



EVOLVE Adoption & Family Services

Hague accredited, licensed non-profit child-placing agency

For Office Use Only: Date Received:	Case #:	Office Assigned:
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FOSTER CARE APPLICATION / MN WAITING APPLICATION AND SERVICES CONTRACT

APPLICANTS

Applicant #1: _____

Last	First	Middle
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Applicant #2: _____

Last	First	Middle
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Address: _____

Street	City	State	Zip	County
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Telephones: Home: () _____ Home E-Mail Address: _____

Applicant #1 Cell: () _____ Work: () _____ E-Mail: _____

Applicant #2 Cell: () _____ Work: () _____ E-Mail: _____

Preferred Contact Method (please name only one): _____

GENERAL INFORMATION

	Age	Birth date	Birthplace
Applicant #1:		/ /	

Applicant #2:	/ /
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Date of Marriage: / / Religious Affiliation: _____

Place of Marriage: _____

City	State
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Children: Name in the order of birth; please include children from previous marriages/relationships, provide additional pages if necessary.

Name (First/Middle/Last)	Sex	Age	Birth date	Birth Country	Social Security #	Living In Home Yes/No	If child is adopted, DATE
			/ /				
			/ /				
			/ /				
			/ /				

Others living in your home – provide additional page if necessary:

Name (First/Middle/Last)	Sex	Age	Birth date	Social Security #	Relationship
			/ /		
			/ /		

PLEASE MAKE A PHOTOCOPY OF COMPLETED APPLICATION FOR YOUR HOME FILE

PLEASE MAIL YOUR APPLICATION TO:

EVOLVE Adoption & Family Services, 217 Mackubin St, St. Paul, MN 55102

Please print, sign and submit this application (all 13 pages) so we can begin serving you.

PROGRAM and CHILD PREFERENCE

Program you are interested in?
 Concurrent Foster Care Traditional Foster Care MN Waiting Undecided

PLEASE NOTE: Typical placements in Traditional and Concurrent Foster Care as well as MN Waiting, are children that are older, have moderate to severe behavioral special needs and/or are sibling groups. Foster Care Applicants are required to be open to all Racial/National Identities of Children in service.

Type of child(ren) you wish to adopt/foster? Sex: Female Male Either Age Range: _____ Number of children: _____

Relative Adoption: Yes No Sibling groups: Yes No

Types of behavioral/physical special needs you are open to:

Level of behavioral/physical special needs you are open to: Moderate Severe Other

Are you currently linked with child: Yes No

Are you currently licensed with another child placing agency: Yes No If yes, name of agency: _____

Indicate your previous or current adoption/foster/daycare and agency contact.

	ADOPTION		FOSTER/DAYCARE		
	Yes	No	Yes	No	
Registered with another agency	<input type="checkbox"/>	<input type="checkbox"/>	Applied to be a licensed foster parent/daycare provider	<input type="checkbox"/>	<input type="checkbox"/>
Submitted an application to another agency	<input type="checkbox"/>	<input type="checkbox"/>	Currently licensed foster parent/daycare provider	<input type="checkbox"/>	<input type="checkbox"/>
Adopted a child using another agency	<input type="checkbox"/>	<input type="checkbox"/>	Previously licensed as a foster parent/daycare provider	<input type="checkbox"/>	<input type="checkbox"/>
Previously applied to our agency	<input type="checkbox"/>	<input type="checkbox"/>	If yes to any above, your current status	Open <input type="checkbox"/>	Closed <input type="checkbox"/>
If yes to any above, your current status.....	Open <input type="checkbox"/>	Closed <input type="checkbox"/>			

Have you had prior or current financial, contractual or volunteer relationship(s) with our agency? Yes No

If yes, please explain: _____

If you have had a previous adoption/foster/daycare home study(s), EVOLVE will request a copy. Please complete with current or former adoption/foster/daycare contact information:

Social Worker: _____

Name of Agency/County: _____

Address: _____
 Street City State Zip

Phone: _____ E-mail: _____

Date study began: _____ Date study was concluded: _____

Were you recommended for an adoption/foster care: Yes No If not, why: _____



Falsification or omission of information is grounds to stop the adoption/foster care process at any stage. Please make sure that all applicants have reviewed the information before signing.

ADOPTION/FOSTER CARE SERVICES CONTRACT AND DISCLOSURE STATEMENT

This contract for services defines the relationship between EVOLVE Adoption & Family Services (EVOLVE) and the clients. It includes agency information, policies and practices, service and fee disclosure and requirements of the state, federal and international laws with regard to adoption/foster care.

AGENCY INFORMATION:

EVOLVE Adoption & Family Services is a private, non-profit adoption and family support agency serving Minnesota and western Wisconsin. The vision and mission of our agency is: A world where everyone has nurturing, permanent, supportive family relationships. We accomplish this by providing ethical, high quality adoption and foster care programs, pregnancy services, child focused recruitment, and family support.

The idea of "family" is evolving every day. We understand that each situation is unique, personal, and significant, and we treat it as such. As families transform, we are committed to everyone, regardless of race, religion, age, economic status, sexual orientation, gender identity, gender expression or marital status. Our staff is dedicated to helping families throughout the entire adoption and foster care process, supporting them in their transitions, and preparing them for life as a family.

