



*Christian Family Services, Inc.*  
A CHRISTIAN ALTERNATIVE

## **ADOPTION POLICIES AND PROCEDURE**

Thank you for your interest in Christian Family Services' adoption program. Christian Family Services, Inc. is a private, licensed, child-placing agency supported by individuals, Churches of Christ and Christian Churches. Christian Family Services, Inc., (CFSI) has been licensed since 1978, placing newborns and children in loving adoptive homes. The basic requirements for applicants: They must be dedicated Christians, actively involved in their local congregation. They must have a deep love for God, His church, and have a Christ-centered marriage. After review and prayerful consideration, applicants must be able, in all good conscience, to sign the enclosed Statement of Faith.

Applicants must have good health including the absence of high-risk health factors. Use of alcohol, drugs or tobacco is not permitted. Applicants with special health concerns must submit a statement, with their application, from their doctor stating how their health will or will not interfere with their ability to parent.

The age guidelines state that both should be between 25 and 42 for a first time adoption and no more than 45 for a second child. Couples should be married at least three years before making an application for adoption. After placement, adoptive mothers are strongly encouraged to not work full time outside the home, at least for the child's first two years. CFSI must approve any arrangement for child-care outside the home prior to finalization.

Due to the increase of couples seeking to adopt and the decrease of healthy infants and toddlers, all couples who meet the qualifications may still not have the opportunity to adopt. As a Christian adoption agency, Christian Family Services is committed to supporting birth parents who make the decision to place their child for adoption. CFSI will make every effort to place with all approved families; however birth parents are now much more actively involved in choosing the adoptive parents for their child. More and more birth parents are requesting a face-to-face meeting with the prospective adoptive parents, as well as pictures and updates until the child reaches 18 years of age. Only the profiles of adoptive applicants who are willing to provide this level of contact will be shown to them. Post placement child updates and pictures can be sent to the agency and then mailed on to the birth parents unless other arrangements have been agreed to by all parties involved.

Confidentiality of both the adoptive couple and the birth parents is always maintained unless both parties mutually agree.

Couples considering adoption are encouraged to read material from a reading list that Christian Family Services will provide. The books on this list are excellent in giving the different perspectives and feelings of both birth and adoptive parents. Upon request we will mail you the list and an Adoption Book Catalog from Tapestry Books.

Couples considering adoption will be required to complete an adoption training program consisting of required reading material provided by CFS and some web-based material. The prospective adoptive family will be required to reflect on the training and reading during an informal interview with a CFS caseworker to ensure a thorough understanding of the adoption process.

If you are interested in applying with Christian Family Services, please send in the enclosed application and application fee (1) (fees will be broken down below). Your references will be processed and if favorable references are received, applicants will be notified and instructed how to proceed.

Florida residents will need to submit the completed adoption packet at which time Christian Family Services will arrange to conduct the home study; ½ of the home study fee (2) is due at the initial visit, the remainder is due upon completion.

Out of state residents will need to submit the completed adoption packet. They must also contact a licensed individual or agency in their state to conduct their homestudy and post placement visits. Fees for this service vary widely; we suggest that you contact several agencies before deciding which one to use. Once the homestudy is completed, the applicants' in-state agency must forward the written homestudy and background clearances to Christian Family Services.

A homestudy consists of one or more visits to cover the adoption process, family of origin history, family life, attitudes and motivation to adopt, parenting skills and spiritual and personal interests.

Each family member will need to have a complete physical examination. Forms will be provided by Christian Family Services. Couples need to provide a copy of their marriage license and copies of divorce decrees if applicable. A diagram of the floor plan of your home is also needed for your file. Each family is asked to write a *birth parent letter* and to put together a scrapbook/photo album, which will be shown to birth parents that are choosing an adoptive family for their baby. These albums need to show what your family is like, how you live, the things you do for fun, etc. Christian Family Services will provide further instructions for completing both of these items.

