



Scope of Practice: Bulgaria Program

Adoption ARK, partnering with Happy Families, NGO, an adoption agency in Bulgaria accredited by the Bulgarian Central Authority:

- Provides initial adoption consultation
- Reviews program requirements with prospective adoptive family
- Provides dossier instructions and dossier forms to prospective adoptive family
- Assists with dossier preparation
- Reviews the home study (if the home study agency is not Hague accredited, provides supervision and approves the home study)
- Assists with USCIS process, providing step-by-step instructions
- Coordinates dossier shipment, translation, authentication of translation and submission
- Coordinates registration of the dossier with the Ministry of Justice
- Communicates with the Bulgarian accredited partner agency, Happy Families, who receives a referral from the Central Authority of Bulgaria
- Coordinates translation and provides the available information to prospective adoptive family
- Assists with travel logistics, helps with arranging lodging (if requested by prospective adoptive family), transportation and translation
- Provides assistance, while the prospective adoptive family is traveling, via a representative of the accredited partner agency or an attorney, and provides emergency contact in U.S.
- Helps prepare prospective adoptive family for the American Embassy appointment prior to travel
- Provides post adoption support, and supervises preparation & submission of post placement reports to the proper authorities
- **Adoption Ark does not refer or place children for adoption**



Home Study Agency

- Interviews the prospective adoptive family
- Obtains clearances, background information, medical reports, and references on the prospective adoptive family
- Writes home study report and grants adoption approval (at State level)
- Provides post placement / post adoption supervision

Department of Homeland Security/USCIS /US Embassy Overseas

- Reviews home study and conducts a more comprehensive background check
- Issues approval for international adoption (at Federal level)
- Investigates the child orphan status
- Issues a U.S. visa

Accredited in Bulgaria partner agency—Happy Families NGO

- Reviews, arranges translation and submission of documents to the Ministry of Justice in Bulgaria
- Receives, translates, and provides the referrals
- Obtains permits from all relevant organizations
- Submits the client's dossier documents to the court
- Assists clients in preparation of court proceedings
- Arranges an attorney for court representation for the case
- Coordinates, provides translation and transportation assistance while the family is traveling
- Assists with preparation for the American Embassy interview

Due to the nature of international adoption, all information contained herein is subject to change without notice.