be relatives of the adoptive applicants.
- BCII criminal clearances. Each adoptive applicant and any other adults residing in the home must obtain BCII and FBI criminal clearances. Fingerprints must be done electronically. To find a location in your area who can facilitate this service please go to:

www.webcheck.ag.state.oh.us/webcheckcommunity.htm

- Child Abuse Registry Clearances. Each adoptive applicant and any other adult residing in the home must write a letter including your full name, social security number, address and copies of two (2) types of identification (acceptable identification includes driver's license, social security card, birth certificate and passport) requesting a child abuse registry clearance. One form of identification must have your Social security number or the request will be returned. There is no fee for this clearance. The letter requesting the Child Abuse should be mailed to the following address:

O.D.J.F.S.
 ATTN: Barbara Parker
 PO Box 182709
 Columbus, OH 43218-2709
 (614) 466-1213

- Bureau of Motor Vehicles (BMV) Driving Record. House of New Hope has included two (2) copies of BMV 1173 Ohio BMV Record Request form in this packet. Each adoptive applicant and any other adults residing in the home must provide a driving record. The fee is \$2.00 per request. The Record Request and fee should be mailed to the following address:

Ohio Bureau of Motor Vehicles
 ATTN: Record Request
 P.O. 16520
 Columbus, OH 43216-6520

- Copies of Driver's Licenses for each adoptive applicant and other adults residing in the home.
- Letter from medical insurance company stating that child will be covered as of the date of placement. Sometimes this information is covered in the provider's handbook. If so, a copy of the page is acceptable.
- Infant CPR Certification for each adoptive applicant. American Red Cross, American Heart Association and some offer these classes.
- Infant Child Care Class Certification for each adoptive applicant. Contact your local hospitals or American Red Cross for available times in your area. If you have a child under the age of 5, you are waived from this training.
- If there is a pet in the home, proof of current vaccinations.
- Proof of current insurance for all automobiles
- Summary and responses from each adoptive applicant regarding required reading. You are required to read two books - *Secret Thoughts of an Adoptive Mother* by Jana Wolf and *Telling the Truth to your Foster or*

Adopted Child by Jayne Schooler and Betsy Keiffer. These books can be ordered through the Tapestry Catalog, at many bookstores or through on-line adoption web sites.

- Photograph of the adoptive family

Your paperwork will be collected at the second home study visit. Once all paperwork and training has been completed to the satisfaction of House of New Hope, your home study will be approved. Your homestudy is valid for two years before an update is required.

PROCESS AND PROCEDURES FOR INDEPENDENT OR TARGET ADOPTIONS

Matching

If your placing agency matches you with a birth mother in the state of Ohio, or you are able to locate your own birth mother, House of New Hope can facilitate the requirements necessary for the placement to occur. Either you or your placing agency should notify House of New Hope if these circumstances arise. Otherwise, House of New Hope will forward your homestudy to the placing agency or any other professionals involved in your adoption. Request must be made in writing.

Services to the Birth Parents and Adoptive Family

Upon the request of the Birth Parents, a Certified Adoption Assessor will meet with the birth parents and begin providing support and counseling. If requested, House of New Hope will be available to facilitate other services to the birth parents and the adoptive family. Assistance with medical care, meetings, and placement arrangements can all be arranged through House of New Hope.

Placement

House of New Hope will facilitate the placement of the child after the birth parents rights have been voluntarily surrendered. A voluntary surrender cannot occur until at least 72 hours after the birth of the child. Provided the child is under six months of age, the surrender can take place outside a court of law, and at any location the birth parents request in the state of Ohio.

After the legal papers have been executed, the placement of the baby will occur according to the birth parents and adoptive family's wishes. House of New Hope will be happy to assist with making those arrangements, such as a Handing over Ceremony.

At the time of the placement you will sign documents accepting responsibility of the child until finalization. In addition you will receive medical information from the hospital regarding the health of the baby and any special instructions needed for continuing care. Information regarding the availability of government subsidies and how to make application will also be provided at this time.

Post Placement and Finalization

Ohio Department of Job and Family Services mandates post placement visits until finalization occurs. The first visit will occur within seven (7) days of placement and a second visit within (30) days of placement, and one visit per month thereafter until finalization.

If the family does not reside in the state of Ohio, House of New Hope must receive copies of the Post Placement Visit Reports in order to release the Report for Finalization. No reports will be released until all requirements are met and copies have been received. **Monthly post placement visits are required even if you reside in a different state other than Ohio which may not have the same requirements.**

In the State of Ohio, finalization cannot occur before six months from the day of placement. Usually the finalization hearing occurs as close to this date as possible. If finalization is delayed, there will be additional fees for each post placement visit facilitated until the finalization occurs.

