

Adoption Home Study Checklist

(Revised 3/17)

APPLICATION DOCS:

- _____ Request for a Home Study Form
- _____ ODHS Application for Child Placement Form - ODJFS form 01691
- _____ Signed Service Agreement Form
- _____ Acknowledgement of Agency Policies Form
- _____ Paperwork Completion Form

CLEARANCES:

- _____ BCI Fingerprint Check for Each Adult
- _____ FBI Fingerprint Check for Each Adult
- _____ Medical Statement for Each Household Member - ODJFS form 01653
- _____ Reference Letter from any Therapist/ Counselor/ Psychiatrist who provided past/present treatment
- _____ Ohio State Child Abuse Clearing for Each Adult -(complete request form)
- _____ Additional State(s) Child Abuse Clearings for Each Adult (if applicable)
- _____ Three Reference Letters From Non-Relatives
- _____ Reference Letter From Each Adult Child (if applicable)
- _____ Autobiography for Each Adoptive Parent

TRAINING:

- _____ Verification of Training Form
- _____ Training Certificate of Completion for Each Topic Domestic or Hague International

FINANCIAL:

- _____ Financial Statement – ODJFS form 01681
- _____ Financial Requirement Verification Form (with all required documents attached)

GENERAL FORMS:

- _____ Guardianship Plan Form
- _____ Child Characteristics Checklist – ODJFS form 01673A
- _____ Release of Information Form
- _____ Large Family Assessment Questionnaire Form (if applicable)
- _____ Post Placement Understanding & Agreement Form
- _____ Fee Schedule Form

SAFETY:

- _____ Safety Audit: Completed by Adoption Assessor – ODJFS form 01348
- _____ Fire Inspection: Completed by Your Local Fire Department – ODJFS form 1200
- _____ Well Water Bacteria Test (if applicable)
- _____ Copy of Evacuation Plan
- _____ Copy of Pet Vaccination Records (if applicable)

VERIFICATION DOCUMENTS:

- _____ Copy of Valid Driver's License(s)
- _____ Copy of Auto Insurance Verification
- _____ Copy of Health Insurance Verification
- _____ Copy of Marriage License (if applicable)
- _____ Signed Copy of Divorce Decree from Each Previous Divorce (if applicable)
- _____ Copy of Birth Certificates (each family member)
- _____ Verification of US Citizenship (if applicable)
- _____ Letter of Home School Approval from School System (if applicable)
- _____ Copy of Military Discharge Verification (if applicable)
- _____ Copy of Previous Home Study (if applicable)
- _____ Copy of Adoption Decree for Each Previously Adopted Child (if applicable)
- _____ Release of Info to Obtain Letter of Reference from Previous Home Study Agency (if applicable)