



**Family Service Plan Incoming: JAMAICA**

**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 the 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 Central Authority in Jamaica arrange the adoption. In JAMAICA, the Central Authority, (“CA”), Child Protection and Family Services Agency (CPFSA), identifies a child for adoption.</p> <p>ASC does not use any Foreign Supervised Providers (FSP) in Jamaica.</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, offering support in communication between the CA and the family, arranging legal adoption if finalization occurs in the U.S., arranging child’s visa, and completing necessary reporting on the case to the accrediting entity and the U.S. Department of State.</p> <p>The CA communicates with the children’s home or the child’s caregiver and collects information regarding children in need of families to <i>identify</i> children for adoption. CA approves the match of the child with a registered family. The CA arranges the adoption by collecting information regarding the identified child for the purpose of opening a case, determining if the child is eligible for adoption, and determining if the child is recommended to be adopted by the family.</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 within 3-6 months, the dossier within the next 3-6 months, the referral of a child within the next 2 4 years, issuance of U.S. visa within the next 3-6 months.</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 Adoption Board of the CA. The typical length of time from dossier acceptance to court date for a pre-identified child is 3-9 months.</p>

<p><u>Adoption Service 2:</u> Securing the necessary consent to termination of parental rights and to adoption</p>	<p>An CPFSA caseworker secures the necessary consents to termination of parental rights and adoption.</p>	<p>To secure the necessary consents to termination of parental rights, the assigned CPFSA caseworker meets with the child’s birth parents (when applicable), explains consent paperwork, obtains their voluntary signatures, and submits the documentation to the Adoption Board of the CPFSA. If a birth parent is unlocatable, the CPFSA will conduct an investigation and search and publish the information in a local newspaper if applicable. If necessary, the CPFSA will refer the case to the local court and ask the local court to dispense with consent to termination of parental rights.</p>	<p>The consents are secured, or dispensed with by the local court, prior to approval of the adoption by the court.</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 and 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. Should the family be granted an Adoption License and require post-placement reporting, the home study provider will become a SUPERVISED provider.</p> <p><u>Child Study:</u> The child study may be performed by the CPFSA and/or gathered from information provided by the family in the case of a pre-identified child.</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 family (in the case of a pre-identified child) and 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 investigation on the child, which includes medical and social information about the child is completed at least two weeks prior to the family traveling to Jamaica for the court hearing granting an Adoption License or Order.</p>
<p><u>Adoption Service 4:</u> Making non-judicial determinations of the best interests of a child and the appropriateness of an</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 the CA of Jamaica.</p>	<p>The CA’s designated committee, The Adoption Board of the CPFSA, makes the non-judicial determination regarding the appropriateness of the adoptive placement. 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>The CA makes the initial determination regarding the child’s best interests and appropriateness of placement prior to requesting the court hearing to grant an Adoption License or Order to the family.</p>

