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To: scott@afamilyforeverychild.org
Subject: Submitting your home study
Attachments: FAQ On Inquiring and Submitting.pdf; How to submit on nonpublic kids.pdf; How to submit on offsite kids.pdf



Hello ,

One of the benefits of our Matching Assistance Program is the ability to submit your home study for children listed on our site! This cuts down on the number of submissions your adoption worker has to do, and allows you to submit for as many children as you would like, as often as you would like. When you submit for children through our site, your home study, profile and biography will all be sent to the child(ren)'s caseworker to review. Below are some tips on submitting your home study:

- Remember to submit your home study for children that you are approved for. Some caseworkers will only consider you for the children that your home study approves you to adopt.
- The information listed in a child's biography is all the information that a caseworker is able to provide to families prior to them submitting their home study. Due to confidentiality laws and privacy reasons, caseworker's cannot reveal information about a child's background or diagnoses in the child's biography. That information is often sent to families or their adoption workers if the family is being considered as a potential match.
- Keep track of your submissions in a spreadsheet or Word document. Some things you may want to keep track of are the child's name, their ID #, their state, the date you submitted for them, and the date you had your adoption worker follow up. That will keep you better organized and allow you to remember which children you submitted for and when.
- You are your best advocate, so make sure that your worker is following up on your submissions. If they are unwilling to contact the caseworkers for all the children you have submitted for, ask them to contact the workers for the children you are most interested in, or ask them if you may contact the worker yourself.
- Remember that caseworkers rarely respond to all submissions, and will only contact the families that they feel are the best match for the child. As frustrating as this is, it is the reality of the foster care system. Having your adoption worker follow up on your behalf may prompt a response from a caseworker. We will provide recruitment updates for the children you have submitted for as we receive them.

You will find a document containing some frequently asked questions about the submission process attached to this email that may answer some of your questions as well. In addition, you will find a PDF document outlining the submission process.

Submitting for children on our additional child listings

Now that you are a Matching Assistance member, you may submit your home study for **all** children listed on our site via the button on the left hand side of your Family Home Page titled "Nonpublic Child Listings". **You will also find all of our publicly listed children in this database, so please submit for all children via our Nonpublic Child Listings.** You may either "search" for single children or sibling groups by entering in your child preferences, or you may "view all" waiting children or sibling groups. Click on the child's name to read their biography. At the end of their biography click the button that says "Submit Your Home Study for this Child". On the next page you will be asked three questions:

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

You must answer all three questions before you submit your home study. Make sure to take your time when answering the first question, as this is your opportunity to advocate for your family and tell the caseworker in your own words why you would be a great family for the child/sibling group. When you are done answering the questions, click "Submit". You will receive a confirmation email from our submission team letting you know your submission went through. Your adoption worker will also receive a copy of your submission containing the caseworker's contact information so he/she may follow up on your behalf.

Submitting for offsite children

You may also submit for children you find on other state photo listing sites by using our offsite submit feature. This will guarantee that your home study, profile and biography will all be sent directly to a child's caseworker, and not a general inquiry inbox. 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

Make sure that you use a **valid** email address for the caseworker, otherwise your home study will not be submitted. After you have entered in the above information, click "Next". Answer the three questions, and click "Submit". You will receive a confirmation email from our submission team letting you know your submission went through. Your adoption worker will also receive a copy of your submission containing the caseworker's contact information so he/she may follow up on your behalf.

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

