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Sent: Thursday, July 18, 2013 4:48 PM
To: scott@afamilyforeverychild.org
Subject: How to search and submit for offsite children
Attachments: State Photo Listing Sites2013.xls



Hello ,

In addition to our extensive database of children, you may search and submit for children you find on state photo listing sites, through our site. Attached to this email you will find a list of state photo listing sites that we recommend. You can submit for these "offsite children" through our offsite submit feature. Login to your account, and on the left hand side of your Family Home Page, click the button that reads "Submit on Offsite Children".

The following information is **MANDATORY** for an offsite submission:

Child's/children's state
Caseworker's First Name
Caseworker's Last Name
Caseworker's Email Address
Webpage where the child is listed
Child's ID number
Child/children's name
Child/children's gender

After you have filled out all the boxes, click "Next". On the following page, you will answer 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 explain further?
3. Have you done any additional trainings/or supports since your study was written?

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

If you are unable to find a caseworker's first and last name, and/or their email address, please email your Family Adoption Specialist or the Matching Assistance Coordinator to help you find that information.

Please note that if a child is an Oregon child, we will **not** be able to give you the caseworker's information. All Oregon children are listed on our site, and you may submit for them there. In addition, if a child comes from Adopt Us Kids you must submit through their site. We cannot obtain caseworker contact information from Adopt Us Kids.

Finally, please remember that this information is to be used **only** for submission purposes. Please do not email caseworker's outright unless you have their permission. We do not want to lose any partnerships we have built up with workers, or our offsite submit feature.

If you have any questions, you may contact the Matching Assistance Coordinator at nora.sharp@afamilyforeverychild.org

Nora Sharp
Matching Assistance Coordinator
A Family for Every Child



