

# The Adoption Process at Adoption ARK

## Adoption Consultant

- Welcomes future adoptive parents to Adoption ARK
- Provides information on Adoption ARK's country programs, the adoption process, the Policies and Procedures at Adoption ARK, and the cost of international adoption
- Consults with parents on eligibility (Adoption ARK does not charge an application fee)
- Outlines program requirements and assist the adoptive parent in determining which country program best meets their needs and circumstances
- At this stage, if the parent(s) decides to move forward, the adoption agreement should be signed and the initial fee paid

## Parent Coordinator

- Assists the adoptive parent(s) in navigating through the paperwork needed for the Adoption Dossier
- Offers adoptive parents assistance and step-by-step instructions during the entire adoption process
- Will introduce adoptive families that reside in Illinois to Adoption ARK's homestudy department
- For out of state clients, the parent coordinator will assist in finding a Home Study Agency
- Submits the dossier for translation
- Submits the dossier to the In-Country Coordinator who will then submit it to the central authority of adoption within the foreign country
- Forwards referrals information to clients and discuss options
- Assists with travel arrangement, visas, and travel preparation
- Post Placement Support

## Homestudy Department

- Provides full Home Study Services for adoptive parents residing in Illinois
- Adoption ARK's professional staff will guide you through all the necessary paperwork and the process of completing the homestudy process
- Will schedule the home visit by a licensed Home Study Worker
- While the Home Study is in process, parents can work simultaneously with the Parent Coordinators on the dossier paperwork
- Parents using Adoption ARK's services for International Adoption and Home Study services receive substantial discounts

## **In-Country Coordinator**

- Welcomes future adoptive parents to the country of adoption
- Reviews the process for meeting the child, the necessary paperwork, the court process, the visa process, and exiting the country.
- Arranges the submission of paperwork, the paperwork authentication, appointments, and overall coordination for the foreign adoption process.
- Assists parents with lodging and meal planning, if necessary.
- Is available to assist parents in case of an emergency.
- There may be more than one adoption coordinator depending on the type of adoption.
- Please note: In-Country coordinators are independent adoption service providers and are employed by the adoptive parents. Adoption ARK recommends in-country service providers based on their qualifications, track record, and experience in the designated Country.

## **Post-Placement Department**

- Adoption ARK is authorized to complete the required post-placement reports for parents residing in Illinois.
- For parents outside of Illinois, Adoption ARK will either direct parents back to the original homestudy representative or, if necessary, assist parents in locating a different agency for the post placement process.
- Reviews the report and makes arrangement for transport to the country of the child's birth.
- Arranges for the refund of the post-placement deposit (if applicable).
- Please see Adoption ARK's policies and procedures for more information on the post placement process.