



# Nightlight<sup>®</sup> Christian Adoptions

Domestic Adoption · International Adoption · Embryo Adoption · Adoption Homestudies

Licensed by the States of California, Colorado and South Carolina · Hague Accredited by the Council on Accreditation

Dear Prospective Adoptive Parents:

Thank you for your inquiry and interest in Nightlight Christian Adoptions. Nightlight has been serving the needs of children and families for more than fifty years! We provide services in the area of domestic, international and embryo adoption. We hope that the information included in this packet is helpful and answers many of your questions.

Included in this package are our eligibility requirements, frequently asked questions (and answers), a check list for getting started, our agreement for services, the adopting parent application and our complaint policy.

We realize that your search for the right agency will include examining many web sites, reading brochures, reading documentation regarding the terms, conditions and costs of an adoption, speaking to agency staff and speaking to references. This may be only the beginning for you – or you may be nearing a decision. Wherever you are in the process, we invite your questions by e-mail or telephone.

Our commitment is to provide caring and professional services to each client, recognizing their unique needs and backgrounds, while advocating for the children who need the love and stability of a family to realize their full potential. As each adoption is finalized, we do not view our job as completed, but recognize that our family has just grown again.

Nightlight is proud of having achieved Hague Accreditation for inter-country adoptions, and being a member of ECFA (Evangelical Council on Financial Accountability), NCAF (National Christian Adoption Fellowship), NCFCA (National Council for Adoption) and JCICS (Joint Council on International Children's Services).

As an agency founded on Christian principles, we are excited to see God's plan unfold for you and your family. If you do not share our faith, it is our hope that we will reflect God's love for you through this amazing process called adoption. We stand ready to walk side by side with you during this emotional yet so rewarding journey.

Sincerely,

***Ron Stoddart***

Executive Director

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4430 E. Miraloma Avenue, Suite B  
Anaheim Hills, CA 92807  
**Telephone: (714) 693-KIDS (5437)**  
Fax: (714) 693-5438  
[www.Nightlight.org](http://www.Nightlight.org)  
License #306099609

150 E. 29<sup>th</sup> Street, Suite 255  
Loveland, CO 80538  
**Telephone: (970) 663-5501**  
Fax: (970) 663-9051  
[www.EmbryoAdoption.org](http://www.EmbryoAdoption.org)  
License #1590226

1527 Wade Hampton Boulevard  
Greenville, SC 29609  
**Telephone: (864) 268-0570**  
Fax: (864) 370-0036  
[www.Nightlight.org](http://www.Nightlight.org)  
License #SR-0004500001-CPA



## Nightlight<sup>®</sup> Christian Adoptions E-Mail Information Packet Contents

- Eligibility Requirements
- Frequently Asked Questions
- Getting Started Checklist
- Agreement for Homestudy Services
- Adoptive Parent Application
- Additional Hague Compliant Documents:
  - Complaint Policy
  - Complaint Form



## Eligibility Requirements for Homestudy Services

Nightlight<sup>®</sup> Christian Adoptions is licensed by the California and Colorado Department of Social Services to select suitable families for children needing adoption. The selection of adoptive parents is based on their eligibility to meet state and agency requirements, foreign country requirements (if applicable), their capacity for adoptive parenthood, and the availability of children whose needs they can meet.

- RESIDENCE:** Nightlight can perform Homestudies for families living within Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura Counties.
- RELIGION:** Applicants must be committed to providing their child with a constructive, wholesome and spiritual home environment.
- HEALTH:** Adoptive applicants must give evidence of good health, both physical and mental, which will be verified during the application process by medical examinations and psychological evaluations.
- AGE:** None; however, the agency you are working with to complete your adoption may have age requirements.
- MARRIAGE:** Adoptive applicants are encouraged to have been married a minimum of three years when the homestudy begins. We hope this period will provide the couple sufficient time to establish a home, financial security, and to adjust to the marriage as well as to each other. Married applicants must have a satisfying and secure marriage. Single parents are eligible to adopt if they meet the qualifications of a stable home environment, financial security and have a strong support network of family and friends.
- EDUCATION:** Classes and reading are required of adoptive families pertaining to parenting skills and adoption issues. Our goal is to prepare you to be the best parents possible for your child.
- FINANCES:** Adopting parents must be able to provide a financially stable home, demonstrated by a solid credit history and ability to live within their means.
- PREGNANCY:** Before you begin the adoption process, you need to complete all your infertility treatments so you can truly be ready to be the best parent for your adopted child. **If you become pregnant while in the adoption process, notify our office immediately.** We will place your file on hold. When you are ready to consider adoption again – generally at least when your child is nearing their first birthday – call us to discuss re-activating your file.
- ADOPTION OF SUBSEQUENT CHILDREN:** In order to have adequate time for attachment and bonding, it is important to have a minimum of one year with the child/ren in the home before beginning another adoption.



## Frequently Asked Questions about the Homestudy

If you have any additional questions that are not addressed in the FAQs, please contact our office by phone at (714) 693-5437, or by e-mail at [info@nightlight.org](mailto:info@nightlight.org).

### What services does Nightlight® Christian Adoptions (Nightlight) offer?

Nightlight is licensed to provide the following services:

- Domestic and International Homestudies
- Domestic Adoptions: Agency, Identified (Modified) or Interstate Adoptions
- Adoption Service Provider for Independent Adoptions.
- International Adoptions: Programs in China, Kazakhstan, Kyrgyzstan, Russia, Taiwan, Uganda and Ukraine
- Snowflakes® Embryo Adoption Program
- Birthparent counseling services

### Is Nightlight a non-profit agency?

Yes, Nightlight is a private 501(c)(3) non-profit agency. Fees paid by adoptive parents as well as any fundraising efforts throughout the year cover agency expenses.

### What is your licensure information?

Nightlight Christian Adoptions has been licensed by the California State Department of Social Services since 1959. We are also licensed in Colorado. Nightlight's Homestudy, Post Adoption and Birthparent counseling services are available to families living within Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura Counties. We are currently in the process of obtaining our Hague accreditation for international adoptions.

### What if we are not Christians?

The Christian in our name explains who we are. We work with families from all religious backgrounds.

