

## SOLUTION FOCUSED FAMILY CENTER

**Interview Offices:**

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**Mailing Address:**

8553 N. Beach St., Ste 189

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### **Introduction Letter Regarding Adoption Evaluations**

Dear Client,

The court has requested that we 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 that process. Please have all adults in the home, including any biological parents complete the enclosed:

- Adoption Evaluation Advisement Form
- Adoption Evaluation Fee Schedule
- Adoption Evaluation Personal History Intake Questionnaire
- Acknowledgement of Notice of Privacy Practices

Please return them to us as soon as possible. You will need to make additional copies for each person involved.

Information about fees for the evaluation is detailed on the enclosed Advisement Form and Adoption Evaluation Fee Schedule. In an effort to maintain an impartial role during the process fees are due in advance. We will schedule our first appointment together after we receive your completed forms and initial retainer. Please send them to us as soon as possible so there is no

delay in scheduling your interviews. Initial adult interviews will occur at our office, with a home visit and child interviews to follow. Please do not bring children to our initial interview.

Also, please have the following information sent directly to us via email @ [info@solutionfocusedfamilycenter.com](mailto:info@solutionfocusedfamilycenter.com) or at the mailing address above. It does not have to be received prior to our first interview, but if it is not received promptly (within the two weeks of completing interviews) the adoption evaluation may be incomplete when submitted to the court. Incomplete reports may cause us to be unable to make recommendations, or cause other delays in completing the process of adoption. Any updates that are required after our report is submitted will result in additional fees.

- A legible copy of the driver's license (or state identification card) of each person in the household (color copies are preferred).
- Copies of school aged children's report cards for the current and previous school year.
- A letter of employment verification/reference from your employer.
- Copies of two of your most recent paystubs.
- Letters of personal reference for each petitioner, meaning both biological and adoptive parent, or any adults in the home where the child is being adopted must provide references. Please provide references from both family members not living with you and from other community members.
- Basic floorplan of the home the child resides in.
- Copies of results from Texas DPS criminal history background checks regarding anyone age 14 or older living in the home. You may download instructions for this process on our web page. Please make sure to retain the original for your records.
- Copies of results from your Central Registry checks regarding anyone age 14 or older living in the home. You may download this form on our web page.

Sincerely,

A handwritten signature in blue ink that reads "Mindy Harrison, LCSW". The signature is fluid and cursive, with "Mindy" and "Harrison" connected and "LCSW" written in a smaller, separate section.

Mindy Harrison, LCSW-S,  
Licensed Clinical Social Worker, Board Approved Supervisor