EVOLVE Adoption & Family Services was formed in the summer of 2014 through a union of two strong, growing agencies each with over 39 years of adoption and family support experience: Crossroads Adoption Services and HOPE Adoption & Family Services. Although EVOLVE's past is brief, it carries over 39 years of rich, inspiring history from the two agencies who formed it.

SERVICES EVOLVE PROVIDES:

To the adoptive parents

- Adoption/foster care studies and written reports for U.S. and international adoption
- Program contacts and program services
- Assistance with agency, own source and designated adoptions
- Facilitation of meetings with potential birth families, county workers, central authorities, and/or child care facilities
- Assist in preparing an openness agreement which includes a plan for continued contact between the birth family and adoptive family
- Assist with immigration forms and procedures
- Assistance with Interstate Compact on the Placement of Children and advisement of other state requirements
- Post placement/post adoption visits after the child arrives
- Preparation of documents needed for the adoption finalization or reaffirmation in the U.S.
- Training and education on adoption/foster care issues and Hague/state/country requirements
- Referrals to appropriate resources
- Support groups for waiting families and parents of adopted children
- Counseling for adoptees and adoptive families over the life cycle

To expectant and birth parents

- Information about their options
- Counseling on adoption/foster care issues and parenting resources
- Assistance reviewing profiles of potential adoptive families
- Assistance preparing an openness agreement which includes a plan for continued contact between the birth family and adoptive family
- Information on the arrangement of bridge foster care for the child, if requested
- Referrals to resources for housing, health care, counseling, and parenting classes
- Gather medical, genetic and social history from the birth parents
- Consent signing and preparation for court hearings
- Follow-up support and counseling, including grief and loss
- Intermediary service between adoptive parents and birth parents
- Post adoption search services
- Counseling over the life cycle

To children and adoptees

- Child focused recruitment
- Supervision of adoption and foster care placements
- Attachment resources and other referral services
- Adoption/foster care preparation
- Adopted youth advocacy and support
- Assistance to adoptees who request search services including help finding their records and reunification

To foster care and concurrent foster care parents

- Foster care and adoptive home studies
- Orientation, training and education on foster care, special needs parenting and adoption issues
- Assistance completing required background checks, paperwork and maintaining the foster care license
- Maintenance of all reporting and record keeping requirements
- Facilitation of meetings with county workers, birth parents, and other members of the child's team
- Assistance in gathering and providing available social and medical information regarding the child
- Aid in transitioning the child into and out of the placement
- Ongoing support once a child is placed, including monthly visits and regular phone/email contact
- Case management, advocacy and crisis response services
- Support groups for foster care parents
- Referrals to appropriate resources
- Counseling for foster parents over the life cycle

EQUAL OPPORTUNITY STATEMENT

EVOLVE Adoption & Family Services is committed to a policy of equal opportunity for all persons. It is the policy of the agency, in recognition of the essential rights of all children and individuals, to provide agency services without regard to race, creed, color, sex, sexual orientation, gender identity, gender expression, union or political affiliation, religion, national origin, citizenship status, age, marital status, disability or reliance on public assistance except where a bonafide qualification exists. In keeping with this policy, families who wish to be considered as a permanent adoptive resource for a child will have limited eligibility requirements. The following are parameters to be used in determining a family's eligibility for a program:

- Ability to complete an approved Home Study Assessment.
- Ability to meet requirements set forth by the specific state or country of residence for the adoptive/foster family and adoptive/foster child, and the placing entity.
- Ability to meet the basic financial, emotional, physical, psychological, behavioral, and educational needs of a child who enters their home.
- Be free of any medical issues that would prohibit their ability to meet the needs of a child.

LIKELIHOOD OF RECEIVING A CHILD

We place children with adoptive families range in age from newborn to 18 years of age, including single children and sibling groups. We place children in good health as well as those with mild to severe special needs, including, children with physical, emotional, cognitive, and/or behavioral needs. These children are placed from our local, national, and international programs.

The average length of time between the adoption/foster care study completion and arrival of a child is 12 months. **The estimated waiting time is strictly an average. The length of wait depends greatly on the type of adoption/foster care a family chooses to pursue.**

Clients must understand that there are risks inherent with adoption/foster care within the United States and internationally. Adoption/foster care can be a long and difficult process and EVOLVE cannot predict nor guarantee the amount of time, effort, money or hardship which may result from a family's desire to adopt or provide foster care for a child. Due to circumstances beyond the control of EVOLVE or any agency, the possibility exists that the adoption/foster care process could be discontinued by governmental action, judicial decrees or the action of individuals, including birth parents or foreign nationals. Under such circumstances, it may have been necessary to advance funds to accomplish adoption/foster care objectives and those funds already used will not be recovered. Please check with the program agency for details on fee timing and refund policies.

Despite information to the contrary, the child, when received, may have some undiagnosed physical, cognitive, emotional or behavioral problems which become evident at a later date.