### What Is A Homestudy?

The mandatory homestudy is an evaluation and education tool to help us, as an agency, and you, as adopting parents, to determine your preparedness to parent through adoption. It is not a psychological analysis; our intent is to prepare you for the special needs of an adoptee and to help you build important parenting skills. The homestudy is different for each adoption as everyone has different histories and experiences that they bring into the process. It consists of paperwork, education, and interviews.

- Paperwork

The paperwork portion of the homestudy includes completion of an application, an autobiography for each parent, fingerprints, references, medicals and more. We encourage you to begin this portion as soon as you are ready, since it must be completed before other steps can be taken.

- Education

*The most important component of the homestudy is the educational portion.* You will be educated throughout the interviewing process by your social worker as you explore your attitudes, plans, and feelings regarding adoption and how to present adoption to your child.

There are several types of independent study that you will be required to complete, including CPR and First Aid classes, adoption classes, and reading. The extent and combination of these tools will be determined on a case-by-case basis and may include outside sources to ensure that you are prepared for the journey you are undertaking. The goal is to expose you to a myriad of theories and perspectives on adoption so that you are well prepared to parent your

child. If you are completing an international adoption, you will also be required to complete a minimum of 10 hours of education separate from the actual homestudy process.

- Interviews
  - A. The Intake Interview – This initial interview is held at our office, and will be attended by both spouses. This meeting occurs after the initial paperwork has been received and serves as our first chance to get to know you personally. We ask that you arrive 20 minutes before your appointment time to complete the AAPI (Adult Adolescent Parenting Inventory). The intake meeting will take about two hours.
  - B. The Individual Interviews – These interviews will again be held in our office but with each spouse individually. In these interviews we will explore your attitudes and beliefs about children, parenting, and your own childhood. These interviews should take about 1½ hours each.
  - C. The Home Visit – This interview will be in your home. We will again speak with both parents as well as individually with your children. This interview should take about one hour plus an additional 15-30 minutes per child.

### **How long does a homestudy take to complete?**

A homestudy typically takes anywhere from 2-6 months to complete, depending on how quickly a family turns their paperwork in and the scheduling of visits with the social worker.

### **What is an “Expedited” homestudy?**

If you need your homestudy completed within six weeks, we are able to expedite your homestudy for an additional \$500 fee. We will ask for your cooperation in completing the paperwork in a rapid manner and for your flexibility when it comes time for the social worker to schedule your appointments in order to complete your homestudy within the timeframe specified.

### **What paperwork is involved?**

The homestudy paperwork that a family completes includes, but is not limited to: Adoptive Parent Questionnaire, Agreement for Adoption Services, Personal Profile forms, fingerprinting, Criminal Record Statement, references, medical forms, financial statement, autobiographies, DMV driving record, floor plan and directions to your home, income tax return and current Infant First Aid and CPR. You will also need to obtain certified copies of your marriage and birth certificates as well as any divorce decrees from all previous marriages.

### **Is a psychological evaluation required?**

We are not requiring that our clients complete an MMPI. Your placement agency may have a psychological requirement. Psychological testing may be required based on your social worker’s discretion. At this time, we do require that the AAPI (Adult Adolescent Parenting Inventory) be completed as it gives us an understanding of your Parenting style in an objective measurement. In some cases, further evaluations may be indicated.

### **How long is a homestudy valid?**

A California homestudy is valid for two years or until a child is placed in the home. However homestudies completed for International Adoption are often valid in the foreign country for only one year.

### **Is a single homestudy valid for both domestic and international adoption?**

No, they are two separate homestudies. You will need to decide if you are pursuing domestic or international adoption before you begin your homestudy visits. If you complete your homestudy and then decide to pursue the opposite program there may be a conversion fee. You would need to meet with your social worker at least one more time to get the appropriate education, and you may have additional documents to complete and education classes to take.

### **What issues are discussed during the interview process?**

During your meetings with the social worker some of the topics she will discuss with you include: your childhood, marriage and family relationships, motivation to adopt, expectations for child, infertility, parenting and integration of a child into your family. Your last visit will be conducted at your home and will include a physical inspection of your home to ensure that your home meets all safety requirements.

### **Can we be undergoing fertility treatments while in the homestudy process?**

No. To be healthy adoptive parents, you need to have completed all your infertility treatments and given yourself the time necessary to grieve for the biological children you have dreamed of. Only after this important step can you be truly ready to begin the adoption process. Please talk to your social worker if you have any concerns about this requirement.

### **What if we become pregnant during the homestudy process?**

Notify our office and your social worker immediately. We will place your file on hold. When you are ready to begin the adoption process again, contact our office to discuss your adoption plans.

## **DOMESTIC ADOPTION QUESTIONS**

### **What is Domestic adoption?**

Domestic adoption is the permanent, legal transfer of parental rights and responsibilities for control and custody of a child from the birthparents to the adoptive parents within the United States.

### **Approximately how long does it usually take to adopt domestically?**

Check with your placement agency or attorney, as you can be matched with a birthmother anywhere between a few months to a few years. It really depends on the criteria you have established for a birth family, as well as the criteria the birth family has established for an adoptive family. On average, most families will wait 1-2 years.

### **What is the adoption process?**

Domestic adoption consists of five parts (please refer to your placement agency and/or attorney for more information):

1. **Homestudy** - The homestudy is an evaluation and education process required by the State to determine your preparedness to parent through adoption. A homestudy consists of three components: paperwork, education, and interviews with a social worker.  
Nightlight requires that any family adopting through one of our **international** programs have their home study completed by a Hague accredited agency, even if the adoption is from a non-Hague country. If there is no Hague accredited agency in your area, please contact Nightlight to discuss your options. We recognize that there are many quality agencies who have chosen not to seek Hague accreditation, however we believe a home study is such an important part of the adoption process that every effort should be made to obtain home study services from agencies who have had to meet the higher standards of the Hague.
2. **Match/Identification of birthmother** - Once your homestudy is complete and you have been approved to adopt, your profile will be shown to birthmothers. Once you are selected you will meet and get to know your birthmom for the remainder of the pregnancy.
3. **Relinquishment and placement** - After the baby is born and the birthmother is discharged from the hospital, the birthmother will voluntarily sign a relinquishment of her parental rights to Nightlight. She will also release her baby into the care of the adoptive family, which is known as physical placement.
4. **Post Placement** - California Department of Social Services requires that adoptive families undergo six months of Post Placement Supervision during which time they meet with a social worker four times. These visits are generally scheduled every 6 weeks and enable the social worker to observe how the child is growing, developing, and interacting with family members. During this period any remaining parental rights are terminated.
5. **Finalization** - Once all parental rights have been terminated and the Post Placement Supervision is completed, we will submit our Final Report to the court. Your attorney will then arrange for a court date when the Adoption Order will be issued.

