

Hollie S. Bennett, LBSW
Certified Adoption Investigator, #038-095
P. O. Box 37327
Rock Hill, South Carolina 29732
(803) 980-5810 Office/Fax

Date _____

Dear _____,

Enclosed is the information that I will need for you to complete for us to proceed with the pre-placement investigation (home study). The other item needed are as follows:

- Birth Certificates for all persons residing in the home
- Naturalization Papers if applicable
- Military Discharge Papers if applicable
- Marriage License
- Divorce Decrees (if appropriate)
- Health Statements from your physician for everyone residing in the home
- Tax Return and/or W-2 statements
- Financial Form
- Verification of Employment Letters
- 3 Letter of Reference that are **signed** by the provider (from non-relatives)

Please complete the Releases of Information for everyone 18 years old and older in the home and return to me. **It is not necessary to have the documents notarized and you can serve as each other's witness.** I will incur a **\$25 per person** fee when I pull the **SLED report** and **\$25 per person fee** for the **CPS report**. Please make these fees **payable to SLED and the SCDDS** in the form of a money order when sending the completed releases of information to me. I will then mail the ROI and fee to the appropriate agencies. **You will need to secure your FBI clearance by going to www.fieldprinfbf.com and follow their directions.** There will be a fee associated with securing your FBI fingerprint clearances.

My fee for a completed home study is \$875. There is an additional \$200 fee for an expedited report. If more than one visit is required by your adoption agency, there is an additional \$100 fee for each additional visit. For expedited reports, I require payment in full at the time of the home visit; otherwise, I request an initial payment of \$500 at the time the home visit is made unless you make other arrangements with me. When traveling outside of Rock Hill, SC, I charge \$75 per hour travel time. After completion of the home study, I will bill you for the remainder of the home study and any additional fees incurred. (copies, printing, travel, postage). Following placement of a child and prior to the final adoption hearing, **my fee for each post placement reports is \$475.**

Feel free to contact me with any questions you may have. I look forward to working with you towards completion of your home study.

Sincerely,

Hollie Bennett