<p>adoptive placement for the child</p>		<p>ASC makes non-judicial determinations regarding the child's best interests and appropriateness of placement by reviewing the family's home study, the child's information including social, medical, and educational history, and other relevant documentation to best ensure that the child's best interests are met and the proposed placement is appropriate.</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><u>If issued an Adoption Order:</u> Placement and adoption finalization occur simultaneously in Jamaica. There is no post-placement phase, and therefore no actions need to be taken in the completion of this service. This service only applies where the prospective adoptive parents are issued an Adoption License instead of an Adoption Order.</p> <p><u>If issued an Adoption License:</u> ASC and the CA are responsible for monitoring a case after a child has been placed with the prospective adoptive family, until the adoption finalizes.</p> <ul style="list-style-type: none"> <li>• In-Country Monitoring – The CA is responsible for this service when the child is placed with the family in Jamaica.</li> <li>• Monitoring in the United States – ASC is responsible for this service after the child arrives in the United States, and before the adoption is finalized.</li> </ul>	<p><u>If issued an Adoption License and finalizing in the U.S.:</u></p> <p>While in Jamaica, prior to child traveling to U.S.: The CA is responsible for monitoring the case until the child arrives in the U.S. The CA may monitor the placement by conducting visits from a CPFSA caseworker and/or through direct communication with the prospective adoptive family.</p> <p>While in the U.S., prior to finalization: ASC will monitor the case through communication with the family via phone and email. If ASC is completing the post-placement reports, ASC will meet with the family and child and complete the required reports to finalize the adoption. If a Domestic Supervised Provider is completing the post-placement reports, ASC will communicate with the Domestic Supervised Provider to ensure reports are completed in a timely manner, review reports, and follow up with the Domestic Supervised Provider and family regarding any identified issues.</p>	<p><u>If issued an Adoption License:</u> The child is placed with the family at the court hearing but continues to reside in Jamaica until receipt of I600 approval and issuance of a U.S. visa. ASC assists the family with gathering documents for I600, DS-260 application, and Embassy appointment. This process takes approximately 3-6 months. The child receives an IR-4 visa, travels to the U.S., and post-placement visits and reports commence. The timing from post-placement reporting to finalization is based on the requirements of Florida or the family's state of residence.</p>

	<p>For Adoption License cases: For non-Florida families and those not completing the home study with ASC, the agency completing the home study may also complete the post-placement supervision and reporting, as a Domestic Supervised Provider.</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><u>If issued an Adoption Order:</u> Placement and adoption finalization occur simultaneously in Jamaica. There is no post-placement phase, and therefore no actions need to be taken in the completion of this service. This service only applies where the prospective adoptive parents are issued an Adoption License instead of an Adoption Order.</p> <p><u>If issued an Adoption License:</u></p> <p>Prior to the child arriving in the U.S.: The CA is responsible for assuming custody of a child in Jamaica and providing or facilitating the provision of childcare or any other social service pending an alternative placement.</p> <p>After the child enters the U.S.: ASC, in communication with the CA, is responsible for assuming custody of a child and providing or facilitating the provision of childcare or any other social service pending an alternative placement.</p>	<p><u>If issued an Adoption License and finalizing in the U.S.:</u></p> <p>While in Jamaica, prior to child traveling to U.S.: The CA, in the case of a disruption, is responsible for assuming custody of a child in Jamaica and providing or facilitating the provision of childcare or any other social service pending an alternative placement.</p> <p>While in the U.S., prior to finalization: ASC will monitor the case through communication with the family via phone and email. If ASC is completing the post-placement reports, ASC will meet with the family and child and complete the required reports to finalize the adoption. If a Domestic Supervised Provider is completing the post-placement reports, ASC will communicate with the other agency to ensure reports are completed in a timely manner, review reports, and follow up with the other agency and family regarding any identified issues. If a disruption occurs, ASC will take appropriate legal steps to assume custody of the child, will locate an appropriate licensed foster home or other suitable temporary placement of the child, and provide for any other social services needed until an alternative adoptive placement can be identified and approved by the CA. ASC will communicate with the CA throughout this process.</p>	<p><u>If issued an Adoption License:</u> The child is placed with the family at the court hearing. The child travels to the U.S. after receipt of I600 approval and issuance of a U.S. visa, which can take 3-6 months from the point that all documentation needed for the I600 is received. The timing from the child's arrival to the U.S. to finalization is based on the requirements of Florida or the family's state of residence for post-placement reporting. For families finalizing in Florida, the process from U.S. arrival to finalization can take 4-6 months.</p>

Home Study Agency/Post-Adoption (Order) or Post-Placement (License) Agency	
Name of Agency:	Adoption by Shepherd Care
Address of Agency:	5400 S University Drive, Suite 102, Davie FL 33328
Contact Person Name and Email:	Nidia M Sica <a href="mailto:nidia@adoptabsc.org">nidia@adoptabsc.org</a>

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

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Signature of Prospective Adoptive Mother

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Print Name of Prospective Adoptive Mother

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

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

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

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