### **Why choose open adoption?**

The purpose of open adoption is to comfort and encourage the birthmother with the knowledge of her child's well-being. It provides answers for your child, minimizing their loss of relationships by maintaining and celebrating the child's connections with all the important people in his or her life. Open adoption also empowers you in raising your child, by providing knowledge about your child's birth family and their family medical history. During the homestudy, you will learn of the many positive aspects of open adoption and your social worker will discuss with you the contact arrangement you are most comfortable with. It is very important that you be honest and open with your social worker about the type of relationship you envision with your child's birthparents before birth, after you bring your child home and throughout your child's life.

## **INTERNATIONAL ADOPTION QUESTIONS**

### **Approximately how long does it take to adopt internationally?**

It depends on the country you choose to adopt from as well as the time it takes you to complete your home study and dossier, but typically an international adoption will take about 8-24 months from the start of the home study to finalization. Please refer to the country descriptions for more detailed information.

### **What is the adoption process?**

(Please refer to your placement agency for more detailed information on the adoption process in the country you are adopting from.)

**Home study** – The home study is an evaluation and education process required by the State to determine your preparedness to parent through adoption. A home study consists of three components: paperwork, education and interviews with a social worker.

**Dossier** – The documents required by the foreign government to allow you to adopt a child from the country. These documents typically must be notarized and apostilled.

**Referral** – Based on the information you submit in your dossier, the foreign government will issue you an official referral of a child(ren) for adoption. Depending upon the country you are adopting from, you will either travel to the country to receive the referral and meet the child or you will receive information on the child including pictures and medicals prior to travel.

**Court** – You will travel to the country for your Court date where the judge will issue you the Adoption Decree and the adoption will be finalized.

**Post Adoption** – You will register your child's passport with the embassy and provide Post Adoption reports completed by your social worker along with pictures of your child for a period of time after your adoption, as specified by each individual country.

### **What is “the Hague”?**

The Hague Convention is a program that governs the way international adoptions are conducted throughout the world. The United States ratified this program and is in the process of implementing it. It basically puts the decision making process and control in the hands of a central authority in each country that works in international adoptions. One of the major components of the Hague is the education of adoptive parents. Each prospective adoptive parent is required by Federal mandate, to take a minimum of 10 hours of education, in addition to the home study. So, it actually is a 'federal regulation' for anyone adopting internationally according to Hague Standard 96.48(b)(2).

### **What are the typical ages of available children?**

6 months to 15 years. Typically the children are first available for adoption in their home country, and will likely be 6 months old before being available for adoption. In addition, CIS requires that a child be adopted before their 16<sup>th</sup> birthday for entry into the United States.

### **How many post adoption reports are required?**

It depends on which country you will be adopting from (see country description). Generally you will be required to provide reports completed by a licensed adoption agency and pictures of your child every 6 months for up to 5 years after your adoption, or until your child is 18. However, be prepared to be flexible as government requirements sometimes change and you will be expected to fulfill the most recent requirement.

### **Why are we required to provide post adoption reports?**

Your child's country of origin simply wants to make sure that the children they place are happy and healthy in their new families. By requiring post adoption reports they are able to watch your child grow and provide current information to your child's orphanage caretakers. In addition these reports allow the government the ability to “prove” to the general population that in spite of rumors to the contrary, children adopted internationally are well taken care of and are happy in their new homes.

### **What kind of support services do you offer before, during and after placement?**

In addition to your social worker and other agency personnel, we have a Director of Family Support Services who is available to help you throughout the process. If our agency cannot provide you direct assistance, we will refer you to someone who can help. We also hold reunions and other events throughout the year which allow families to get together and visit with the friends they have made over the years. Classes held at our office also allow families to get to know each other and talk about their experiences adopting.

## FEES AND EXPENSES

### **What are your fees to complete a homestudy?**

Our fees for homestudy services are \$2,500.

### **What additional out-of-pocket homestudy expenses can we expect?**

Fingerprinting - \$65 DOJ & \$55 FBI per person

Education classes taken at Nightlight - \$50-105 per person

CPR/First Aid class – approx. \$40-50 per person

DMV records - \$5 per person

Medicals –Co-pay for a physical. In addition, some Doctors may charge a fee to fill out the required forms.

Post Placement or Post Adoption Reports – see Agreement for Adoption Services (check with your placement agency to see how many reports are required)

### **Is there financial assistance available?**

- **Tax Credit**

Tax Benefits for Adoption (enabled by the Hope for Children Act) has opened up a window of opportunity for many families who previously found the financial obstacles to adopting to be insurmountable. The Act provides a tax credit (not a deduction) of up to \$10,960 per adopted child and applies to both domestic and international adoptions. Adopting families with combined incomes of \$204,410 or less can qualify. Additional information on the tax benefit is available on the Internal Revenue Service web site at [www.irs.gov](http://www.irs.gov). Search for **Tax Topic 607**. If you have questions as to what fees and expenses can be applied towards the tax benefit, please contact your tax preparer or the IRS directly.

Adoption Learning Partners, [www.adoptionlearningpartners.org](http://www.adoptionlearningpartners.org), also provides a free course on the Tax Credit.

- **Employee Benefits**

Many companies are beginning to offer Adoption Benefits to their employees. The company may reimburse some of the adoption expenses paid by the employee, or they may offer paid adoption leave. Check with your Human Resources department to see if your company provides adoption benefits.

- Adoption Friendly Workplace, [www.adoptionfriendlyworkplace.org](http://www.adoptionfriendlyworkplace.org), part of the Dave Thomas Foundation for Adoption. Provides a free tool kit to help companies/employees establish an adoption friendly workplace.

