

**New Life Family Services**

**Post Adoption Services**

Thank you for inquiring about our Post Adoption Services. We realize that adoption is a life long journey and different adoption related needs arise throughout the years.

New Life Family Services is committed to offering you as much service as possible to assist you in seeking answers to your questions, searching for your birth family, or in exploring opportunities for new levels of openness.

Please find the following in the enclosed packet:

* Post Adoption Service Categories and Fee Structure (A 812)
* Application for Post Adoption Services (A 813)

Our post adoption services are not a substitute for counseling or therapy. If adoption-related matters need to be managed by a professional therapist, appropriate referrals will be given.

Please submit the post adoption application if you would like to request post adoption services. Once applications are accepted and evaluated, you will receive a copy of a contract for services and an explanation of the next steps.

We look forward to serving you as you explore your post adoption needs.

Sincerely,

Post Adoption Department

New Life Family Services

612-746-5670

# NLFS Logo Medium

**Post Adoption Services and Fees**

All fees cover partial costs of rendering the following post adoption services to the Requester of these services. New Life Family Services (New Life) believes in providing excellent post adoption services and will not deny service based on inability to pay for requested service. New Life does, however, rely on financial donations to continue to offer and provide services. New Life encourages the Requester of the post-adoption services to consider the payment of these services as an investment in your future as well as a support to this ministry.

**STANDARD SERVICES (No fee charged)**

* Updating information for file (name change, new address, etc.)
* Coordinating visits through New Life
* Communicating new medical information from birth family
* Providing a social worker to facilitate meetings within the first two years after placement
* Connecting clients with similar adoption circumstances
* Offering referrals
* Forwarding/copying regular correspondence between parties
* General post adoption questions

*Receipt of the “Application for Post Adoption Services” by New Life Family Services is required for the following post adoption requests.*

**REQUESTING DOCUMENTS FROM FILE**

* **Option A:** Check file for stored correspondence and none found. – No Fee
* **Option B:** Receiving correspondence from file. – $15 Fee
* **Option C:** Receiving adoption-related documents from file. – $45 Fee
* **Option D:** Receiving specific documents (not listed above) from file. – $15 Fee

**REQUESTING POST ADOPTION SEARCH**

**Option E: Searching with New Life’s assistance – $150 Fee**

* Process includes:
	+ Pulling the files and checking the most recent contact information.
	+ Searching for new contact information if information found in file is insufficient or out of date.
	+ Connecting confidentially with the party being sought after in order to see if he/she is ready and willing to proceed with opening the adoption at this point.
	+ If the requesting party has written a letter, New Life will forward it after connecting with the other party and provide limited counsel to both parties if needed. The initiating party is informed that the letter has been sent and accepted or rejected.
	+ If both parties desire to reunite, New Life provides a meeting place and a mediator for the first meeting, if necessary.\* (Some parties desire to meet without the assistance of New Life in a more public, less formal atmosphere, which is completely acceptable. This depends on the preference of the parties.)
	+ Brief counsel is offered through out the reunion process for both parties when New Life is assisting. This is helpful when emotions are high and both parties have many questions.

**Option F: Searching without New Life’s assistance – $50 Fee**

* Process includes: Receiving information from original birth certificate from New Life and proceeding with the search on one’s own accord.

**Option G: Searching for information only – $50 Fee**

(This option is for when one party desires information from another party, but would not like to have personal contact.)

* Process includes:
	+ The party submits the specific information they are requesting (additional medical information, health history, etc.) to the post adoption worker.
	+ The post adoption worker contacts appropriate party, relays the request, acts as an intermediary, and provides support and counsel to the receiving party.
	+ If New Life does not have current information on the sought out party and needs to do a **full search for an additional $50**, the requesting party will be notified to see if they want to proceed prior to conducting the search.

**COUNSELING/CONSULTATION**

**Option H: One party desires counseling or consultation for a post adoption related issue – $75 Fee (Hourly)**

* Process includes:
	+ One face to face meeting with consultation; one hour minimum.
	+ Can include consultation via phone as well, if preferred.
	+ This service can be extended in one hour increments. Partial hours are billed as a full hour of service if they exceed the half hour mark.

**Option I: Both parties desire counseling or consultation – $100 Flat Fee ($75 hourly after the first hour of consultation)**

* Process includes:
	+ Coordinating meeting with both parties.
	+ Receiving all necessary information from both parties prior to meeting.
	+ One face to face meeting with consultation with both parties present; one hour minimum.
	+ Can include consultation via phone as well, if preferred.
	+ This service can be extended in one hour increments. Partial hours are billed as a full hour of service if they exceed the half hour mark.

**PLESE NOTE:** If your request is not listed above, please call the post adoption department at New Life Family Services and someone will help determine which fee (if any) apply.

***Minnesota Statute 259.83 (subd. 5)*** *allows for agencies to charge reasonable fees for Post Adoption services. According to New Life Family Services’ practice, for all Post Adoption services, except for fees charged for searching, payment must be received before the service is rendered. New Life Family Services charges the above fees in order to assist in covering costs for the services rendered. Vital services will not be denied. If necessary, contact New Life Family Services’ Post Adoption department for possible fee reductions based on income.*



**CONFIDENTIAL**

1515 East 66th St.

Richfield, Minnesota 55423

APPLICATION FOR POST ADOPTION SERVICES

PERSONAL INFORMATION

Requester’s Name ­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Middle Last

Address \_

 Street City State Zip Code

Phone (H) Best time to call? OK to leave msg?

Phone (C) Best time to call? OK to leave msg?

Email address I prefer email: yes\_\_\_ no\_\_\_\_

Requester’s relationship to adopted person (check one)

 \_\_\_ Self \_\_\_ Parent \_\_\_ Birth mother \_\_\_ Birth father

 \_\_\_ Other (explain)

Full name of adopted person ­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B.

(birth or adoptive name) First Middle Last

SERVICES REQUESTED

Which of the five post adoption services categories listed below best fits your request? (Please check one) For an explanation of each service, see “Post Adoption Service Categories” sheet.

 \_\_\_ Standard \_\_\_ Administrative \_\_\_ Adoption Opening

 \_\_\_ Professional \_\_\_ Miscellaneous

Please provide a detailed description of your circumstances and your specific request.

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**POST ADOPTION SERVICES AGREEMENT**

I understand that as the Requester of the above requested services I am expected to pay for the service requested unless a privately negotiated payment agreement is agreed upon with the other party. I also understand that all fees cover partial costs of rendering the requested post adoption services to the Requester of these services. New Life Family Services believes in providing excellent post adoption services and will not deny service based on inability to pay for requested service. New Life Family Services does, however, rely on financial donations to continue to offer and provide services. New Life Family Services encourages the Requester of the above requested services to consider the payment of these services as an investment in your future as well as a support to this ministry.

If requesting a fee reduction for post adoption services, please submit a copy of your previous’ years taxes and a written statement indicating the amount you are able to pay.

Requester’s Printed Name Requester’s Signature

Date

Parent Printed Name, if Requester is a Minor Parent Signature

Date

In an effort to protect your confidentiality and identity, New Life Family Services requires a notary to verify your identity to your signature.

 Subscribed and sworn to before me

 this \_\_\_\_\_ day of , 20\_\_\_\_.

Notary Public

**Submit this application to:
New Life Family Services
Attn: Post Adoption**

**1515 East 66th Street**

**Richfield, MN 55423**

Upon receipt of this application, New Life Family Services’ Post Adoption Social Worker
will contact you to determine the appropriate next steps.