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Sent: Thursday, July 18, 2013 4:48 PM
To: scott@afamilyforeverychild.org
Subject: How to Submit on Nonpublic Child Listings

A Family For Every Child
Matching Assistance



*"We should not be asking who this child belongs to,
but who belongs to this child."*



Hello ,

To submit for a child listed on our site, login to your account, and on the left hand side of your Family Home Page click "Nonpublic Child Listings". On the next page, select either a Single Child or Sibling Groups, and click "search" to enter in your child preferences, or "view all" to view all single children or sibling groups.

Click on the child's name to read their biography. If you feel you are a good match for the child based on what is written in their biography, click the button that reads "Submit Your Home Study for this Child". On the next page, you will be asked three questions:

1. Why are you a good match for this child/children?
2. Is there anything in your home study that you would like to further explain?
3. Have you done additional trainings/or supports since the study was written?

Take your time in answering those questions, as they are your final opportunity to really advocate for your family, and explain to the caseworker why you feel you are a good match for the child. **You must provide an answer to each question, even if it's "No" in order for your submission to go through.** Then, click "Submit".

When you click "Submit", your home study, family profile, and biography will all be sent to the child's caseworker. You will receive a confirmation email letting you know your submission was completed. Your adoption worker will receive a copy of your submission with the caseworker's contact information included, so they may follow up on your behalf.

If you have any questions about the submission process, please feel free to email me at nora.sharp@afamilyforeverychild.org

Nora Sharp
Matching Assistance Coordinator
A Family for Every Child

