

Matching Assistance Program

How to submit for offsite children

Offsite Submissions

- In addition to submitting for children on our site, families have the option of submitting for children listed on state photo listing sites, through our site.
- This is known as an “offsite submission”.
- A list of state photo listing sites is included in your Welcome Packet. You may also email the Matching Assistance Coordinator to obtain another copy of the photo listing sites.
- We encourage families to submit through our site for children whenever possible as this will ensure that your home study, profile and family biography are all sent to a caseworker, and that your adoption worker is notified of your submission and is sent the contact information for a caseworker.

What you need for an offsite submission

- In order to successfully complete an offsite submission, you need the following:
 - Child(ren)'s state
 - Caseworker's name (first and last)
 - Caseworker's email address
 - Child(ren)'s webpage URL
 - Child(ren)'s ID number
 - Child(ren)'s name and gender

Completing an offsite submission

- After you have located the child you want to submit for from another photo listing site, you may submit for them through our site so long as you have all the required information from the previous slide.
- *Please note that we **cannot** supply you with the caseworker information for a child that comes from **Adopt Us Kids** or for any **Oregon** children.
 - Adopt Us Kids has their own submission process that families must follow if they find a child on the Adopt Us Kids site.
 - Oregon is a worker to worker state, meaning that we cannot supply families with caseworker information. In addition, all Oregon children are listed on our site already for families to submit for.
- To submit for an offsite child/sibling group, click the button on the left hand side of your Family Home Page that reads “Submit On Offsite Children”.

Completing an offsite submission

Click the button that reads Submit On Offsite Children.

The screenshot shows a web browser window with the URL www.afamilyforeverychild.org/php/FamilyMain.php. The page header features the organization's logo, a gallery of children's photos, and links for 'Logout' and 'Contact Us'. The main content area is titled 'Family Home Page' and includes a sidebar with navigation buttons: 'NON-PUBLIC CHILD LISTINGS', 'SUBMIT ON OFFSITE CHILDREN' (circled in red), 'FOR OREGON FAMILIES ONLY', 'VIEW MATCHING EVENT 'ROOMS'', and 'THE MAP FAMILY FORUM'. Below these buttons is a forum post titled 'THE MAP FAMILY FORUM' with a discussion about waiting for adoption. The main content area is divided into three sections: '1. Basic Profile Info' with links for updating profiles and uploading documents; '2. Biography and Photo' with links for viewing webinars, selecting photo styles, editing biographies, and uploading photos/videos; and '3. Request Activation'.

You can visit the additional children not listed on the public website:

- NON-PUBLIC CHILD LISTINGS
- SUBMIT ON OFFSITE CHILDREN**
- FOR OREGON FAMILIES ONLY
- VIEW MATCHING EVENT 'ROOMS'
- THE MAP FAMILY FORUM

Family Home Page

Have questions about what you see here? Check out [the complete instructions!](#) You can also email or contact us directly: Nora Sharp nora.sharp@afamilyforeverychild.org (425) 449-3509.

- 1. Basic Profile Info**
 - [Update the Family Profile](#)
 - [Upload the Home Study, a Training Cert, an Attachment, a Welcome Book, or a Narrative](#)
 - [Request That Your Adoption Agency Upload Your Home Study](#)
 - [Transfer your home study to MAP from A Family For Every Child](#)
- 2. Biography and Photo**
 - [View the MAP Biography How-To Webinar](#)
 - [Select a Style for the Photo Biography](#)
 - [Edit the Biography in the Style You Have Chosen](#)
 - [Upload the Family Thumbnail Photo](#)
 - [Upload Family Video \(optional\)](#)
 - [View Family Biography](#)
- 3. Request Activation**

THE MAP FAMILY FORUM

Re: waiting Thanks guys. You all sound like wonderful people too, and equally dedicated. **Katrina Viets-Wood and William Wood wrote 3 days ago**
[VIEW](#) [REPLY](#) [NEW THREAD](#)

Re: waiting Don't give up! Kasha you sound like you and your husband have a wonderful **Samantha Urbaytis**

Completing an offsite submission

On the next page, enter in all required information and click “Next” at the bottom.