The following information is available on request:

- The number of adoption/foster care placements facilitated by EVOLVE per year for the prior three calendar years, and the number and percentage of those placements that remain intact, are disrupted, or have been dissolved at the time the information is provided;
- The number of parents who apply to adopt on a yearly basis, based on data for the prior three calendars years, and
- The number of children eligible for adoption/foster care and waiting for an adoptive placement referral via the agency

HOME STUDY (ASSESSMENT) PROCESS:

EVOLVE was created for the specific purpose of building families through adoption and foster care. We begin with the assumption that each applicant will become an adoptive/foster parent. The adoption/foster care process is an active process which allows the adoption/foster care workers to assess the applicant's basic ability to parent. Additionally, this process is an opportunity to educate the applicants about child rearing and parenting a child who has joined their family through adoption/foster care, as well as the impact that the adoption/foster care of a child will have on their family. EVOLVE agrees to assess clients whose applications are accepted. Acceptance of the adoption/foster care application means that the assessment process (adoption/foster care home study) can begin. EVOLVE agrees to provide written documentation of acceptance or non-acceptance (within 5 days) of the application receipt. This assessment will include, among other issues, the client's motivation for adopting/fostering a child, understanding of and sensitivity to cultural differences, and ability to parent a child who may be of another heritage and/or have a special need. The home study assessment process usually takes families 3-6 months to complete. This timeframe is highly dependent on the family's ability to complete paperwork, availability to meet with their worker and attend trainings.

During the adoption/foster care home study process, EVOLVE provides counseling and assessment of each client's service plan as they progress through the requirements for the program they have chosen. EVOLVE provides adoption/foster care education and training to all prospective adoptive/foster parents to promote successful adoptive and foster placements. The education program consists of group orientation and training conducted by EVOLVE, reading materials, training/orientation provided by the adoption/foster worker during individual sessions, and self-study activities that contribute to the prospective parents' adoption/foster care knowledge. The education program meets all state, federal, country and Hague Convention requirements. EVOLVE ensures that clients participate in education and training as required by their chosen program.

Clients are required to share complete and accurate information to EVOLVE about themselves and any household members regarding any previous or current associations with other adoption and foster care agencies and any physical, mental, emotional and psychological health history, criminal history, history of substance, sexual or child abuse, and/or family violence as an offender or any significant information. This also includes changes in home address, household members, pregnancies, births, marital status, income and employment. Clients have a duty to disclose any change to this information as it occurs during the adoption/foster care process. Clients understand that if they have not shared criminal, medical, psychological or other significant information with the agency, the agency has the right to discontinue adoption/foster care services. Clients may choose not to participate in a recommended evaluation, counseling, training or education; however, non-participation may result in the agency's denial or withdrawal of its approval of the prospective adoptive/foster care parents. **Clients are expected to complete all initial paperwork within 6 months of the application submission.**

EVOLVE values each individual; while EVOLVE aims to partner with other entities with similar values, we cannot change the laws and policies of other agencies, The State, counties and partners. EVOLVE reserves the right to decline to collaborate with an adoption/foster care service provider.

ANNUAL UPDATES:

EVOLVE will determine based on state laws, regulations and each family specific situation, how often a family will need to update their home study and supporting documents. Considerations are: The state the family lives in, if family is foster care licensed and from what state or country the child is being adopted.

CHILD REFERRAL INFORMATION:

Upon the referral of a child, EVOLVE will allow the client adequate time determined by their program, to decide whether to accept the referral. Clients have the right to accept or not accept the referral of a specific child. EVOLVE will make all reasonable efforts to obtain any existing accurate information on the child. EVOLVE agrees to share all available non-identifying information it receives about the child, including genetic history, health and social history, and circumstances leading to the need for an adoptive/foster care home. EVOLVE provides counseling about a child's medical and psychological health. Please note EVOLVE staff are not trained medical or mental health professionals. Clients who have questions EVOLVE cannot answer or concerns about medical or psychological health should consult medical or developmental experts before accepting a referral. Clients understand that EVOLVE cannot guarantee the accuracy and completeness of the information on the child or his or her background. Clients have the responsibility to become knowledgeable about how that child's past experiences and genetic heritage may affect the child's present and future well-being.

POST PLACEMENT/POST ADOPTION SERVICES:

EVOLVE provides post placement/post adoption supervision and monitoring to clients as required of their chosen program, and forwards required reports to the referral agency/governmental unit. EVOLVE offers further assistance to clients to help facilitate integration of the adoptive or foster child and family, to assist with multi-cultural awareness, and to be responsive to the child's and family's needs. EVOLVE refers families to agency sponsored and other existing support groups and adoption/foster care specialists. EVOLVE does not provide in-depth psychotherapy as a part of its

service, but may mandate that the clients and/or the child obtain professional services in counseling, education or training before legalizing the adoption/foster care when EVOLVE believes that this endeavor is necessary to ensure the child's future health, security and well-being. Clients understand that the success of a placement depends on a combination of factors involving interpersonal relationships and individual abilities, skills and temperaments. How a child will react/adjust to a change in his/her environment once the child is placed, is not always predictable.

Clients have the responsibility to provide all necessary and accurate information to EVOLVE and/or the Supervised/Exempt Provider for the report(s), including the adjustment of all family members and child. Clients agree to provide required written post placement reports to EVOLVE and their referral agency. Clients are encouraged to cooperate and use agency and other community resources to assist with the child and family's adjustment. Clients agree to obtain professional counseling as necessary if recommended by EVOLVE. Clients agree to proceed with court finalization as soon as allowable under the relevant state law. If the family fails to finalize within the allowable time frame, the family is subject to additional fees for unanticipated agency work required by the state.

