



**Family Service Plan Incoming: Colombia**

**Family Name:** \_\_\_\_\_

Adoption by Shepherd Care (“ASC”) will be the acting as your family’s primary provider. When acting as the primary provider ASC will provide or otherwise ensure the services below are provided to the family.

Please maintain this Service Plan for your record and reference. Please also note that the information contained herein may change over time. ASC will revise Service Plan and provide such revised Service Plan to you, as needed.

ADOPTION SERVICES PLAN			
Adoption Service	Provider providing or facilitating adoption service	Actions to be taken to complete the adoption service	When the actions to complete the adoption service will be taken
<p><b>Adoption Service 1:</b> Identifying a child for adoption and arranging an adoption</p>	<p>ASC and the foreign supervised provider (“FSP”) arrange the adoption. The FSP is <u>Oscar Abril of The Law Office of Oscar Abril</u>. In Colombia, the Central Authority (CA), Instituto de Bienestar Familiar (ICBF), identifies the child for adoption.</p>	<p>ASC <i>arranges</i> the adoption by ensuring the family completes all necessary requirements for an adoption. These requirements include: the home study, adoption preparation education, dossier preparation, immigration filings, acting as the liaison between the FSP and the family, arranging legal adoption and visa, and completing necessary reporting on the case to the accrediting entity and the U.S. Department of State.</p> <p>The FSP <i>arranges</i> the adoption by acting as a liaison to Colombia, receiving from ASC the dossier, submitting the dossier to the Central Authority in Colombia, ICBF, scheduling appointments, attending appointments, and accompanying the family while traveling in the country.</p> <p>The CA communicates with the orphanage/children’s home or foster home and collects information regarding children in need of families to <i>identify</i> children for adoption and matching the child with a registered family. The CA maintains information regarding the children for the purpose of creating a child referral. The CA <i>arranges</i> the adoption by communicating with ASC and the FSP to facilitate the completion of the adoption.</p>	<p>ASC’s role in <i>arranging</i> an adoption occurs throughout the duration of the adoption procedure until adoption finalization. The home study process is typically completed with 3-6 months, the dossier within the next 3-6 months, the referral of a child within the next 3 months – 3 years, the adoption within the next 3 months – 3 years.</p> <p>The FSP involvement in <i>arranging</i> a family’s adoption procedure begins after the dossier is submitted to the country by the FSP and ends with the family immigrating to the United States with the child.</p> <p>The CA may identify a child for adoption at any point. The CA assigns the child for adoption by a specific family after the family’s dossier has been submitted and approved by the CA. The typical length of time from dossier acceptance to referral of a child in the country is 3 months to 3 years.</p>

<p><u>Adoption Service 2:</u> Securing the necessary consent to termination of parental rights and to adoption</p>	<p>An ICBF Attorney secures the necessary consents to termination of parental rights and adoption.</p>	<p>To secure the necessary consents to termination of parental rights, the CA's Attorney meets with the child's birth parents and follows Colombian law to obtain consents. CA Attorney then presents the consents to a Regional Court before a Judge in the area in which the child resides. If consents are not given, the Central Authority's Attorney presents documentation regarding the case to the local court in the child's region of residence. The Regional Court Judge determines whether to terminate parental rights.</p>	<p>The consents are secured, and parental rights are terminated by the Court before the country refers the child to the family.</p>
<p><u>Adoption Service 3:</u> Performing a background study on a child or a home study on prospective adoptive parent(s), and reporting on such a study</p>	<p><u>Home Study:</u> If the family resides in Florida, the home study may be completed by ASC. For non-Florida families or those not completing the home study with ASC, the agency completing the home study for the family will be disclosed below. This home study provider is an EXEMPTED provider of ASC.</p> <p><u>Child Study:</u> The child study will be performed by ICBF, Colombia's Central Authority.</p>	<p><u>Home Study:</u> The actions taken by the home study preparer are based on the requirements of the State in which the home study is being conducted. The actions taken may include but are not limited to providing instruction to the family on gathering documents, collecting and reviewing required documents, conducting interviews, conducting home visits, and drafting the home study assessment.</p> <p><u>Child Study:</u> The actions taken by the CA to perform and report on the child study include but are not limited to collecting information regarding the child directly from the child's caregiver, medical evaluations and testing, and collection of birth family information from the birth family and others who have been a part of the child's life.</p>	<p><u>Home Study:</u> The home study will begin after the family becomes a client family of ASC (signing Adoption Services Contract and making first payment). The length of time to complete the home study will depend on the family, the home study preparer, and the state requirements. Typically, a home study takes 3-6 months to complete.</p> <p><u>Child Study:</u> A background study on the child, which includes medical and social information about the child and a photo of child is initially conducted prior to the child being referred.</p>
<p><u>Adoption Service 4:</u> Making non-judicial determinations of the best interests of a child and the appropriateness of an adoptive placement for the child</p>	<p>The non-judicial decisions regarding the best interests of the child and the appropriateness of an adoptive placement for the child are made by ASC and Colombia's Central Authority (CA).</p>	<p>The CA's designated committee makes the non-judicial determination regarding which registered family should receive a particular child's referral. The committee reviews the child's information and the family's dossier, which includes the family's home study assessment, to make the determination that the referral and placement would be in the child's best interest.</p> <p>ASC makes non-judicial determinations regarding the child's best interests and appropriateness of placement by reviewing the family's home study, child's study, additional medical testing if necessary, and other relevant documentation to best ensure that the child's best interests is met, and the proposed placement is appropriate.</p>	<p>The CA makes the initial determination regarding the child's best interests and appropriateness of placement prior to issuing a referral to the family.</p> <p>ASC's non-judicial determinations regarding the best interests of the child and appropriateness of adoptive placement are made throughout the duration of the adoption process from home study to referral to finalization of the adoption.</p>