- **Adoption Grants, Loans or other forms of assistance**

*Various organizations offer financial assistance to adoptive families via adoption grants, loans or other assistance. Please contact each organization to find out about their services and what their qualifications and requirements are.*

- **GRANTS**

- **Cadman Foundation**, [www.cadmanfoundation.org](http://www.cadmanfoundation.org), provides grants to families adopting internationally.
- **Caroline's Promise**, [www.carolinespromise4u.org/assistance.html](http://www.carolinespromise4u.org/assistance.html), provides \$3,000 grants to Christian couples living in North Carolina who are adopting domestically or internationally.
- **China Care Foundation**, [www.chinacare.org](http://www.chinacare.org), provides financial aid in grants or low interest loans to families who are adopting special needs children from China.
- **Brittany's Hope**, [www.brittanyshope.org](http://www.brittanyshope.org), provides grants to families adopting special needs children internationally.
- **Gift of Adoption Fund**, [www.giftofadoption.org](http://www.giftofadoption.org), awards grants based upon the needs of the waiting child and to pre-approved adopting parents who demonstrate an unusual degree of financial hardship.
- **God's Grace Adoption Ministry**, [www.ggam.org](http://www.ggam.org), provides grants or assistance in fundraising to Christian families adopted orphaned children.
- **Kingdom Kids Adoption Ministries' Adoption Fundraising Program**, [www.kingdomkidsadoption.org](http://www.kingdomkidsadoption.org), help families raise finances for adoption through our adoption fundraising/grant program.
- **Life International**, [www.lifeintl.org/adGrantLoans.html](http://www.lifeintl.org/adGrantLoans.html), offers matching grants for both from the adopting couple's church family and Interest-free loans.

- **LYDIA Fund** (Let Youths be Delivered from Institutions by Adoption), [www.lydiafund.org](http://www.lydiafund.org), provides financial assistance to Christian couples who are adopting internationally.
  - **MICAH Fund** (Minority Infant and Children Adoption Help), [www.micahfund.org](http://www.micahfund.org), provides financial assistance to families in Minnesota domestically adopting a Black or Bi-racial infant or child.
  - **National Adoption Foundation**, [www.nafadopt.org](http://www.nafadopt.org), provides direct grants, loans and a National Adoption Foundation Credit Card.
  - **Shaohannah's Hope**, [www.shaohannahshope.org](http://www.shaohannahshope.org), provides grants to Christian families adopting domestically or internationally and encourages involvement from your church family in your adoption.
- **LOANS**
- **A Child Waits Foundation**, [www.achildwaits.org](http://www.achildwaits.org), provides low interest loans to parents who might not otherwise be able to afford to adopt.
  - **The ABBA Fund**, [www.abbafund.org](http://www.abbafund.org), provides interest-free covenant loans to Christian couples who are called by God to expand their families through adoption.
  - **Ava's Hope**, [www.avashope.org/needhelp/4.needhelp.html](http://www.avashope.org/needhelp/4.needhelp.html), provides loans to married couples adopting internationally.
  - **Hebrew Free Loan Association**, [www.hflasf.org](http://www.hflasf.org), provides interest free loans to Jewish families living in Northern California who are adopting domestically or internationally.
- **OTHER RESOURCES**
- **A Mother's Love**, [www.amotherslovefundraising.com](http://www.amotherslovefundraising.com), assists families in fundraising for adoption and infertility costs.
  - **Child Welfare Information Gateway** has information on funding adoption, [www.childwelfare.gov/adoption/adoptive/funding.cfm](http://www.childwelfare.gov/adoption/adoptive/funding.cfm).
  - **National Endowment for Financial Education** (NEFE), has a guide called "How to Make Adoption an Affordable Option" which can be accessed at [www.nefe.org/adoption](http://www.nefe.org/adoption).
  - **National Military Family Association**, [http://www.nmfa.org/site/PageServer?pagename=reus\\_adoptionintro](http://www.nmfa.org/site/PageServer?pagename=reus_adoptionintro), provides information and links to Adoption Resources for Military Families, including the Adoption Reimbursement Program.

### ADDITIONAL ADOPTION RESOURCES

- **Child Welfare Information Gateway**, [www.childwelfare.gov](http://www.childwelfare.gov), is a great resource for families in any stage of the adoption process as it provides publications and links on many adoption topics.
- **Tapestry Books**, [www.tapestrybooks.com](http://www.tapestrybooks.com), devoted to selling books on adoption.
- **Adoption Learning Partners**, [www.adoptionlearningpartners.org](http://www.adoptionlearningpartners.org), provides web based educational courses including Hague training courses to adoptive families. ALP courses range from \$30-45 and they also offer a few free courses on select topics.
- **Adoptive Families Magazine**, [www.adoptivefamilies.org](http://www.adoptivefamilies.org), magazine devoted to adoption issues.
- **Lifebooks**, <http://www.adoptionlifebooks.com/>, get tips and ideas from Beth O'Malley for creating your child's Lifebook.
- **American Academy of Adoption Attorneys (AAAA)**, [www.adoptionattorneys.org](http://www.adoptionattorneys.org), to find an attorney in another state who can help complete your adoption.
- **Academy of California Adoption Lawyers (ACAL)**, [www.acal.org](http://www.acal.org), to find an attorney in California who can help complete your adoption.
- **BirthMom Buds**, [www.birthmombuds.com](http://www.birthmombuds.com), this is a wonderful online support group for birthmothers. Includes a section for adopting parents with suggestions from birthmothers in regards to writing a "Dear Birthmother" letter, first contact and gift ideas.
- **Joint Council on International Children's Services**, [www.jcics.org](http://www.jcics.org), affiliation of non-profit international adoption organizations.
- **Post Adoption Information**, [www.postadoptinfo.org](http://www.postadoptinfo.org), specializes in providing information for families who have adopted institutionalized children from Eastern Europe.



## HOMESTUDY SERVICES

### GETTING STARTED CHECKLIST

We would love to see you at one of our free information seminars! These seminars are an excellent way to have your preliminary questions answered, get to know the Nightlight staff and meet other families beginning the adoption process. Seminars are held every 2 months. Call the office for more information and to RSVP for an upcoming seminar.

#### How do we get started?

**1. Fill out Application Documents**

- **Fill out the Application**
- **Sign the Agreement for Adoption Services**
- **Read, sign and return the “Policy & Procedure”**

\*Please Note: Keep the Complaint form for your records; you may want to make a copy of the Policy & Procedure to also keep for your records.

