

Case Counseling, PLLC
Robin Case, LCSW-S, LMFT

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4325 Windsor Centre, Suite #500, Flower Mound, Texas 75028

Adoption Initial Instructions

Dear Client:

The Court has requested I work with you toward preparing an adoption evaluation (pre-placement, post-placement, or combined) regarding your family. This letter is provided to outline the initial steps in this process. I request the parent (step parent, grandparent, guardian) seeking to adopt to complete the interview *packet* of information (Interview Questionnaire for Adoption Evaluation) I have provided to you. This packet also contains a list of documents I will need and it also asks you to answer questions, to complete a social history, asks for information about your financial condition, employment history, residential history and so forth.

I request that you provide *thorough, complete answers to the questions listed in each section.* Furthermore, **I request the biological parent** to complete the section titled Social History (i.e., Your Childhood and Family of Origin, Education, and current Employment) that is contained in this Interview Questionnaire for Adoption Evaluation (also referred to as Interview Packet). This Interview Packet will save time and helps me to prepare questions for the home study and follow-up questions during the evaluation. Upon completion of your interview questionnaires and Interview Packet, **I need for you to organize all documents and materials into a 3-ring binder, in the same format that you received the materials / documents from me or downloaded it from my website, casecounseling@aol.com.** Note: please make copies of personal records (i.e., birth certificates, marriage records, etc.,). You keep your original documents and send me the copy because I will not return the documents once the Adoption Evaluation is completed. If I have a question about a copied document I will ask to see the original. Next, please mail your 3-ring binder of information / documents to me via certified, return signature, registered mail to: **Robin Case, LCSW-S, LMFT, P.O. Box 699, Aubrey, Texas 76227.** If you are not comfortable mailing the binder to me, you may schedule an appointment to hand-deliver it to me at my office in Flower Mound, Texas.

Information about fees for the evaluation is explained in the Adoption Evaluation Advisement Form.

After I receive your 3-ring binder of information and your payment for the Adoption Evaluation I will reach out to you to schedule the Home Evaluation.

During the home evaluation, I will discuss the Release of Information and HIPAA forms, and Notice of Privacy Practices. I will answer any questions you have about the Adoption Evaluation Advisement Form and Agreement to proceed.

I will need certain documents (some of which are also mentioned on the Document List contained in the Interview Packet) to be mailed directly to me. These include the child's or children's medical records, the applicant's medical records and reference letters from the child(ren)'s day care provider and/or school. Please have the following information sent to me at:

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- Physician's records or a letter regarding the current health of the applicant seeking to adopt. For example: if you are a step parent seeking to adopt, the Physician's letter will only apply to you, the step parent, not the biological parent. **Letters should address the applicant's physical, mental, and emotional health as it relates to the applicant's ability to rear and care for a child. The Letter or Record should also address any known history of drug or alcohol abuse.** Please see my instructions that are highlighted in "green" bold type on Page 8 of the Interview Questionnaire for Adoption Evaluation. This may be a brief summary from a primary care physician; new examinations are not required.
- If married, a copy of your marriage license or declaration of marriage record.
- Reference letters from the child(ren)'s day care provider and / or current school. **Letters should address the child's general adjustment, development, and progress.**
- Copy of Child(ren)'s Birth Certificate and Copies of school age children's most recent Report Cards.
- **The Pediatrician's report, letter, or record provided to this evaluator should describe the child(ren)'s physical health, including vision and dental health history, if possible. Does the child have any special needs? Is the child current on his/her immunizations?**

I am excited to help you through this process and look forward to meeting with you and your family in the near future. Thank you for choosing me to do this evaluation. Your prompt cooperation will expedite this process.

Sincerely,

A handwritten signature in blue ink that reads "Robin Case". The signature is fluid and cursive, with the first name "Robin" and the last name "Case" clearly distinguishable.

Robin Case
LCSW, LMFT

Revised 10/24/2024