

Dear Prospective Adoptive Parent,

I am pleased to assist you with your adoption home study. For many couples, this is a time of excitement as well as one of stress. I hope that by giving you an outline of the areas to be discussed and the documents needed, you will feel more at ease with the home study process.

During the home study, I will meet with you as a couple, both jointly and individually, to gather the information and documents in the following areas:

**Topic Areas**

Marital History  
Background of Adoptive parents  
Reasons for Adoption  
Child Care plans  
Parenting Philosophy and Expectations  
Other Members of the Household  
Employment, Education and Finances  
Extended Family  
\*Home and Neighborhood

*\*Please do not feel like your house has to be spotless...I promise I do not wear white gloves.*

**Documents**

Marriage License  
Divorce Decrees (if applicable)  
Verification of employment  
Verification of Health Insurance  
Most recent Income Tax Return  
\*Physical Examination/Health Report

*\*You will want to schedule an appointment with your physician if you have not had a recent physical.*

Additionally, a Criminal Investigation Report utilizing a fingerprint-based background check will be initiated as part of the routine home study process (\$50 fee per person). This will be submitted to the Oklahoma Department of Human Services. A second background check with the Oklahoma Department of Human Services will also be conducted for the Abuse/Neglect Registry which is of no cost but requires an attached verification of pending adoption.

Three letters of reference will also be needed for the home study. I suggest one friend, one relative, local, if possible, and a clergy or professional in which you have an established relationship. Keep in mind these individuals need to know both you and your spouse in order to complete the reference. These letters need to be dated, signed, and should include their legible name, address and phone number. I encourage you to contact these people in advance and inform them of the importance of timely completion.

All of the above information is put into a comprehensive report that is submitted directly to the presiding judge. Please review the Contract for Services and the Autobiography Guide I have enclosed. If you have not completed an autobiography previous to this point, feel free to begin this now. I hope this has helped to clarify the process for you. Please do not hesitate to call with any questions. I look forward to meeting you and providing this most important service for your family.

Sincerely,

Cathy Chalmers