**2. Mail the Application, Agreement, and Policy along with:**

- a. **A current family photo** (Just for us, so we know who you are when we talk to you) **and**
- b. **Your Application fee, non-refundable**, (see Agreement for explanation of fees) **to**

**Nightlight Christian Adoptions  
4430 East Miraloma Avenue, Suite B  
Anaheim Hills, CA. 92807**

**3. Begin the Homestudy.**

Once we receive your Application paperwork, we will send you the homestudy packet, which contains the necessary paperwork for completing the homestudy.

Please read the enclosed information and FAQs before submitting your application. If you have any questions please contact Victory Allan, Director of Social Work, by phone at (714) 693-5437 or by e-mail at [Victory@nightlight.org](mailto:Victory@nightlight.org).

**NIGHTLIGHT® CHRISTIAN ADOPTIONS**  
*Domestic, International & Snowflakes® Embryo Adoption Program*  
**4430 East Miraloma Avenue, Suite B**  
**Anaheim Hills, California 92807**

Phone: (714) 693-5437

Fax: (714) 693-5438

**ADOPTIVE PARENT APPLICATION**

Last Name of Adoptive Parent(s): \_\_\_\_\_

Commonly used First Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

**Contact Numbers** (Please indicate with \*, which # is best to reach you from 8-5 PST, & indicate where detailed messages can be left.):

Home: (\_\_\_\_) \_\_\_\_\_ Fax : (\_\_\_\_) \_\_\_\_\_

Male Applicant's Work: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Female Applicant's Work: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

E-Mail: Main: \_\_\_\_\_ Alternate: \_\_\_\_\_

**Emergency Contacts:** (Please note: We will contact persons at any time during or after adoption if we need to reach you.)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Address: \_\_\_\_\_

Date of marriage: \_\_\_\_\_ City and State of marriage: \_\_\_\_\_

*\*It is an Agency requirement that you must be married a minimum of three years before applying for adoption.*

Do you (or your spouse) have any children?  Yes  No If yes, how many? # \_\_\_\_\_

Name	M/F	D.O.B.	Natural/Adopted	Resides (w/ us, other parent, etc.)
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Do any other adults live in your home?  Yes  No (i.e. parents, housekeepers, guests)

Name	M/F	DOB	Relationship to you
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How did you hear about our adoption programs? \_\_\_\_\_

OFFICE USE ONLY	
<input type="checkbox"/> Supervised	<input type="checkbox"/> Exempt
Agmnt Sent _____	
Agmnt Rec'd _____	

## ADOPTIVE FATHER'S INFORMATION

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Place of Birth: (city, state, country) \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Are you a United States Citizen? YES / NO If no, where is your citizenship? \_\_\_\_\_

Ancestry: (i.e. German, Irish, English, etc.) \_\_\_\_\_

Education: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Salary Last Calendar Year (per IRS Form 1040): \_\_\_\_\_ Current Annual Salary: \_\_\_\_\_

Hobbies/Interests: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_ Active? YES / NO

Comments or Statement of Faith: \_\_\_\_\_

## PHYSICAL DESCRIPTION:

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

List all significant health history and current health status, including medications taken (attach sheet if necessary): \_\_\_\_\_

## FAMILY INFORMATION:

Parent's Names: \_\_\_\_\_ Marriage Intact? YES / NO

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Do you have any prior marriages? YES / NO If yes, how many? # \_\_\_\_\_  
(For each prior marriage, please list the name of spouse, the date of marriage and the date of divorce [month/year])

Have you ever failed to meet your child or spousal support obligation? YES / NO / NA

Has any child ever been removed from your care due to abuse or neglect? YES / NO

Have you ever been deprived of parental rights or had your rights restricted? YES / NO

Have you ever been arrested? YES / NO (**Include all arrests**, even where charges were dismissed, never filed, or the record was later expunged. Even if an attorney or judge told you that you do not have to list an incident, you must disclose the incident to our office. Please explain in detail on a separate sheet of paper and attach it to this application.)

Have you ever filed bankruptcy? YES / NO (If yes, please explain on a separate sheet of paper and attach.)

**ADOPTIVE MOTHER'S INFORMATION**

Full Legal Name: \_\_\_\_\_ Maiden: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Place of Birth: (city, state, country) \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Are you a United States Citizen? YES / NO If no, where is your citizenship? \_\_\_\_\_

Ancestry: (i.e. German, Irish, English, etc.) \_\_\_\_\_

Education: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Salary Last Calendar Year (per IRS Form 1040): \_\_\_\_\_ Current Annual Salary: \_\_\_\_\_

Work Objective After Placement: \_\_\_\_\_

Hobbies/Interests: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_ Active? YES / NO

Comments or Statement of Faith: \_\_\_\_\_

**PHYSICAL DESCRIPTION:**

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

List all significant health history and current health status, including medications taken (attach sheet if necessary): \_\_\_\_\_

**FAMILY INFORMATION:**

Parent's Names: \_\_\_\_\_ Marriage Intact? YES / NO

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Do you have any prior marriages? YES / NO If yes, how many? # \_\_\_\_\_  
(For each prior marriage, please list the name of spouse, the date of marriage and the date of divorce [month/year])

Have you ever failed to meet your child or spousal support obligation? YES / NO / NA

Has any child ever been removed from your care due to abuse or neglect? YES / NO

Have you ever been deprived of parental rights or had your rights restricted? YES / NO

Have you ever been arrested? YES / NO (**Include all arrests**, even where charges were dismissed, never filed, or the record was later expunged. Even if an attorney or judge told you that you do not have to list an incident, you must disclose the incident to our office. Please explain in detail on a separate sheet of paper and attach it to this application.)

Have you ever filed bankruptcy? YES / NO (If yes, please explain on a separate sheet of paper and attach.)

# ALL APPLICANTS

**Please refer to the "Getting Started Checklist" in your Information Packet.**

**Include with this Application all items indicated on the checklist, including a recent Photograph of your family, the Adoption Services Agreement and your initial fees.**

Have you completed a prior Application for Adoption? Yes No

If yes, please list the Name of Agency: \_\_\_\_\_

Date: \_\_\_\_\_ Outcome: \_\_\_\_\_

Do you own or rent your home? \_\_\_\_\_

Market Value:\$ \_\_\_\_\_

Monthly Payment: \$ \_\_\_\_\_

Amount Owed: \$ \_\_\_\_\_

Date you first lived in your home \_\_\_\_\_

## IF YOU LIVE IN SOUTHERN CALIFORNIA:

Nightlight requires families living within Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura counties to complete your homestudy through our office. If you already have a homestudy completed, please contact our office for consideration.