Once the written homestudy is completed and all forms are complete and in the applicants' file, the family will then be approved. The family will be notified and the Social Service Fee (3) will be requested along with the Financial Agreement. Once this fee is received, the family will be placed on the active waiting list. There will be an additional Adoption Placement Fee (4) due on the day of placement. As a baby can come at any time with little or no warning, after a couple is placed on the waiting list, families must make arrangements to assure that the necessary funds are available and easily accessed for payment at the time of placement. If funds are not available at the appropriate time, the child may be placed with another family.

## Christian Family Services Adoption Fees Breakdown

Service	Fee	Due
<b>(1) Adoption Training</b>	<b>\$350.00</b>	
<b>(2) Application Fee</b> File set-up, References Financial Coach	<b>\$450.00</b>	<b>With Application</b>
<b>(3) Homestudy Fee (<i>Florida families only</i>)</b> Preliminary Homestudy Update and/or Addendums as needed Post-Placement Visits (3) & Studies Final Homestudy	<b>\$1500.00</b>	<b>½ Due at Initial Visit Remainder Due at Completion of HS</b>
<b>(4) Social Service Fee</b> Advertising on your behalf Unlimited Birth parent contact Travel, unlimited adoptive family contact Paperwork Notarization & Processing Parent Finder Basic Service <b>Optional – Parent Finder Full Service</b>	<b>\$3000.00</b>      <b>(\$500)</b>	<b>When Approved for Waiting List</b>
<b>(5) Placement Fee</b> Legal Expenses, Court and Filing Costs Diligent Search and Publishing Attorney Fees ( <i>not including Finalization</i> ) Birth Parent Expenses ( <i>not to exceed \$5000 without court approval</i> ) Rent, Utilities, Food, Clothing, or Medical Costs Indirect Expenses Travel Paperwork Notarization Preparation of Finalization Packet	<b>14% of Annual Gross Income</b> <b>Minimum Fee \$7,500 Not</b> <b>To Exceed \$18,000.00 ***</b>	<b>Due at Placement</b>
<b>(6) Interstate Compact on the Placement of Children (ICPC) Out of State Families</b> Paperwork preparation and submission	<b>\$750</b>	

\*\*\* Does not apply to placements resulting from or in connection with CFSI Intervention in a dependency action. Under such extraordinary circumstances, client will be expected to pay all costs arising from and associated with the intervention and the resulting placement.

<b>(7) Finalization Fee</b>	<b>\$ 1,150.00</b> <i>(paid Directly to our attorney)</i>	<b>Approximately 3 Months After Placement</b>
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All families will receive and sign a Financial Agreement (FA) when approved for the waiting list. The FA will outline your family's specific fees (based on your completed Financial Statement and Homestudy), and the services covered by those fees.

***Fees Disclaimer:*** Christian Family Services, Inc. reserves the right to change their fees at any times. Your fees will be set when CFSI receives your completed application and application fee. This set rate will be fixed for "one year" from date of application, in which time you must complete the application process and be placed on our waiting list. Once placed on our waiting list your fees will be finalized and not subject to change, with the exception noted above.

We are excited that you are considering adoption. Because of frequent requests like yours, many applications are initiated, but we never know how many will actually follow through. Christian Family Services makes every effort to keep our waiting list at a manageable level so that potential adoptive families do not have to wait any longer than necessary to adopt. Therefore, we reserve the right to close our waiting list at any time we deem necessary. The application process may seem overwhelming at the beginning and that is why we are here to help. Please feel free to contact Donna Brooker, my Ministry Assistant, or me if you have any questions. We ask that once you have read this information carefully and you find our policies, procedures and fees favorable, please sign and return the statement of agreement attached with your application and application fee. Please retain these *Policies and Procedures* for your records and future reference.

For His Children,



Jerry D. Callens  
Executive Director

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We have read, understand and accept the terms of Christian Family Services, Inc. Adoption Policies and Procedures. We agree to pay the fees disclosed in the Policies and Procedures and hereby consent to work with Christian Family Services, Inc. towards an adoptive placement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Client's Copy*



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## **ADOPTION POLICIES AND PROCEDURE ACKNOWLEDGMENT**

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Christian Family Services' Copy  
(Please return this page only with your application)*