

# ANTIOCH ADOPTIONS COMMUNICATION FLOW CHART

ADOPTION PROCESS	FAMILY → ANTIOCH ADOPTIONS COMMUNICATION INITIATED BY FAMILY	ANTIOCH ADOPTIONS → FAMILY COMMUNICATION INITIATED BY ANTIOCH ADOPTIONS STAFF
1. GENERAL INFORMATION PACKET	Phone call/e-mail to request information about the ministry.	Information provided via website, <a href="http://www.antiochadoptions.org">www.antiochadoptions.org</a>
2. INTRO CLASS SIGN-UP	Phone call/e-mail to <u>Family Development Coordinator</u> to sign up.	
3. APPLICATION RETURNED TO ANTIOCH ADOPTIONS	Complete application packet returned to Antioch Adoptions in its entirety to <u>Family Development Coordinator</u> .	Incomplete application packets will receive a letter from <u>Family Development Coordinator</u> . <b>Process halted until application packet received all at once in its entirety.</b> <u>Family Development Coordinator</u> will inform the family that we have received their application. <u>Moses Project Director</u> will inform the family if their application has been declined.**
4. PRE-SCREENING		<u>Pre-screener</u> will call family to schedule meeting times.
5. PRE-SCREENING ACCEPTANCE		<u>Family Development Coordinator</u> will inform family of acceptance into program by letter.* This letter will include a schedule of all Antioch Adoptions classes. <u>Moses Project Director</u> will inform family if they have been declined to continue on.**
6. ANTIOCH ADOPTIONS CLASSES	Submit registration form to <u>Family Development Coordinator</u> by mail or fax to reserve space in classes. Remember, space is limited. <b>Must attend the Family PRIDE Training before enrolling in any other classes.</b>	
7. ADOPTION HOME STUDY (AHS) REQUIRED FORMS / HOMEWORK PACKET RETURNED	Completed homework packets returned, on disk and printed hardcopy, to Antioch Adoptions in their entirety to <u>Family Development Coordinator</u> , as well as medical reports and reference letters.	Incomplete or missing homework assignments will receive a letter from <u>Family Development Coordinator</u> 2 months after end of training. <b>Process halted until AHS forms and homework packets received all at once in their entirety.</b>

\***Accepted** – this term means that the family has been approved to go to the next step in the Antioch Adoptions process. It does not assure that the family will be able to ultimately receive an approved home and child placement. Each heavy line is a decision point.

\*\***Declined** – this term means that the family has not been approved to go to the next step, and must withdraw from the process.

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<p><b>8. ADOPTIVE HOME STUDY SPECIALIST ASSIGNED</b></p>	<p>Families cannot proceed to this process until all classes are completed by both couples and all homework is completed and returned.</p>	<p><u>Adoptive Home Study Specialist</u> will contact family to set up home visits.</p>
<p><b>9. ADOPTIVE HOME STUDY COMPLETED</b></p>	<p>Families will review and sign pre-placement report.</p>	<p><u>Adoptive Home Study Specialist</u> will inform family by phone when approved pre-placement report has been completed and notarized. If home study cannot be approved, families to be informed of withdrawal by phone call from <u>Adoptive Home Study Specialist</u> and by letter from <u>Moses Project Director</u>.</p>
<p><b>9A.FOSTER CARE LICENSING (IF APPLICABLE)</b></p>	<p>Contact Olive Crest, Youth for Christ, or DLR to begin your foster care licensing process. Licensing agency will proceed with the foster care licensing process, using Antioch Adoptions staff as consultants for child placement. You will be instructed by <u>Adoptive Home Study Specialist</u> to do so, and which agency to contact.</p>	<p><u>Moses Project Director</u> contacts Olive Crest, Youth for Christ, or DLR via fax with our approved referral of your family to their program before they will begin.</p>
<p><b>10. CHILD IDENTIFICATION</b></p>	<p>PRAY. Share with <u>Adoptive Home Study Specialist</u> your prayer requests. Pray together with <u>Adoptive Home Study Specialist</u> or <u>CP Specialist</u>. Submit yourself to the sovereignty of God. Work with Placement Coordinator.</p>	<p><u>Child Placement Specialist</u> to identify a child match. <u>Moses Project Director</u> to be informed of all potential matches.</p>
<p><b>11. TRANSITION AND PLACEMENT</b></p>	<p>Contact <u>Adoptive Home Study Specialist</u> or <u>Child Placement Specialist</u> frequently as transition is made. Antioch Adoptions goal is to serve as “home base” for all questions, concerns and information.</p>	<p><u>Child Placement Specialist</u> to work with and keep in contact with family through transition and placement</p>
<p><b>12. POST-PLACEMENT</b></p>	<p>Contact <u>Adoptive Home Study Specialist</u> or <u>Child Placement Specialist</u> frequently post placement.</p>	<p><u>Adoptive Home Study Specialist</u> will work with and keep in contact with family through post-placement. <u>Adoptive Home Study Specialist</u> to write post-placement report.</p>

Please note: Your application contains time sensitive materials requiring that classes are taken and your home study has been completed within one year of your application date. If you are unable to meet this, we require that you submit a letter of explanation to address why. If you fail to comply with this time frame you will be asked to resubmit your application. Additionally, we assume an understanding of mutual communication between Antioch Adoptions staff and adoptive parents; we will work at maintaining communication as necessary and ask that you share this responsibility with us and do the same. This includes keeping us informed of issues that may have an effect on your adoption and your working relationship with Antioch Adoptions.