CRISIS, DISRUPTION AND DISSOLUTION SERVICES POLICY AND PROCEDURES

EVOLVE provides post adoption/post placement services in an effort to support and preserve adoptive/foster care placements. Adoptive parents may not terminate their parental rights to a legally adopted child for a reason that would not apply to a birth parent seeking to terminate rights to a child. The client understands that in most international adoptions, finalization of the adoption occurs in the foreign country and all of the legal rights and duties of parent and child are created before leaving the foreign country. A parent who receives guardianship of a child from a foreign country also assumes parental rights and responsibilities.

It is the right of any child in a disruption situation to receive full protection and services and to be deemed as the primary client by EVOLVE. EVOLVE will assist the family in seeking therapeutic intervention to assist in the attachment of parent and child and/or to resolve other adjustment issues. In the unlikely event that an adoption is dissolved, EVOLVE will support and counsel the family, and offer referrals (counseling services) as necessary. In those cases where it is in the best interest of the child, EVOLVE will assist in locating and arranging for a new adoptive placement when possible or possibly arrange temporary Foster Care with one of EVOLVE'S licensed Foster Care families. The adoptive family is responsible for and shall assume full financial responsibility for any such services, promptly paying or arranging for payment of all expenses incurred in meeting the child's needs as well as placing the child in another adoptive home, or in foster care, and in following the requirements of the state, Department of State and foreign country regarding the care and disposition of the child.

EVOLVE offers counseling to assist the family to meet the best interests of the child. EVOLVE will assist the family to connect with their county social services, other service providers and if necessary, arrange temporary foster care in a licensed foster home. A Special Services Fees contract will be entered into with the family to cover the counseling, foster care and case coordination services.

If a Foster Care/Pre-Adoptive family who does not have guardianship seeks crisis post placement services from EVOLVE which include out of home placement, EVOLVE will contact the agency or county that retains guardianship of the child and will collaborate in providing services according to the instructions of the guardianship agency.

If there are concerns with the safety of the child, EVOLVE is required by law to contact the family's local county social services to make a child protection report. The county may then take jurisdiction. If asked, EVOLVE will assist the county in finding a new adoptive/foster care home for the child. If the county does not open a case, and the family requests, EVOLVE will assist with the placement of the child, possibly into one of its licensed foster care homes, and assist the family in identifying a permanent adoptive family for their child. When EVOLVE is a Primary Agency and is working with an out of state Supervised/Exempt Provider, it will ask that the provider follow the laws of their state and, if authorized, provide foster care in a licensed home.

When out of home placement occurs, EVOLVE will take the child's views on a new family into account when possible given the child's age and maturity. If an international adoption, EVOLVE will inform the Department of State and the Central Authority of the child's country of origin. EVOLVE never returns a child to their country of origin unless required to do so by the Central Authority and the U.S. Department of State. If directed to return the child to his or her country of origin, EVOLVE will follow the process required by the country of origin and the Department of State.

FEES FOR SPECIAL SERVICES

EVOLVE will not use any part of its fees to provide special services, such as cultural programs for adoptees, scholarships or other services without notifying clients. If EVOLVE decided to use part of its fees to provide special services such as above, it would disclose this policy to prospective adoptive parents in advance of providing any adoption services, and would give prospective adoptive parents a general description of the programs supported by such funds, in the *Application and Adoption/Foster Care Services Contract*.

STATEMENT ABOUT ATTORNEYS AND LEGAL REQUIREMENTS

EVOLVE does not provide attorney referral services. Staff members may, without obligation, provide the names of attorneys who have worked with EVOLVE clients in the past, or the names of the other adoptive families who have completed their own legal work, for assistance.

Families compliance statement:

I agree to comply with all post placement/post adoption requirements of the program from which I choose to adopt. This includes phone, office and home visits with my social worker, and my submission of pictures and other documentation.

I understand the importance of EVOLVE's responsibility to submit timely information and post adoption reports. I agree to cooperate in setting meetings with my social worker and to submit pictures and other documentation in the time period requested.

_____ *Applicant #1 Signature*

_____ *Date*

_____ *Applicant #2 Signature*

_____ *Date*

STATE STATUTES:

MINNESOTA STATUTES, SECTION 259.59, PROVIDES THAT UPON LEGALLY ADOPTING A CHILD, ADOPTIVE PARENTS ASSUME ALL THE RIGHTS AND RESPONSIBILITIES OF BIRTH PARENTS. THE RESPONSIBILITIES INCLUDE PROVIDING FOR THE CHILD'S FINANCIAL SUPPORT AND CARING FOR HEALTH, EMOTIONAL, AND BEHAVIORAL PROBLEMS. EXCEPT FOR SUBSIDIZED ADOPTIONS UNDER MINNESOTA STATUTES, SECTION 259.67, OR ANY OTHER PROVISIONS OF LAW THAT EXPRESSLY APPLY TO ADOPTIVE PARENTS AND CHILDREN, ADOPTIVE PARENTS ARE NOT ELIGIBLE FOR STATE OR FEDERAL FINANCIAL SUBSIDIES BESIDES THOSE THAT A BIRTH PARENT WOULD BE ELIGIBLE TO RECEIVE FOR A CHILD.

