

KEMP COUNSELING AND CONSULTING SERVICES

*Northeast Florida Adoption Support
Dr. Shawna Kemp Haley, Ed.D, LCSW
Carissa Heck, MSW, LCSW*

**INSTRUCTIONS FOR COMPLETING HOME STUDY
DOCUMENTS/REQUIREMENTS**

Application: Please complete the entire application and mail the application with a \$100 NON-REFUNDABLE APPLICATION FEE to:

*Dr. Shawna Kemp-Haley, EdD, LCSW
P.O. Box 8904
Jacksonville, FL 32239*

*Carissa Heck, LCSW
2220 County Road 210 W, PMB 120
Jacksonville, FL 32259*

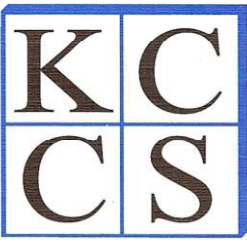
Home Study Contract: Agreement between the adoptive parent(s) and agency provider. Please read, sign and mail this contract with the completed application to this agency provider.

- **Home Studies (includes the initial home visit, preliminary report, two post-placement visits, and final home study report)** – The full fee for the home study is \$1500 (30-90 days completion) or \$1750 for an expedited home study (30-days turn around). Payment can be made in the form of a cashier’s check, money order or via PayPal and is due at least 24-hours prior to your scheduled initial home visit. A complete home study is good for one year from the date of the signed final home study report.
- **Two Post Placement Visits and Final Home Study Report** – Both are inclusive of your initial fees paid.
- **Home Study Annual Updates** – The fee for an annual update after the original home study expires is \$750. The adoptive parents must notify this agency at least 30-days prior to the expiration date of your last home study if you are in need of an updated home study.

Criminal Background Checks: *All members of the home age 18 years and older MUST complete these forms.*

Please sign and mail the VECHS form with your completed application to this agency provider.

- **Local Criminal Record Check and Consent Form:** The Criminal Background Check and Consent Form is acknowledging that the backgrounds checks will be conducted for all members in the household age 18 years and over.
- **FBI/FDLE Request Form (VECHS):** Read and complete this form. Take a copy of this signed form with you to the fingerprinting provider. Mail the original to this agency provider. You are required by Florida Law to submit fingerprints for adoption. This can be completed at any facility that does “live scan” fingerprinting. Resources can be provided (www.accuratebiometrics.com) or log into the site to begin this process:
<https://accuratebiometrics.com/florida/services/vechs/adoption-agency-employees-volunteers>. Click on “Get Fingerprinting” and follow the steps provided.



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Sexual Offender Registry Consent Form: Fill out the appropriate sections for Sexual Offender Registry background check form. Please sign and mail with your completed application. Kemp Counseling and Consulting Services will complete the background check. This must be completed for anyone age 18 years and older residing in the home.

Child Abuse and Neglect Consent Form: Fill out the appropriate sections for Child Abuse and Neglect Consent form. Please sign and mail with your completed application. Kemp Counseling and Consulting Services will complete the background check. This must be completed for anyone age 18 years and older residing in the home.

HIPAA Form: This form explains your privacy rights and responsibilities. This gives us permission to share only pertinent information with persons who are responsible for your adoption home study process. Please read this form. This form must be signed by anyone age 18 years and older residing in the home. Please sign and mail with your completed application.

Self-Study/Autobiography: Please complete one for each adoptive parent. Please answer all the questions then sign. Mail this form to this agency provider prior to your scheduled initial home visit.

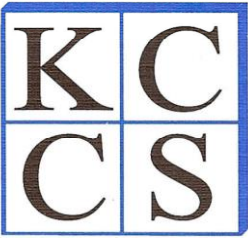
Employment Verification(s): Please have your employer complete the employment verification form. It *must* be the original, no photocopies. If you are eligible for bonus pay, this information should be included. If you are self-employed, your CPA must complete a verification letter on their letterhead by indicating the name of your company, income for the previous year, and a statement that the current year's income should be the same or better.

5 Reference Letters: Five letters of reference are needed to complete the home study. They should include at least 2 family member and 3 non-family members (i.e. friend, neighbor, etc.).

Medical Reports: One per adult member age 16 years or older. This must be completed by your physician, signed by your physician and the physician must also **print** their name and the date of the examination. You will also need to be tested for TB and HIV (16 and over) and include these test results in your home study packet. ***Please schedule this appointment as quickly as possible as completion of the Medical Report frequently delays the completion of the home study.***

Financial Form: Complete all applicable sections. Be sure to list your life insurance company and coverage amounts. Please sign.

Gun Safety Statement: Check the appropriate blank and provide an explanation if necessary. Please sign.



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Swimming Pool Safety Statement: Check the appropriate blank and provide an explanation if necessary. Please sign.

Completion of an Infant/Child CPR Training Course: References can be provided.