



Adoption Home Study Services of Ohio Inc.

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Adoption Paperwork Completion Form

[revised 6-11-15]

Adoption Home Study Services of Ohio has advised me that completion of all required and requested paperwork is necessary in order to complete the home study process.

My signature confirms that I have been advised and I understand the following requirements:

1- All requested and required paperwork must be received by Adoption Home Study Services of Ohio prior to 6 months from the date that the application was received by the agency.

2- It is the applicant's responsibility to notify Adoption Home Study Services of Ohio if delays in completion of the home study paperwork occurs.

3- If all requested and required paperwork is not received by Adoption Home Study Services of Ohio on or prior to 6 months from the date that the application was received by the agency, then a \$ **500. RESTART** fee will be charged in order to continue in the home study process. No refund of the original fee will be given. It is also probable that at this point many of the previously completed documents will have expired and need to be re-done. [Adoption Home Study Services of Ohio may waive the Restart fee in the event that applicant notifies the agency in advance of the 6 months with evidence that a major life event has disrupted completion of the paperwork.]

4- If all requested and required paperwork is not received by Adoption Home Study Services of Ohio on or prior to 12 months from the date that the application was signed by the applicants, then the application and the file will be closed. If this occurs, the applicants will be required to complete an entirely new home study. No refund will be given. If the application is closed, then the applicants will be required to pay the entire home study fee for a new home study when/ if the applicants decides to restart the home study process.

Adoptive Applicant # 1: _____ date: _____

Adoptive Applicant # 2: _____ date: _____

Application Received Date: _____

Paperwork Completion Due Date: _____

**** Please note: The purpose of this requirement is to encourage families to complete the needed paperwork in a timely manner so that the home study can be completed as easily and as efficiently as possible, to prevent the expiration of paperwork, and keep the families file in compliance with all adoption requirements.***