ADOPTIVE PARENTS MAY NOT TERMINATE THEIR PARENTAL RIGHTS TO A LEGALLY ADOPTED CHILD FOR A REASON THAT WOULD NOT APPLY TO A BIRTH PARENT SEEKING TO TERMINATE RIGHTS TO A CHILD. AN INDIVIDUAL WHO TAKES GUARDIANSHIP OF A CHILD FOR THE PURPOSE OF ADOPTING THE CHILD SHALL, UPON TAKING GUARDIANSHIP FROM THE CHILD'S COUNTRY OF ORIGIN, ASSUME ALL THE RIGHTS AND RESPONSIBILITIES OF BIRTH AND ADOPTIVE PARENTS AS STATED IN THIS PARAGRAPH.

Minnesota law requires adoptive parents to file their petition to adopt within 12 months after the child is placed in their home.

BEST INTEREST OF CHILD/PROHIBITION ON CHILD BUYING:

EVOLVE provides adoption/foster care services with expertise and integrity, drawing from core values and standards of the social work profession, and in accordance with Hague Convention principles to ensure that the best interest of each child is met, and to prevent the abduction, exploitation, sale or trafficking of any child. EVOLVE prohibits its employees and agents from giving money or other consideration, directly or indirectly to a child's birth parents or other individuals or entities, as payment for the child or as an inducement to release the child.

PROHIBITION OF PREFERENTIAL TREATMENT:

Board service, volunteer work or charitable donations (monetary or in-kind) to EVOLVE will not result in preferential treatment for the donor nor will it influence child placement decisions in any way.

PRIVACY PRACTICES AND ADOPTION/FOSTER CARE RECORDS (TENNESEN WARNING):

It is the express policy and intent of EVOLVE in its day to day activities to abide by and uphold all relevant Minnesota and Wisconsin statutes regarding client privacy and confidentiality of adoption/foster care records.

We are required to inform you of your rights as they pertain to the private and confidential information we collect from you. The information we collect from you is classified by law as either public (anyone can see it), private (the public is not given access, but you are), or confidential (even you cannot see the information). As an applicant, most of the data we maintain about you is private or confidential according to Minnesota Statutes, Section 13.43, Subdivisions 2 and 3. Data that is public or private may be viewed upon request within a 10 day notice. Information which you are asked to provide may be required by statute, or determined by EVOLVE policy as needed for us to comply with licensing requirements or the needs

of other adoption agencies, programs or governments. Without the requested information, EVOLVE may not be able to determine your eligibility for foster care or adoption.

The information you provide may be routinely shared with agency staff who require the information to do their jobs in order to provide services to you. Information may also be shared with other agencies authorized by law to receive specific data relating to adoption and foster care. Personal data collected by EVOLVE will be used for the sole purpose of assessing the eligibility of clients and completing all stages of the adoption/foster care process. EVOLVE staff will not disclose to any member of the general public information regarding any EVOLVE client, past or present, including whether any person has ever been a client of EVOLVE, without a signed Consent for Release of Information form. EVOLVE NEVER sells client mailing lists to anyone.

If we reasonably suspect that a child or vulnerable adult is a victim of abuse or neglect or that a pregnant woman is abusing alcohol or controlled substances, we are required by law to disclose private information which identifies you to a public authority.

In certain limited situations, such as an emergency or imminent danger to you or someone else, we may disclose private information as necessary to protect an individual's health or safety.

You may refuse to furnish requested information; however, this may prevent you from finishing the adoption/foster care process. State law prohibits disclosure of child, birth parent, and adoptive parents' identifying information - unless the affected parties agree in writing. Documents gathered during the adoption/foster care process become the property of EVOLVE.

Clients are entitled to copies of anything they submitted for their adoption or foster care licensing file; such as their application, correspondence they sent to the agency, or forms they have completed. The rest of the file is considered to be confidential and is not available to the client without a court order.

Adopted persons' records are available to them in accordance with the laws of the state or country in which their adoption was made final. Non-identifying information from an adopted persons' record may be given to their adoptive parents, at their request, until the adopted person reached that statutory age to request it themselves. If the adopted person's birth parents worked with EVOLVE, agency staff can share identifying information with the adoptive parents and adopted person in accordance with any affidavits filed by the birth parents regarding sharing information.

FOSTER CARE PRIVACY AND CONFIDENTIALITY POLICY:

Foster Care parents and some adoptive parents are licensed for foster care and do not have full parental authority until their adoption is finalized and/or foster care ends. In those cases it is the policy of EVOLVE to require that parents do not disclose information regarding their children and their children's birth family to persons not involved in the foster care/adoption process without prior authorization from the child's worker.

As a foster parent, any information available to you about foster children and their families should be kept confidential and may not be released to anyone who is not authorized. Call your case worker for clarification if you are not sure who is authorized. Photos and child information should not be posted or shared online via social media such as Facebook, Twitter or blogs, etc. Any requests for photographs, interviews, or publicity of any kind involving a foster child requires signed legal consent forms indicating agreement of the child's legal parent/guardian.