Have you lived in California for the last five years? If not, please list the dates and location of each state/country where you have resided.

Male Applicant: Yes No

Female Applicant: Yes No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## IF YOU LIVE OUTSIDE OF SOUTHERN CALIFORNIA:

Do you have a completed Homestudy? Yes No

If yes, date of completion: \_\_\_\_\_ If no, projected date of completion: \_\_\_\_\_

\*\*\*Name of Agency: \_\_\_\_\_

Social Worker's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Web site Address: \_\_\_\_\_

**\*\*\*INTERNATIONAL CLIENTS:** As a Hague Accredited agency, we are required to have a cooperative agreement with any agency performing a homestudy for our families. Please contact us in advance to verify that we have a cooperative agreement in place with your homestudy agency.  
If you do not have a homestudy agency, we would be happy to provide you with a list of agencies in your area. \*\*\*

# DOMESTIC ADOPTION/ HOMESTUDY APPLICANTS

Please indicate which racial/ethnic characteristics you would be open to in a child (indicate ½ where a bi-racial mix is acceptable):

\_\_\_\_\_ Any Race    \_\_\_\_\_ Asian    \_\_\_\_\_ Black    \_\_\_\_\_ Caucasian

\_\_\_\_\_ Hispanic    \_\_\_\_\_ Middle Eastern    \_\_\_\_\_ Native American

Would you be open to twins?  Yes     No

Would you be open to a child older than a newborn?  Yes     No    If yes, up to what age? \_\_\_\_\_

Attorney:        (If any) \_\_\_\_\_        Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

## **APPLICANTS WHO ARE ALREADY MATCHED WITH A BIRTHMOTHER:**

How did you become matched with your birthmother? (attorney, out of state agency, etc.)

\_\_\_\_\_

When is your birthmother due? \_\_\_\_\_

Are you doing an AGENCY ADOPTION or an INDEPENDENT ADOPTION? \_\_\_\_\_

We understand that concurrent participation in more than one adoption program or pursuing infertility treatments while in the adoption process is not allowed without written acknowledgement. If you learn that we are in two concurrent programs, then we authorize you to notify the other program of our actions.

**We grant our permission for you to discuss all relevant information regarding our case with necessary parties, including but not limited to, our attorney, our homestudy or placing agency, the Department of Social Services, and any Interstate Compact Offices.**

We understand that all application and initial phase fees are non-refundable.

We hereby declare that all information provided in this application is true and correct to the best of our knowledge and belief.

\_\_\_\_\_  
Male Applicant

\_\_\_\_\_  
Female Applicant

# INTERNATIONAL ADOPTION/ HOMESTUDY APPLICANTS

Country of Interest: \_\_\_\_\_ Number of Children desired: \_\_\_\_\_

Sex preferred: Male / Female / Either    Age Range: \_\_\_\_\_    Sibling Groups? Yes    No

Would you be willing to adopt a child with moderate to severe physical handicaps?    Yes    No

If yes, please describe acceptable impairments: \_\_\_\_\_

Please describe any situation where a child's medical, physical or emotional background would not be acceptable for your family: \_\_\_\_\_

Any other comments regarding child(ren) desired? \_\_\_\_\_

Approximately 78% of children born to HIV infected mothers do not have the HIV virus.

Would you consider such a child if the child tested negative to HIV?    Yes    No

(Internet research may be helpful if you have questions).

Have you filed an I-600A or I-800A with the CIS?    Yes    No

If yes, Date filed: \_\_\_\_\_ in City, State: \_\_\_\_\_

Please establish (if necessary) and provide a FedEx account number which will be used by our office for shipping your documents: \_\_\_\_\_

**HOMESTUDY ONLY CLIENTS:** If Nightlight is only performing your homestudy, please provide the information for your placing agency below:

Name of Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

We understand that concurrent participation in more than one adoption program or pursuing infertility treatments while in the adoption process is not allowed without written acknowledgement. If you learn that we are in two concurrent programs, then we authorize you to notify the other program of our actions.

**We grant our permission for you to discuss all relevant information regarding our case with necessary parties, including but not limited to, our homestudy or placing agency, Citizenship and Immigration offices, and foreign authorities or staff members.**

We understand that all application and initial phase fees are non-refundable.

We hereby declare that all information provided in this application is true and correct to the best of our knowledge and belief.

\_\_\_\_\_  
Male Applicant

\_\_\_\_\_  
Female Applicant



# Nightlight<sup>®</sup> Christian Adoptions

Domestic Adoption · International Adoption · Embryo Adoption · Adoption Homestudies

*Licensed by the States of California, Colorado and South Carolina · Hague Accredited by the Council on Accreditation*

## AGREEMENT FOR ADOPTION SERVICES

This Agreement is entered into between Nightlight<sup>®</sup> Christian Adoptions (Nightlight) and \_\_\_\_\_ (Adopting Parents) in regard to services to be provided by Nightlight to Adopting Parents. Nightlight is a licensed adoption agency that provides services in a variety of areas of the adoption process, including family assessments (homestudies), birthparent counseling, birthparent selection of adopting parents, birthparent relinquishments, adoptive placements, post-placement supervision, court reports and international adoptions (separate agreement provides terms of international adoption services).

Good communication is essential in a successful adoption. Nightlight encourages adopting parents and birthparents to ask questions to assure that they fully understand the adoption process, the services which Nightlight will provide and the fees and costs involved. Determining who will assist you in the adoption process is an important decision and adopting parents and birthparents are urged to fully investigate any adoption professional they use.

