



NEW CLIENT DISCLOSURES

In the pages following, you will find specific disclosure documents that all Children of the World applicants are required to review and sign before beginning the adoption process with our agency.

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2-3.....	Acknowledgement
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6.....	Duty to Disclose and Candor
7-9.....	Conviction Statements* (Prospective Father, Prospective Mother, & any other Adult living in the home)
10.....	Consent to Release Information

Please print all documents, review and sign where indicated.

If you have any questions regarding the information contained in these disclosure related documents, please contact your adoption coordinator.

**The conviction statements do require your signature to be notarized. Conviction statements are a very important part of the adoption process, and should be thoughtfully completed. Failure to list infractions could prevent your adoption case from moving forward indefinitely.*

Please mail all signed original documents to your adoption coordinator's attention at:

Children of the World, Inc.
22787 Hwy 98, Ste E-3
Fairhope, AL 36532

** We encourage you to always keep copies for your records.
Now is a great time to begin (if you haven't already). Create a binder or filing system to help stay organized through the process.*



ACKNOWLEDGMENTS AND DISCLAIMERS

Thank you for requesting Children of the World as your home study and/or placing agency.

Your home study will be completed in your state of residence. If you live in the state of Alabama, Children of the World can conduct your home study at your request. If you live outside the state of Alabama, your home study must be completed by a Hague-accredited agency with whom we contract and approve. Once your home study is complete, it must be reviewed and approved by our Supervisor of Social Services. If you are applying to adopt from our India or China program, your official acceptance into the program will come AFTER you have an approved home study.

The paperwork may seem overwhelming, but it is a part of the process over which you have some measure of control. Most adoptive parents take an average of two to three months to complete the home study process. Your application is valid for six months. If you have little to no progress at the end of six months, your case will be placed in our inactive file. Should you reapply at a later date, you will be asked to submit a new application along with the associated fee.

Please review the following acknowledgments and disclaimers. If you have any questions, please call our office for clarification.

1. Weapons and Firearms

As part of the home study process you will be asked about the existence of guns or other weapons in the home. You will need to satisfy the social worker that they are safely stored away from children. The preferred method for storing guns or weapons is unloaded, in a locked container out of the reach of children, with ammunition stored in a separate locked container. This is a standard for foster and adoptive homes in most states.

2. Discipline and Corporal Punishment

You will be asked about discipline during the home study process. Corporal punishment (spanking or other forms of physical punishment) is not accepted in foreign countries for adoptive parents. If you currently use corporal punishment as a method of discipline, you will receive education regarding the rationale against using corporal punishment in the home with an adopted child who may have suffered from abuse in the past. We require that you agree to alternate forms of discipline. This must be documented in the home study and psychological evaluation reports.

3. Immunizations

Children from foreign countries need to be tested for proof of prior immunizations when they arrive home, rather than relying on their medical records. Adoptive Parents

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must agree to fully immunize their adopted child as part of obtaining the visa for the child to enter the U.S. The agency's policy includes the recommendation that all children in the adoptive home be properly immunized according to the Center for Disease Control (CDC) recommended immunization schedule. Your physician must certify that each child is free of contagious or infectious diseases during the home study process. Any child traveling overseas with their parents in the adoption process should be thoroughly immunized to include CDC Recommended schedule and the foreign country specific recommendations. Many diseases that are controlled with immunizations in the U.S. are still rampant in developing countries, including polio, hepatitis and diphtheria.

4. Mutual Respect and Courtesy

The adoption process can be long and frustrating. We are here to assist and make your journey as stress-free as possible. We will treat you respectfully, even when you are frustrated. Please remember to treat all staff and foreign representatives with the kindness and respect that you expect and deserve from us, as we all have the same goals. You will be provided with a Complaint Resolution Policy in the event that you are dissatisfied with the service you receive at Children of the World.

Each of us at Children of the World looks forward to helping you in your adoption journey.

By signing below, we (I) acknowledge that we (I) have read these **Acknowledgments and Disclaimers**, reviewed the list of documents required, understand the contents, and consent to the guidelines and regulations described therein.

Prospective Adoptive Mother Signature

Date

Prospective Adoptive Father Signature

Date





COMPLAINT RESOLUTION PROCEDURE

Children of the World, Inc understands that the international adoption process can be frustrating and can cause anxiety for adoptive parents. We also believe that open, consistent communication is the best method of minimizing problems and misunderstandings during this process. We encourage our clients to maintain contact with us and we strive to maintain regular contact with our clients.

