

Community Care Services
Adoption Program
Documents required for Adoption Home Study

Submit to Community Care Services for application process the following documents:

Initial Application:

- Completed initial application
- Application fee of \$250.00
- Home study fee and refund policy (signed)
- Adoption fee schedule
- Appeal and grievance procedure form (signed)
- Client rights and responsibilities (signed)

In order to begin the home study the following material needs to be completed

Home Study:

- Autobiography of each applicant (guidelines enclosed)
- Home study fee of \$2,000.00
- I600 required by USCIS (US Citizenship and Immigration) call 1800-870-FORM to order application (*International Applicants only*)

*Once these items are received
your assigned social worker will call you
to set up your first individual home study meeting.*

Before your home study report can be approved; the remaining material must be submitted:

- Financial information form
- Verification of employment and salary
- Police Department clearance forms
- Birth, Marriage, and Divorce Certificates, as applicable (**Three sets with raised seal, no copies**)
- Copy of Income Tax Forms – Last three years of 1040 Federal Tax Return – front and back
- Well Water Analysis, if applicable Statement that is meets EPA
- Auxiliary Heating (fireplace, woodstove, etc) Statement from Town Building Inspector
- Septic Tank/Leachfield – Approval statement from the Health Department
- Physical Exam Forms for all members of your household which follow the format included in the application (**Three original sets signed in front of a notary**)
- 6 letters of reference to be sent directly to Community Care Services (Please note only two may be family members) (**Three original sets signed in front of a notary**)

Submit to address listed on the form: All household members 14 and older

- Consent for Criminal Records Check:
- Child Abuse Registry Clearances
- Police Department Clearances