GRIEVANCE POLICY AND PROCEDURE:

Any consumer of EVOLVE's services may file a grievance against EVOLVE or any of EVOLVE's licensed programs without fear of retaliation. EVOLVE's grievance policy and procedures shall be made available to all clients in writing at the time the adoption/foster care services contract is signed, and shall incorporate the standards set forth in applicable state, federal and international laws and rules. Consumers of EVOLVE services are informed of their right to complain to EVOLVE about any services or activities of the agency or its licensed programs that he/she believes raises an issue of compliance with The Hague Convention on Intercountry Adoption, the International Adoption Act (IAA), regulations implementing the IAA, the Universal Accreditation Act (UAA) or Minnesota and Wisconsin state laws and regulations. EVOLVE serves as first responder to complaints related to Convention countries. If the complaint alleges abuse or neglect of children served by the program, EVOLVE will immediately report the complaint to child protection services and/or local authorities. EVOLVE will investigate complaints within the timeframes set forth by the program in which the family is utilizing, in order to ensure compliance with all state and/or federal regulations. Any unsatisfied client is encouraged to discuss the matter with the client's assigned Social Worker. If the matter is not satisfactorily resolved, the client may send a written, dated and signed explanation of the grievance, and formally request a review by the Program Manager. The Program Manager will work to resolve the complaint. The Program Manager will respond in writing within 30 days of receiving written complaint. If the complaint has not been addressed to my satisfaction, I may request the matter be reviewed by the Social Services Committee. Upon receiving this request, I understand that the Committee will meet to thoroughly review my concerns and determine necessary actions to resolve the matter. A written response summarizing the Committee's determinations will be sent to me. All actions taken will be continued to be documented in my file and in the Client Grievances file.

If I do not feel that the issue has been satisfactorily addressed by the Social Services Committee, I may appeal in writing to the Executive Director. The Executive Director will then review the written grievance and, when appropriate, meet with the client to discuss the matter. The Executive

Director responds with a written decision concerning the grievance. The grievant may appeal the decision to the Board of Directors in writing, and deliver the request for appeal to EVOLVE, Attn: Board of Directors. The Board will review the complaint and render a decision. An expedited decision is made if the situation is time-sensitive or the complaint contains allegations of fraud. If the consumer is dissatisfied with the decision of EVOLVE, he/she may contact the Department of State Adoption Complaint Registry at: <http://adoption.state.gov/adoption.homepage.html>.

BEST INTEREST OF THE CHILD:

Medical Care: Foster Care/Adoptive parents are required to provide adequate medical care for any and all children placed with them in foster care/ adoption by EVOLVE. This medical care shall include regular physical examinations, recommended shots and immunizations, prescribed formulas and medications, and when indicated, special diagnostic tests, x-rays, blood transfusions, surgery, and hospitalizations. Personal or religious convictions will not absolve foster care/adoptive parents from obtaining such care.

Corporal Punishment: EVOLVE prohibits corporal punishment of pre-adoptive or placed children by staff, sub-contractors, foster parents, and pre-adoptive parents.

Legal Adoption/Citizenship: If adoptive parents wish to obtain an attorney to assist with finalization, a list of adoption attorneys is available from your local bar association.

The information contained in *Services, Fees and Program Disclosure Information* and *US and International Program Information* is based on the latest information available to EVOLVE. EVOLVE cannot, however, guarantee the placement of a child or a time by which a child will be placed. (MN Statutes Sec. 259.37 subd. 2(3)) **If the date in the upper right hand corner of the application is more than 6 months from the date of submission of your application to EVOLVE, applicant(s) will be required to sign current signature pages and provide additional information as requested in the current application. Current applications can be found at www.EvolveServices.org.**

In consideration for services performed on my behalf to date and as an inducement for additional services to be performed in the future by EVOLVE in connection with this adoption/foster care services contract, I/We voluntarily waive and release any claims of liability against EVOLVE and I/We further promise not to sue EVOLVE for any losses incurred by me/us as a result of any errors and/or omissions in the child/children's medical records and/or social history at the time a referral of a child is made by EVOLVE, including but not limited to unidentified/undiagnosed medical, psychological, social, and/or emotional conditions, unless such errors and/or omissions were willfully made by EVOLVE or grossly negligent at the time made by EVOLVE.

By signing below, clients who are Minnesota residents are certifying that they have received and read *Completing an Adoption in Minnesota*.

I/We understand that falsification or omission of information on this application form is grounds for termination of the adoption/foster care process. In such circumstances, no fees paid will be refunded.

I/We have received, read and understood, as well as, have had the opportunity to ask questions about the contents of the following:

- *Application*
- *Adoption/Foster Care Services Contract*
- *EVOLVE Services, Fees and Program Disclosure Information (Attachment A)*

I/We understand that by signing this application I/we are confirming our understanding and willingness to abide by these policies and procedures.

I/We understand this is a binding contract for services.

Applicant #1 Signature: _____

Date: _____

Applicant #2 Signature: _____

Date: _____

PLEASE MAKE A PHOTOCOPY OF COMPLETED APPLICATION and ADOPTION/FOSTER CARE SERVICES CONTRACT AND EVOLVE SERVICES, FEES & PROGRAMS DISCLOSURE INFORMATION FOR YOUR RECORDS

When returning this application - please print, sign and send **all 13 pages** by mail to:
EVOLVE Adoption & Family Services, 217 Mackubin St., St. Paul, MN. 55102

If you have any questions concerning the submission of the application or any of the information located within this document, please call (952) 831-5707 / (651) 439-2446 or e-mail to: evolve@evolveservices.org.