If at any time a client is dissatisfied with the manner in which Children of the World is handling his or her case, the following steps may be taken to resolve the complaint:

1. The client may bring the issue to the attention of his or her social worker or Adoption Coordinator. This notice may be verbal or written.
If the client is not satisfied with the result, then
2. The client may bring the complaint, in writing, to the attention of the Supervisor of Social Services who will reply in writing within 30 days. If the client is not satisfied with the response, then
3. The client may bring the complaint, in writing, to the attention of the Executive Director who will reply in writing. The client may skip any of the steps above and bring the complaint directly to the Executive Director:

Teresa Boone, LICSW, Executive Director
Children of the World, Inc.
22787 Highway 98, suite E-3
Fairhope, Alabama 36532

If the client is not satisfied with the written response, then

4. The client may bring the complaint, in writing, to the attention of the Children of the World Board of Directors by mailing the written complaint to the address above. The complaint will be discussed at the next regularly scheduled quarterly meeting of the Board. The Board will provide a written response within one business week of their meeting.
5. If the complaint is time sensitive or involves allegations of fraud, the complaint will go directly to the Executive Director or Board of Directors and the client will receive a response within 48 hours.
6. If the client is not satisfied with the Board response, he or she may write or call the agency's state licensing entity:

Alabama Department of Human Resources
50 Ripley Street
Montgomery, Alabama 36130

OR the agency's accrediting entity:

Intercountry Adoption Accreditation and Maintenance Entity (IAAME)
5950 NW 1st Place, Suite A
Gainesville, Florida 32607
888-241-6930

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7. After the agency has completed the complaint review and response process, if the client is still not satisfied, the complaint may be filed with the Hague Complaint Registry at the following website:

<http://travel.state.gov/content/travel/en/Intercountry-Adoption/about-adoption-service-providers/hague-complaint-registry.html>

By signing, we (I) acknowledge that we (I) have read the above grievance/complaint resolution policy, understand its contents, and consent to this method of conflict resolution. We also acknowledge that we have received a copy of the Complaint Resolution Procedure at the time of signing.

Prospective Adoptive Mother Signature

Date

Prospective Adoptive Father Signature

Date





DUTY TO DISCLOSE AND CANDOR

The prospective adoptive parent(s) _____ and _____, have been informed and understand that under penalty of perjury it is their duty to disclose all of the information under 8 CFR 204.311(d). The prospective adoptive parents are aware that they must notify the home study preparer and USCIS of any new events or information that might warrant submission of an amended or updated home study. *This includes circumstances such as a pregnancy, a change in the number of household members, a change in residence, a change in employment, a major change in household income, and an arrest or other change in criminal history.* The prospective adoptive parents understand that the duty to disclose is ongoing while form I-800A/I-800 is pending, after I-800A/I-800 is approved, and while any form of I-800A/I-800 is pending until there is a final decision admitting the child to the U.S. on a visa.

The prospective adoptive parent(s) _____ and _____, accept the responsibilities of candor and disclosure during the home study process, including:

- Giving true and complete information to the home study preparer.
- Disclosing any arrest, conviction, or other adverse criminal history whether in the U.S. or abroad, even if the record of the arrest, conviction, or other adverse criminal history has been expunged, sealed, pardoned or the subject of any other amelioration. A person with a criminal history may be able to establish sufficient rehabilitation and still qualify to adopt internationally.
- Disclosure of relevant information such as physical, mental, emotional, or behavioral health issues. Such problems may not necessarily preclude approval if successful treatment can be shown.

The duty of candor extends past the home study period, through the immigration approval, and until there is a final decision admitting the Hague Convention adoptee to the United States as a permanent lawful resident.

Prospective Adoptive Mother Signature

Date

Prospective Adoptive Father Signature

Date

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CONVICTION STATEMENT FOR PROSPECTIVE ADOPTIVE FATHER

Please initial to acknowledge your understanding that the following questions include:

- ___ ANY offenses as a minor or as an adult
- ___ ANY offenses in my state of residence
- ___ ANY offenses in any other state in the United States
- ___ ANY Federal offenses
- ___ ANY offenses committed in a foreign country

Have you EVER been arrested?

Yes No

Have you EVER been convicted of a crime, *excluding* minor traffic violations, but *including* driving or operating a vehicle under the influence of alcohol or other intoxicant?

Yes No

Have you EVER been the subject of a child abuse and/or neglect investigation?

Yes No

Are there ANY charges pending against you for an allegation of the commission of a crime?

