



ORGANIZING ADOPTION PAPERWORK

Below are helpful steps for organizing adoption paperwork.

1. Create a computer file and paper file and/or binder system for organizing your adoption paperwork.
2. Always copy or scan a piece of adoption related paperwork. This is important in case paperwork is lost or you need to refer to a document.
3. It is also important to make a copy of or scan every check and receipt

SUGGESTED CATEGORIES FOR ORGANIZING YOUR PAPERWORK:

Applications and Contracts: From both home study and placing agencies.

Home Study Paperwork: Copies of all the paperwork you submitted to your home study agency

Placing Agency Paperwork: Copies of all paperwork you submitted to your placing agency

Home Study: Written by your social worker

Home Study Addendums and Updates: Copy of the report and any paperwork you submitted for the report.

Receipts: A full record of your adoption spending is important for when you file for adoption tax credits and/or apply for financial assistance.

“Sixty-nine percent of all adoption credit claims during the 2012 filing season were selected for audit.”(2012 Annual Report to Congress, Tax Payer Advocate.) It is also good to be able to keep track of your total adoption spending for your own knowledge and budgeting.

Grants/ Loans/Donations: Keep copies of all grant and loan applications, letters from grant/loan organizations and copies of any checks individuals send you to use towards your adoption expenses.

Travel: Medical information, airline information, hotel information and travel tips from agency.

Referral Information: All the information you received on the child and any additional information you gather from doctors or counselors.



DOMESTIC ADOPTION:

Birth mother letters and/or picture book

Interstate Compact Information

Communication with Birth Mother: letters, emails, notes about phone calls or face to face meetings, pictures and communication with birth mother after placement

INTERNATIONAL ADOPTION:

Paperwork for Dossier - Agency's dossier instructions, apostille requests, passport forms and photos, etc.

Completed Dossier – Copy of everything you sent to your agency for your dossier.

I-800A/Fingerprinting: The dates on these documents are important to keep track of in order to avoid delays due to expired paperwork



MYTHS ON FOSTER CARE ADOPTION

Misconception: While Foster Care Adoption is seen as less expensive than private Infant or International Adoption, it is still considered to be expensive.

Reality: In fact, Foster Care Adoption is often at little or no expense.

Misconception: Two-thirds of those considering adoption fear the biological parent will take the child back.

Reality: In fact, once parental rights are terminated, the parents have no further recourse for gaining custody of the child(ren).

Misconception: Almost half of Americans erroneously believe children enter Foster Care because of juvenile delinquency.

Reality: Children enter the Foster Care system through no fault of their own, as victims of neglect, abandonment or abuse.

Loving Shepherd Ministries can provide a listing of private Foster Care agencies licensed and working in a specific state. For additional information, please contact:

Jen Schwartz

Adoption Family Resource Specialist

jen@loving-shepherd.org