### Description of Adoption Service Packages

#### Agency Adoption Plan

**The Agency Adoption Plan, sometimes referred to as a full service agency adoption, consists of all necessary elements of a domestic adoption, except legal services.** Nightlight prepares the homestudy; conducts birthmother outreach, screening and counseling (up to four sessions included in program fee); assists the birthmother in selecting adopting parents; works with the birthfather (if cooperative); matches you with a birthmother; prepares the adoption plan; obtains the birthmother and/or birthfather relinquishments; places the child in your home; provides post-placement support and supervision; and prepares the final court report to finalize the adoption. It also includes the payment of reasonable and necessary expenses incurred by the birthmother in connection with her pregnancy, such as minor medical expenses, living expenses, maternity clothing and the like.

#### Modified Agency Adoption

A Modified Agency Adoption applies to adoption situations where clients engage the services of Nightlight after having been matched with a birthmother OR who sign up with Nightlight under the Adoption Agency Plan and are then matched with a birthmother through another resource.

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4430 E. Miraloma Avenue, Suite B  
Anaheim Hills, CA 92807  
**Telephone: (714) 693-KIDS (5437)**  
Fax: (714) 693-5438  
[www.Nightlight.org](http://www.Nightlight.org)  
License #306004142

150 E. 29<sup>th</sup> Street, Suite 255  
Loveland, CO 80538  
**Telephone: (970) 663-5501**  
Fax: (970) 663-9051  
[www.EmbryoAdoption.org](http://www.EmbryoAdoption.org)  
License #1590226

1527 Wade Hampton Boulevard  
Greenville, SC 29609  
**Telephone: (864) 268-0570**  
Fax: (864) 370-0036  
[www.Nightlight.org](http://www.Nightlight.org)  
License #SR-0004500001-CPA

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<sup>®</sup> Nightlight is a registered trademark of Nightlight Christian Adoptions.

The services provided by Nightlight include those described under Agency Adoption Plan, recognizing that Nightlight has not screened and participated in the birthmother selection process. Nightlight strongly encourages prospective adopting parents to work with licensed adoption professionals. Although prospective adopting parents are encouraged to pursue a wide variety of networking opportunities, Nightlight reserves the right to not work with families who have been selected as adopting parents through the use of unlicensed, paid intermediaries or facilitators.

### **Interstate Adoption**

Nightlight provides services for clients who are adopting from a state other than their state of residence. The services provided will vary depending on whether the adopting parents or birthparents reside in California. In all cases, Nightlight cooperates with a licensed agency in the other involved state. Nightlight will define the scope of services involved in a particular adoption prior to commencing an interstate adoption. An interstate adoption does not include assisting the adopting parents with birthmother outreach, screening, or matching unless otherwise agreed upon.

### **Other Adoption Services**

In recognition of the fact that no two adoptions are ever exactly the same, Nightlight provides certain services which may be required for families adopting in ways other than through our standard programs. For example, Family Assessment / Homestudies performed by Nightlight can be used by families adopting internationally from countries other than those served by Nightlight's in-house international programs or by families adopting independently in California. Families from outside Nightlight's licensed area may request our services to do birthmother relinquishments for an adoption in cooperation with their local agency. We encourage adopting families to discuss their specific needs with the Nightlight staff.

## **TERM OF AGREEMENT**

The basic term of this agreement shall be for a period of two years from the date hereof, or the date of the completion of the homestudy in the case of Agency Adoption Plan clients. To extend the term in the event a home study is expiring (after two years), the Adopting Parents must obtain an update to their homestudy in accordance with the then current fee schedule. Post-adoption supervision terms may vary according to individual inter-country requirements.

### **Fees and Costs**

The fees and costs vary depending on the services provided. **Please initial the line in front of the services (or service package) below that you are requesting Nightlight to provide.** If circumstances change and you need to switch to a different service package, we will make every attempt to apply the fees for services already provided to the new service package fee schedule.

#### **Adoption Service Packages**

	<b><u>Fee</u></b>
<input type="checkbox"/> Agency Adoption Plan	\$18,000 <i>and</i> \$5,000 donation to Birthmother Fund
<input type="checkbox"/> Modified Agency Adoption	\$6,000
<input type="checkbox"/> Interstate Adoption (To or From California)	\$6,000 (Not matched by Nightlight)
<input type="checkbox"/> Interstate Adoption (From California)	\$13,500 (Matched by Nightlight)

<u>Individual Adoption Services</u>	<u>Fee</u>
_____ Family Assessment / Homestudy	2,500
_____ Homestudy Update	1,500
_____ Birthmother Relinquishment	2,500
_____ Domestic Post-Placement (including Report)	1,500
_____ International Re-Adopt (including Report) (Full Agency Clients receive a \$500 credit for Re-Adopt)	1,000
_____ International Post-Adoption Report (each)	400
_____ International Post-Adoption Report (4-6 pre-paid)	1,300
_____ Birthmother Counseling (> 4 sessions) per session	100
_____ Termination of Birthfather's Rights	750-1,000

*Please note: Agency fees are subject to change with 90 days notice. Fees must be paid by check; credit card payments for fees will not be accepted.*

### SCHEDULE OF PAYMENTS

	<u>Agency</u>	<u>Modified</u>	<u>Homestudy</u>
Application Fee	\$ 1,000	1,000	1,000
Upon commencement of homestudy visits	\$ 1,500	1,500	1,500
Upon approval and ready to be matched with birthmother	\$ 1,000+ \$ 1,000 donation*	1,000	n/a
Upon match	\$ 4,000 \$ 4,000 final donation	n/a	n/a
Upon relinquishment and placement	\$ 10,000**	2,000	n/a
Prior to finalization	500**	500**	n/a

\*The \$5,000 donation to the Birthmother Fund will be used for any birthmother the agency works with regardless of whether she chooses adoption or not and regardless of which clients she may choose as adopting parents. A receipt for the tax deductible donation will be provided.

\*\*Within 30 days of being matched or prior to birth, whichever comes first, the balance of fees must be deposited in trust to be withdrawn in accordance with fee schedule. Please **initial in the box** below to indicate your understanding of this.

If you are a returning client, and have previously worked with us on an Agency or Modified Agency Adoption, you will be credited \$500 from the placement phase of the program fees. A Nightlight homestudy is current for a period of two years from its completion. A Homestudy Update occurs when there have been significant changes, such as the addition of a child to your family, or your Homestudy is about to expire. A \$1,000 credit will be given to families under the Agency or Modified Agency programs whose homestudy may be updated.

The payment schedule for Interstate Adoptions and other adoption services will be provided upon commencement of the adoption engagement.