Yes No

If the answer is "Yes" to any of the above questions, please provide a certified copy of the court disposition. In addition, please attach a written statement on a separate page describing EACH incident in detail, including any mitigating circumstances. The written statement must include the date of each incident; location the incident occurred (city/town, state/province, country); name of the law enforcement agency or other entity involved; date of incarceration and name of facility, if applicable. Please provide a description of any type of counseling, rehabilitation, or other information you would like considered in light of this history.

I, _____, declare that, to the best of my knowledge and belief, the information herein is true, correct, and complete. I understand that the inaccurate or incomplete disclosure of this information may result in the immediate termination of my adoption process.

Prospective Adoptive Father Signature

Date

Sworn to and subscribed before me this _____ day of _____, 20__

in _____ County in the State of _____.

Notary Public _____

My commission expires _____

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CONVICTION STATEMENT FOR PROSPECTIVE ADOPTIVE MOTHER

Please initial to acknowledge your understanding that the following questions include:

- ___ ANY offenses as a minor or as an adult
- ___ ANY offenses in my state of residence
- ___ ANY offenses in any other state in the United States
- ___ ANY Federal offenses
- ___ ANY offenses committed in a foreign country

Have you EVER been arrested?

Yes No

Have you EVER been convicted of a crime, *excluding* minor traffic violations, but *including* driving or operating a vehicle under the influence of alcohol or other intoxicant?

Yes No

Have you EVER been the subject of a child abuse and/or neglect investigation?

Yes No

Are there ANY charges pending against you for an allegation of the commission of a crime?

Yes No

If the answer is "Yes" to any of the above questions, please provide a certified copy of the court disposition. In addition, please attach a written statement on a separate page describing EACH incident in detail, including any mitigating circumstances. The written statement must include the date of each incident; location the incident occurred (city/town, state/province, country); name of the law enforcement agency or other entity involved; date of incarceration and name of facility, if applicable. Please provide a description of any type of counseling, rehabilitation, or other information you would like considered in light of this history.

I, _____, declare that, to the best of my knowledge and belief, the information herein is true, correct, and complete. I understand that the inaccurate or incomplete disclosure of this information may result in the immediate termination of my adoption process.

Prospective Adoptive Mother Signature

Date

Sworn to and subscribed before me this _____ day of _____, 20__

in _____ County in the State of _____.

Notary Public _____

My commission expires _____

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CONVICTION STATEMENT FOR ADULT MEMBER OF HOUSEHOLD

Please initial to acknowledge your understanding that the following questions include:

- ___ ANY offenses as a minor or as an adult
- ___ ANY offenses in my state of residence
- ___ ANY offenses in any other state in the United States
- ___ ANY Federal offenses
- ___ ANY offenses committed in a foreign country

Have you EVER been arrested?

Yes No

Have you EVER been convicted of a crime, *excluding* minor traffic violations, but *including* driving or operating a vehicle under the influence of alcohol or other intoxicant?

Yes No

Have you EVER been the subject of a child abuse and/or neglect investigation?

Yes No

Are there ANY charges pending against you for an allegation of the commission of a crime?

Yes No

If the answer is "Yes" to any of the above questions, please provide a certified copy of the court disposition. In addition, please attach a written statement on a separate page describing EACH incident in detail, including any mitigating circumstances. The written statement must include the date of each incident; location the incident occurred (city/town, state/province, country); name of the law enforcement agency or other entity involved; date of incarceration and name of facility, if applicable. Please provide a description of any type of counseling, rehabilitation, or other information you would like considered in light of this history.

I, _____, declare that, to the best of my knowledge and belief, the information herein is true, correct, and complete. I understand that the inaccurate or incomplete disclosure of this information may result in the immediate termination of the applicants' adoption process.

Adult Household Member Signature

Date

Sworn to and subscribed before me this _____ day of _____, 20____

in _____ County in the State of _____.

Notary Public _____

My commission expires _____

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CONSENT TO RELEASE INFORMATION

We (I) _____ understand that any or all of the information we (I) supply to Children of the World may be forwarded to other agencies or entities. These include, but may not be limited to out-of-state adoption or home study agencies, the Alabama Department of Human Resources, the United States Citizenship and Immigration Services (USCIS), and various courts.

For international adoptions, your documents will be forwarded to the foreign government agencies and/or foreign attorneys who will process the adoption application.

By signing this Consent to Release Information, we hereby consent for our adoption related information to be released to any of the above entities.

Prospective Adoptive Mother Signature

Date

Prospective Adoptive Father Signature

Date

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