<p><u>Adoption Service 5:</u> Monitoring a case after a child has been placed with prospective adoptive parents until final adoption</p>	<p>ASC, the FSP and ICBF, the CA, are responsible for monitoring a case after a child has been placed with their prospective adoptive family, until the adoption finalizes in Colombia. As this adoption is finalized in Colombia, this service is completed before the family arrives in the United States with their child.</p>	<p>ICBF, the Colombia CA, is responsible for placing the child with the prospective adoptive family. After 7-10 days, a representative from ICBF meets with the family to determine if the placement is still in the child’s best interest and if the adoption should proceed to finalization. If the CA does not recommend the finalization of the adoption or the family expresses they do not wish to proceed with the adoption, the CA will maintain its custody of the child.</p> <p>The FSP is responsible for communicating with the family during their in-country post-placement period and reporting to ASC any concerns with the placement. ASC may also maintain direct communication with the family while they are in-country during the post-placement phase. Once the FSP obtains approval from CA, the FSP will petition the local Colombian Court to finalize the adoption once approved by the CA.</p>	<p>The child is placed with the family by the CA after the US Embassy issues an Article 5 and the family travels to Colombia. FSP is in contact and available to the family, child, and CA upon the family’s arrival to Colombia and until the family’s return to the US with the child. ASC is also available to the family and the CA, as needed.</p>
<p><u>Adoption Service 6:</u> When necessary because of a disruption before final adoption, assuming custody of a child and providing or facilitating the provision of childcare or any other social service pending an alternative placement</p>	<p>In the event of a disruption prior to finalization, ICBF will maintain its custody of the child and provide or facilitate the provision of childcare and other social services. ICBF will be responsible for identifying an alternative placement for the child.</p>	<p>ICBF, the Colombia CA, is responsible for placing the child with the prospective adoptive family. After 7-10 days, a representative from ICBF meets with the family to determine if the placement is still in the child’s best interest and if the adoption should proceed to finalization. If the CA does not recommend the finalization of the adoption or the family expresses they do not wish to proceed with the adoption, the CA will assume custody of child.</p>	<p>ICBF would assume custody of the child in the case of a disruption, after the child has been placed with the family but before the adoption has been finalized.</p>

In addition to the above-mentioned services, ASC will provide post-adoption reporting in accordance with the requirements of Colombia. ASC will also provide post-adoption support, counseling, and resources as needed through adulthood.

Home Study Agency/Post-Adoption Agency *	
Name of Agency:	
Address of Agency:	
Contact Person Name and Email:	

\*Please wait for ASC to approve the proposed home study preparer prior to entering into an agreement with the provider.

\_\_\_\_\_  
Signature of Prospective Adoptive Mother

\_\_\_\_\_  
Print Name of Prospective Adoptive Mother

\_\_\_\_\_  
Date of Signing

\_\_\_\_\_  
Signature of Prospective Adoptive Father

\_\_\_\_\_  
Print Name of Prospective Adoptive Father

\_\_\_\_\_  
Date of Signing