**ATTACHMENT A:
EVOLVE SERVICES, FEES & PROGRAM DISCLOSURE INFORMATION**

*This fee information is provided to help families prepare for the possible fees and expenses involved in the adoption/foster care process.
Please call if you have any questions concerning our fee structure.*

Traditional Foster Care and Concurrent Foster Care Clients do not incur fees.

Foster Care Traditional	There are no agency fees to the family. The cost of the home study and foster care licensing are covered by the agency. The post placement support is paid for by the county of responsibility for the child via a Foster Care Supervision Agreement.	Free
Foster Care Concurrent	There are no agency fees to the family. The cost of the home study and foster care licensing are covered by the agency. The post placement support is paid for by the county of responsibility for the child via a Foster Care Supervision Agreement or State Purchase of Service Funds.	Free

MISCELLANEOUS FEES for Foster Care

Third Party Expenses	<p>May include, but are not limited, to the following:</p> <ul style="list-style-type: none"> • Birth/marriage/divorce/death certificates and records (\$10-\$200) • Fingerprints for Adam Walsh Background Clearances (\$10-\$50) per person • Adam Walsh Background Clearances (\$10-\$80) per person per state of residence • Bureau of Criminal Apprehension, social service, police or other background checks (\$5-\$100) • Retrieval of medical and psychological records (\$25-\$50) • Completion of psychological reports (\$100-\$1,000) per person • Physical exams (Additional evaluations may be needed if you have a history of medical/mental health issues) • *Other miscellaneous costs associated with the adoption/foster care process. 	See list
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MINNESOTA WAITING CHILD PROGRAM		
Application	This fee covers reviewing and processing of the application and telephone intake interview. <i>*This non-refundable fee is due with the application.</i>	\$ 400
Home Study	This fee may include costs associated with the following services: adoption/foster care training and education, assistance with state mandated paperwork, background checks, file checks, home visits, meetings with Social Worker, home study report preparation and review, state, federal and international licensing, administrative services and overhead, counseling and support, and communications and publications. <u>Reduced fees for the following situations:</u> <ul style="list-style-type: none"> • \$2,000 Families who have previously adopted through Crossroads/HOPE/EVOLVE. • \$2,000 Families who are transferring a current approved home study from another agency. <i>*This fee is due upon application acceptance, typically within one week of application received at EVOLVE.</i> <i>*Due prior to beginning adoption study process. 50% of this fee is refundable if family discontinues process prior to third home study meeting with social worker. Once the third meeting has occurred this fee is non-refundable.</i>	\$2,800
Program	This fee includes registration on the State Adoption Exchange, child matching, facilitating review of full disclosure child documents, and support during interviews and collateral meetings. It includes coordination with the agency, county workers, child recruiter, guardian ad litem, and ICPC if applicable. <i>*This non-refundable fee is due when your Home Study is complete.</i>	\$1,500
Post Placement / Post Adoption	Post placement support fees will generally be covered by either the county of responsibility for the child via a Foster Care Supervision Agreement or by the State of Minnesota utilizing Purchase of Services funds as they are available. Depending on case circumstances, if neither type of funding is available, the adoptive family agrees to pay up to \$5,000 for post placement services and support. This fee includes monthly visits (at a minimum) with the Social Worker until the adoption is finalized, unlimited phone and email support, establishing a permanent child file, coordination with the county worker and other members of the child's team, assistance with filing or finalizing the adoption, referrals to appropriate services, as well as assistance with adjustment and attachment after the placement. <i>*This non-refundable fee is due at the time of child placement, when applicable.</i>	\$0 \$5,000
Total Fees	CURRENT FEES WILL BE CHARGED AT THE TIME OF SERVICE. FEES ARE ESTIMATES ONLY AND ARE SUBJECT TO CHANGE.	\$4,700 – \$9,700

MISCELLANEOUS FEES for MN WAITING

The following is a list of miscellaneous fees that may or may not apply to your process.