If you choose to finalize anywhere other than Ohio, House of New Hope must receive **in writing** all requirements necessary for finalization from your attorney. **This information must be provided before placement.**

The agency will continue to provide support and education to you and the birth parents throughout the life of the child. We encourage you to become involved in support groups, both social and educational, in your community. We will be happy to provide resources to the adoptive family and birth family whenever needed.

DISQUALIFYING CRIMINAL OFFENSES

Homicide

R.C. 2903.01-Aggravated Murder

R.C. 2903.02-Murder

R.C. 2903.03-Voluntary Manslaughter

Assault

R.C. 2903.11-Felonious Assault

R.C. 2903.12-Aggravated Assault

R.C. 2903.13-Assault

R.C. 2903.16-Failing to provide for a functionally impaired person

Menacing

R.C. 2903.21-Aggravated Menacing

Patient Abuse and Neglect

R.C. 2903.34-Patient Abuse and Neglect

Kidnapping and Related Offenses

R.C. 2905.01-Kidnapping

R.C. 2905.02-Abduction

R.C. 2905.04-Child Stealing

R.C. 2905.05-Criminal Child Enticement

Sex Offenses

R.C. 2907.02-Rape

R.C. 2907.03-Sexual Battery

R.C. 2907.04-Corruption of a Minor

R.C. 2907.05-Gross Sexual Imposition

R.C. 2907.06-Sexual Imposition

R.C. 2907.07-Importuning

R.C. 2907.08-Voyeurism

R.C. 2907.09-Public Indecency

R.C. 2907.12-Felonious Sexual Penetration

R.C. 2907.21-Compelling Prostitution

R.C. 2907.22-Promoting Prostitution

R.C. 2907.31-Disseminating matter harmful to juveniles

R.C. 2907.32-Pandering Obscenity

R.C. 2907.321-Pandering obscenity involving a minor

R.C. 2907.322-Pandering sexual oriented matter involving a minor

R.C. 2907.323-Illegal use of a minor in nudity-oriented material or performance

Robbery and Burglary

R.C. 2911.01 Aggravated Robbery

R.C. 2911.02 Robbery

R.C. 2911.11-Aggravated Burglary

R.C. 2911.12 Burglary

Offenses Against the Family

R.C. 2919.12-Unlawful Abortion

R.C. 2919.22-Endangering Children

R.C. 2919.24-Contributing to unruliness or delinquency of a child

R.C. 2919.25-Domestic Violence

Weapons Control

R.C. 2923.12-Carrying a concealed weapon

R.C. 2923.13-Having a weapon while under disability

R.C. 2923.161-Improperly discharging a firearm at or into a habitation or school

Drug Offenses

R.C. 2925.02-Corrupting another with drugs

R.C. 2925.03-Trafficking in drugs

R.C. 2925.04-Illegal manufacture of drugs or cultivation or marihuana

R.C. 2925.05-Funding of drug or marihuana trafficking

R.C. 2925.06-Illegal administration or distribution of anabolic steroids

R.C. 2925.11-Possession of drugs or marihuana

Other-R.C. 3716.11-Placing harmful objects in food

Effective February 1, 2005, Ohio law requires that House of New Hope provide all (a) foster caregivers certified or (2) in the process of certification and (3) all individuals who have approved adoptive homestudies or (4) who are participating in the homestudy process with written notice regarding the procedure for filing complaints of alleged discriminatory acts, policies, or practices involving race, color or national origin. A copy of the JFS 02333 "Discrimination Complaint Form" is enclosed.

The new rule is as follows:

[OAC 5101:2-33-03](http://www.odjfs.state.oh.us/forms/pdf/02333.pdf) Procedure for complaints of alleged discriminatory acts, policies or practices in the foster care or adoption process that involve race, color or national origin is a new rule which outlines the procedure for complaints against any PCSA, PCPA or PNA regarding discrimination in foster care or adoption services that involve RCNO. Any individual filing a complaint with a PCSA, PCPA, PNA or ODJFS must use the JFS 02333 "Discrimination Complaint Form." This form can be accessed at: <http://www.odjfs.state.oh.us/forms/pdf/02333.pdf>. Complaints can also be filed with the United States Department of Health and Human Services, Office for Civil Rights. Agencies must provide written notice of the complaint process to all individuals inquiring about or applying to become a foster caregiver or adoptive parent. The rule also requires that such notice be provided within thirty days of the effective date of the rule to all foster caregivers certified or in the process of certification and to all individuals who have approved adoptive homestudies or who are participating in the homestudy process.

If you have any questions regarding the enclosed form or its use, please feel free to contact your social worker or adoption assessor at House of New Hope or the telephone number located at the top of the Discrimination Complaint form.