Families utilizing Nightlight for their international homestudy and post-placement services are advised that post-placement fees will be billed upon completion of the homestudy. Fees for expediting normal services will be quoted upon request.

**Legal Services and Fees**

Fees for legal services are not included in any of the fees quoted by Nightlight and are the responsibility of the adopting parents. This includes legal fees incurred by Nightlight in connection with any contested adoption, whether it is necessary for the services of an attorney to be retained to represent Nightlight or the adopting parents. Such legal fees and costs will be billed by the attorney directly to the adopting parents.

In an uncontested adoption, in order to terminate the rights of an alleged natural father, Nightlight may offer to retain an attorney’s services directly, in which case the line item “Termination of Birthfather’s Rights” listed under Individual Adoption Services, will apply. Please **initial in the box** below to indicate your understanding of this additional expense.

Initial  
here

**Other Terms and Conditions**

All program fees are billed in phases which closely approximate the progress and work performed on your adoption. Fees deposited in trust are withdrawn as billed in accordance with schedule. Unless specified in advance, we do not bill for our services by the hour, nor do we keep track of the time spent on each client account. The fees paid by you are **non-refundable** when due and paid under the fee schedule. Specifically, no fees are contingent upon the successful completion of an adoption. Please **initial in the box** below to indicate your understanding of this additional expense.

Initial  
here

Nightlight provides clients with monthly statements only if there has been activity on the case or if a balance is outstanding. All fees and costs are due and payable in accordance with the fee schedule or when billed. Fees and expenses not paid during the normal monthly billing cycle are subject to an interest charge of 10% per annum.

**Providing false information or failing to disclose required information is grounds for terminating your Application without refund of any fees paid.**

Nightlight makes no representations as to the outcome of an adoption. No guarantee can be given, although a candid exchange of questions and views between the parties is always encouraged.

This agreement was entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ and shall be governed in accordance with the laws of the state of California.

\_\_\_\_\_  
Adopting Parent

\_\_\_\_\_  
Adopting Parent

Nightlight Christian Adoptions, by \_\_\_\_\_

<b>POLICY &amp; PROCEDURE: PROCEDURES FOR RESPONDING TO COMPLAINTS AND IMPROVING SERVICE DELIVERY</b>
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<b>REGULATION #96.41</b>
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<b>APPROVED:</b>
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**COMPLAINTS POLICY:**

Nightlight Christian Adoptions (NCA) provides services that are meant to be in the best interests of the children served through this agency. NCA aims to provide open, accountable and efficient service to our clients. While every effort is made, sometimes mistakes are made. We aspire to learn from any mistakes and the complaint procedure is seen as very important in this continuous program of improvement. All clients will be provided with a copy of our Complaint policy and procedure and the accompanying complaint form, as a part of their Information Notebook that is provided to each client with their service contract.

**PROCEDURE:**

Any complaints that are filed with NCA will be reviewed, investigated and responded to within 30 days according to the following procedures. Expedited review will occur with time sensitive concerns or those related to allegations of fraud.

While NCA recognizes that some clients have more needs than others, it is the agency's goal to satisfy all clients possible. When a client files a complaint, it is assumed that it is because the client's problem was not adequately resolved at a lower organizational level. Complaints filed in good faith by a client will never result in any adverse consequences to the client. However, it is possible that the inability of the agency to resolve problems with a particular client may mean that the client would be better served with a different agency. NCA will always attempt to resolve client complaints and successfully complete the services for which the client engaged the agency.

The National Complaint Registry through the US Department of State can be contacted regarding any problems through the following toll free number: 888-407-4747  
or through this website: [http://www.travel.state.gov/family/adoption/convention/convention\\_462.html](http://www.travel.state.gov/family/adoption/convention/convention_462.html).

If you find that you are not able to submit your complain on the HCR form or if you have any questions related to filing out the HCR form, please feel free to contact the Department of State at [AdoptionUSCA@state.gov](mailto:AdoptionUSCA@state.gov). It is expected that any complaints are first filed and the agency's procedures are followed before proceeding with filing a complaint with the DOS.

The following steps will be taken for complaints:

1. Any birth parent, adoptive parent, prospective adoptive parent or adoptee may file a complaint with NCA regarding any services provided by NCA, it's staff, Board of Directors or its supervised providers related to an issue of compliance with the Hague Convention, IAA or regulations implementing the IAA, or any service provided by the agency.
2. Anyone filing a complaint is requested to complete a written 'complaint form.' (See attached form). This form requests the information needed to investigate the stated problem.
3. The Executive Director or his designee will review all complaints. The complaint will be fully investigated and a written response given to the client within 30 days of NCA receiving the complaint or grievance.
4. The complaints and their outcome will be filed and available for review in the Nightlight office in Fullerton, California.
5. On request by the Accrediting Entity – COA or a State Department designee -- NCA will provide a summary of all complaints received by any birth, adoptive or prospective parent or adoptee about any of the services or activities of NCA that raise an issue with compliance with the Hague Convention, IAA or regulations related to either.

6. If the individual who has filed the complaint is not satisfied with the response by the executive director, they may then appeal in writing to the NCA Board of Directors for review of the complaint.
7. The Board of Directors will review the complaint at the next regularly scheduled Board Meeting following the submission of all required documentation from the individual. The Board of Directors will make a decision within thirty (30) days following the submission of all necessary documentation. A majority vote by the Board of Directors will determine the decision.
8. A written copy of the final decision will be placed in the client file. The final written determination will be released to the client, but not the reasoning behind it.

All decisions are based on what is in the best interests of the child.

\_\_\_\_\_ have reviewed the Complaint Policy and Procedure for Nightlight Christian Adoptions. I/We agree to abide by the procedure listed above and ultimately the decision of NCA Board of Directors if they should be called upon to determine the outcome of a complaint.

\_\_\_\_\_  
Adoptive Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adoptive Parent

\_\_\_\_\_  
Date

**NIGHTLIGHT CHRISTIAN ADOPTIONS COMPLAINT FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Nature of Complaint: (Please be specific, including names of involved staff members, time of incident, place of incident and issues related to the incident. Specifics help us to better investigate your concerns. Please include any supporting documents and attach additional sheets if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggestions on how you wish this issue to be resolved or handled in the future:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Investigated by: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_