Submit on an Off-Site Child x

www.afamilyforeverchild.org/php/FamilySubmitOnOffsiteChild.php

All Families may submit for children NOT on our website.

Please supply as much information as you have available.

PLEASE NOTE: It is important to have the actual name and email address of the case worker, not some general organization or general information address. If the case worker email address is not available to you, please contact your Family Search Specialist or nora.sharp@afamilyforeverchild.org. We will either get it or do the submission for you! Thank you.

Child(ren)'s State

Caseworker Name (first, last)

Caseworker Email

Child/ren's Webpage URL (mandatory)

Number supplied is a:

- State Case Number
- Adopt Us Kids ID
- Adopt America Network ID
- Other ID Number

Please supply the identifying number:

Is this a single child or a sibling group? Individual Child Sibling Group

Enter below the name(s) of the child (or of the children, one per line).

Child Name	Gender	Child Name	Gender
<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	<input type="text" value=""/>
<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	<input type="text" value=""/>
<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	<input type="text" value=""/>
<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	<input type="text" value=""/>

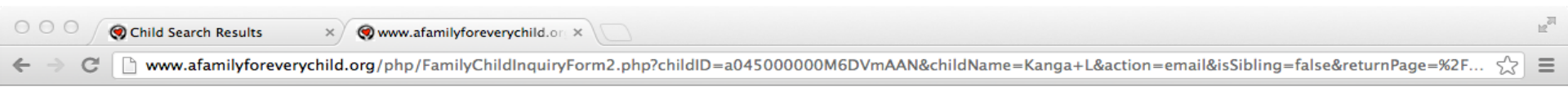
Listen Now

For More Information

SEE NOTE ABOVE

Completing an offsite submission

- On the next page, answer the three questions, and click “Submit Your Home Study”. Your home study, profile, family biography, and adoption worker contact information will all be sent to the child’s worker.



- Send Email to Caseworker

1. Why are you a good match for this child/children?

2. Is there anything in your study you would like to further explain?

3. Have you done additional training and/or supports since the study was written?

A copy of the submission will be sent to your email.
Only one submission is allowed; please review before submitting.

[Go Back](#)

[SUBMIT YOUR HOME STUDY](#)

Finding Caseworker Contact Information

- In order to successfully complete an offsite submission, you will need a caseworker's email address.
 - You may have your Family Adoption Specialist or adoption worker help you find that information. You may also contact the Matching Assistance Coordinator for help.
- *Make sure you use a VALID email address for a caseworker. Using an invalid email address will result in your submission not going through.

Offsite Submission Guidelines

- Please use a caseworker's email address to submit your home study through our site **only**. Some workers only want to communicate with adoption workers and agencies like ours, and do not want to be contacted by families.
 - Using caseworker contact information to contact the caseworker outright may result in us losing our offsite submit feature and partnerships.

Post-Submission

- When you click the “Submit your home study” button, your home study, family profile and biography, and adoption worker’s contact information will all be sent to the child’s caseworker.
- You will receive a copy of your submission.
- Your adoption worker will receive a copy of your submission with the caseworker’s contact information so they may follow up on your behalf.
 - Please allow a couple of weeks for the caseworker to review your study before you ask your adoption worker to follow up.

Post-Submission Tips

- We recommend that you maintain a list of all the children you have submitted for, with the date of submission, the date you followed up, and the child's status. This allows you to keep track of all the kids and their statuses.
- You may email the Matching Assistance Coordinator or your Family Adoption Specialist for recruitment updates.
 - Please allow a few weeks to pass before you request an update, as a child's status may not change for a month or more.
 - These recruitment updates will tell you if a child is active, on hold, committee pending, or placed.
 - Please have the child's name **and** bulletin number available.
 - To find out if you are being considered as a potential match, please have your adoption worker follow up with the caseworker.
- We understand that waiting is the hardest part, and that it is frustrating when you don't get any response from a caseworker. Having your adoption worker follow up is a great way to show your interest and increase the likelihood of getting a response. We also email caseworkers monthly to find out if a child is still active or not, and will update you if we hear back. We appreciate your patience and understanding!

Questions?

If you have any questions about submitting for children, please contact the Matching Assistance Coordinator.

Nora Sharp

Matching Assistance Coordinator

nora.sharp@afamilyforeverychild.org