

YOUR NEXT STEPS

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Now that you have received your placement package, here are the next steps in moving forward with the referred child(ren).

STEP 1: REVIEW ALL ENCLOSED DOCUMENTS

- Placement Agreement (one per child)
- Exhibit A – Post-Adoption Requirements
- Exhibit B – Country Placement Agreement
- Foreign Travel Release (one per family)
- International Adoption Specializing Pediatrician Review
- International Adoption Physician List (review and keep for records)
- Social Worker Approval and Release
- Receipt of Referral Information (one per child)
- Adoptive Parent Transition Plan
- Letter of Intent (waiting child)/ Letter of Acceptance (official referral)
- Media Release
- Sending Country Specific Acceptance of Referral Documentation (if applicable)
- Invoice Payment
- Phase 2 Families are Forever Enrollment
- Decline of Referral (if applicable)

STEP 2: SCHEDULE APPOINTMENTS FOR REFERRAL REVIEW

- **International Adoption Specializing Pediatrician Review Call:** Contact an international adoption physician and request to fax or email his/her office the referred child(ren)'s medical information for review. Explain that you need to complete a consultation appointment/call within one to two business days.
- **Social Worker Approval and Release Form:** Call your social worker and ask if you can email a copy of the referred child(ren)'s medical/social information along with the release form. Explain you need to have this form back within one week. Please schedule a call with your social worker to review the child's referral information together.
- **Transition Plan Call:** Right away you will want to contact your AGCI Clinical Team member to schedule an appointment to review your transition plan. This call can be cancelled if you choose not to move forward.

STEP 3: COMPLETE A TRANSITION PLAN CALL WITH AGCI

The call will specifically focus on creating a transition plan for the referred child(ren), which is designed to help you think through the long-term commitment and transition of a specific adopted child into your home. The AGCI clinical team staff will meet with you at the scheduled time to discuss the referred child(ren)'s specific medical information and answer any questions that you may have.

STEP 4: DECIDE TO MOVE FORWARD WITH THE PLACEMENT OR DECLINE REFERRAL

After speaking with your international adoption physician and social worker, you will need to decide whether to move forward with the adoption of the referred child(ren). If you decide to move forward, please proceed to Step 5. If you decide not to move forward, please sign the decline of referral form and send back to AGCI with initialed copies of all referral information and photos.

STEP 5: COMPLETE AND SIGN SPECIFIC DOCUMENTS

Your family will need to complete and turn in the following documents:

- **Placement Agreement:** This document outlines the services AGCI provides during the adoption process of your referred child(ren).
- **Exhibit A:** This document outlines post-adoption requirements for your family.
- **Exhibit B:** This document outlines specific referral and travel process information.
- **Foreign Travel Release:** This document outlines the requirements of travel. One release is required per adult traveling to foreign country.
- **International Adoption Specializing Pediatrician Review.:** Please attach a written summary from the doctor providing a review of his/her opinion on the development and medical needs of the child(ren).
- **Social Worker Approval and Release:** This form states that you have discussed the referral information with your social worker and that the referred child(ren) is/are within the scope of your approved parameters. Additionally, this form will indicate whether you will need to update your home study to incorporate the parameters of the child(ren).
- **Receipt of Referral Information:** This document confirms your receipt of all medical and social information that AGCI provided about the referred child(ren). Please attached initialed copies of all the child(ren)'s photos and information to this form (both English and the original language documents).

- **Adoptive Parent Transition Plan:** This document is your family's detailed plan on transitioning the child(ren) into your home. AGCI clinical staff will provide you with the appropriate transition plan(s), and will complete a call with you to review your completed document. Once approved, please send the original(s) to AGCI and keep a copy for your files.
- **Letter of Intent/ Letter of Acceptance:** If you are accepting a referral for a waiting child, the letter of intent will share your intent and desire to be considered as the adoptive family for that child. If this is an official referral, the letter of acceptance shares your appreciation and acceptance of the referral given.
- **Media Release:** Completion of this form gives AGCI permission to publish photos/information in future AGCI publications and media.
- **Country Specific Acceptance of Referral Documentation:** Some countries have additional documentation needed to be completed. Please complete these as outlined for your country program.
- **Invoice Payment:** Pay the invoice payment for the acceptance of referral.
- **Phase 2 Families Are Forever Enrollment:** Use your current Families Are Forever account and select 'I already have an account' under the red sign-up button

STEP 6: EMAIL ALL DOCUMENTATION WITH APPLICABLE SERVICE FEES

Once you have completed and signed all the above documents, you will email them to AGCI, along with the applicable fees. (Please reference fee schedule)