Out of Metro Fee	<p>This fee is only applicable to clients living more than 75 miles (one way) from the EVOLVE office closest to your home. Clients who live more than 150 round trip miles will incur a flat fee for each home visit, as follows:</p> <ul style="list-style-type: none"> • Area 1: 151 to 200 round trip miles = \$125.00 • Area 2: 201 to 300 round trip miles = \$180.00 • Area 3: 301+ round trip miles = \$250.00 <p>The out of metro fee is required for each home visit during the adoption process. This may include the initial adoption study visit, home visit to update the adoption study, if required, and post-placement home visit(s). The mileage will be calculated based on Mapquest or similar routing calculator.</p> <p><i>*This non-refundable fee is due prior to each home visit and is non-refundable after visit occurs.</i></p>	\$ _____
Adoption Study Update - with visit	<p>Adoption studies are valid for 12 months. A home visit is required annually as part of the adoption study update. An adoption study must be updated annually until a child is placed in the client's home and/or finalization has occurred in local court. This fee is also assessed when an in-person visit is required for a change of circumstance adoption study update (i.e. change of residence, program, addition of household members, etc.).</p> <p><i>*This fee is due at the time of adoption study update and is non-refundable.</i></p>	\$850
Adoption Study Update – without visit	<p>This fee is assessed for clients in process who have experienced a change of circumstances that warrants an adoption study update (i.e. change of child characteristics, job change, etc.) for which an in-person visit is not required.</p> <p><i>*This fee is due at the time of adoption study update and is non-refundable.</i></p>	\$550
Reactivation Fee – Adoption Study Complete	<p>Clients who discontinue their adoption process after completing an adoption study but before placement may choose to reactivate their adoption process within 12 month of file closing. This fee includes an adoption study update and administrative fees associated with reopening the file. You will need to sign a new contract and understanding of current fees at time of reactivation.</p> <p><i>*This non-refundable fee is due at time of case reactivation.</i></p>	\$850
Reactivation Fee – Adoption Study NOT Complete	<p>Clients who discontinue their adoption prior to completing an adoption study must pay the adoption study fee that is in effect at the time of reactivation. You will need to sign a new contract and understanding of current fees at time of reactivation, however, the application fee will be waived if reapplying within 12 months of file closing.</p> <p><i>*This non-refundable fee is due at time of case reactivation.</i></p>	Refer to current adoption study fee
Third Party Expenses	<p>May include, but are not limited, to the following:</p> <ul style="list-style-type: none"> • Birth/marriage/divorce/death certificates and records (\$10-\$200) • Fingerprints for Adam Walsh Background Clearances (\$10-\$50) per person • Adam Walsh Background Clearances (\$10-\$80) per person per state of residence • Bureau of Criminal Apprehension, social service, police or other background checks (\$5-\$100) • Retrieval of medical and psychological records (\$25-\$50) • Completion of psychological reports (\$100-\$1,000) per person • Physical exams (Additional evaluations may be needed if you have a history of medical/mental health issues) • <i>*Other miscellaneous costs associated with the adoption/foster care process.</i> 	See list

ADOPTION/FOSTER CARE SERVICES AND FEE DISCLOSURE

PROGRAMS

The information provided in the *EVOLVE Services, Fees & Program Disclosure Information*, found in the application packet and on EVOLVE website, represents those countries and programs from where the majority of the children placed in adoption by EVOLVE are currently coming. For each of the listed programs, EVOLVE works through our collaborative agencies who will work directly with the central authority in the foreign country, national child placing agency or has a liaison/service provider who assists with the processing of the adoption in the country.

COMPLIANCE WITH STATE, FEDERAL AND INTERNATIONAL LAWS

EVOLVE Adoption & Family Services complies with state, federal and international laws governing adoption/foster care. These include: *Indian Child Welfare Act*, Public Law 95-608; *Minnesota Indian Family Preservation Act*, MN Statutes, sect. 260.751 to 260.835; *Heritage Act*, MN Statutes, sect. 259.29, 260C.193, subd. 3, and 260C.212 to 260C.215; and *Interstate Compact on the Placement of Children*, MN Statutes, sect. 260.851; *United States Citizenship and Immigration Services (USCIS)* rules and regulations regarding orphan and convention petitions to immigrate children; *Americans with Disabilities Act (ADA)*; *The Hague Convention on Protection of Children and Cooperation in Respect of Intercountry Adoption* and the *Intercountry Adoption Act (IAA)* and the *Universal Accreditation Act (UAA)*; regulations implementing the IAA; and the adoption/foster care laws of the states and countries from which EVOLVE places children.

FEES

Adoption/foster care related fees are for services rendered and not for the purchase of a child or for a guarantee of the ability to adopt a child. Fees received by EVOLVE reflect the agency's reasonable and necessary expenses for pre-adoptive counseling and training, adoption/foster care study, provision of services to children prior to adoption/foster care including child search and support, supervision of the placement until legal adoption, licensing, accreditation and program expenses in the child's country and in the US. EVOLVE ensures full disclosure of expected total fees and estimated expenses payable to EVOLVE. Agency fees and program fees are listed in the above information. EVOLVE will state the anticipated expenses related to specific domestic and international adoption services for collaborating agencies to the best of its knowledge. Clients realize that in domestic and international adoptions, the increase of fees or the refund of fees paid to referring agencies is beyond the control of EVOLVE. Clients understand that fees are owed to EVOLVE according to EVOLVE payment schedule.

ADJUSTMENT/INCREASE OF FEES

Fees to outside entities include, but are not limited to, background check processing, legal fees etc.

I/We have read *EVOLVE Services, Fees and Program Disclosure Information (Attachment A)* and have had an opportunity to ask questions.

<i>Applicant #1 Signature</i>	<i>Date</i>
<i>Applicant #2 Signature</i>	<i>Date</i>

A FEW LAST QUESTIONS

- How did you hear about us?
- Adoption Agency Listing
 - Advertisement – Newspaper, TV or Radio
 - Another Agency Referral
 - Conference/Fair
 - Friend, Family or Word of Mouth
 - Internet Search/Website
 - Other:

How long have you been considering adoption or foster care?

Comments you would like us to know about how you heard of us:
