Adoption Center of Illinois
at Family Resource Center

HOME STUDY UPDATE INSTRUCTIONS

To begin the Home Study Update process, submit all required forms/copies of documents in ***one complete packet/email*** to the ACI office, as well as pay the required $750 fee. Your Home Study Worker cannot begin your Update until these forms and the Update fee have been received.

Submit documents via of the following:

- **Mail:** Adoption Center of Illinois, Attn: HS Dept., 5828 N. Clark St., Chicago, IL 60660
- **Email:** homestudy@adoptillinois.org

Please do not send documents directly to your Home Study Worker.

Make copies of all documents before submitting them. If you are working with another placing agency, you are responsible for providing them with copies of your documentation.

✓	N/A	Required Forms & Clearances
☐	☐	Child Abuse and Neglect Tracking System (CANTS) Form / CFS 689: required for all household members age 13 and older. Follow instructions listed on the form.
☐	☐	FBI **AND** Illinois State Police (ISP) clearances: required for all household members age 17 and older. • Each applicant must bring the Fingerprint Applicant Form to an Accurate Biometrics location • Submit receipt to ACI. Clearance results will be faxed to ACI.
☐	☐	Affidavit of Criminal Conviction/Arrest History Statement: required for each prospective adoptive parent.
☐	☐	Adult Medical Evaluation (CFS 604): required for all household members age 18 and older.
☐	☐	Updated letters from all medical and/or mental health service providers • Required for any provider from whom you have received care in the last year (therapists, psychiatrists, cardiologists, etc.). • Letters are also required for all new service providers. If you have a new service provider, reach out to program supervisor for letter request form.
☐	☐	Child Medical Form (CFS 600): required for each child under 18 years of age living in the home.
☐	☐	Child Immunization Confirmation Form: required for each child under 18 years of age living in the home.
☐	☐	Adoptive Home Safety Checklist
☐	☐	Financial Assessment Form: PDF or .xlsx format
☐	☐	Most Recent Federal Tax Return (2 pages of 1040 only. Redact social security numbers.)
☐	☐	Two Recent Paystubs Per Applicant
☐	☐	Updated Proof of Medical Insurance: front and back of insurance card*, if insurance has changed since last Home Study*
☐	☐	Updated Driver's License(s): *if updated since your last Home Study*
☐	☐	Pet Vaccination Certificate(s): needed for each dog/cat, *if rabies vaccination has expired since last HS*

Education/Training & Fee Payment Instructions Listed on Page 2

✓	N/A	Education/Training
☐	☐	Child/Infant CPR Certificate: *renew if previous certificate has expired* • One option is this online American Red Cross training
☐	☐	Adoption Education Certificates, *if expired:* ***courses expire after 4 years***. Please take additional adoption-related courses to total 10 hours completed within the past 4 years. • Courses may be done through Creating a Family or other relevant adoption education platform. ○ Creating a Family coupon code for free courses: ACI18

HOME STUDY UPDATE FEE: $750

- Zelle: use email zelle@adoptillinois.org and add family last name(s)/HSU in the memo
- Credit card: email finance@adoptillinois.org for a payment link *Please note a 3% service fee will be charged for all credit card transactions.
- Checks: make checks payable to Adoption Center of Illinois and mail to ACI's office (5828 N. Clark St. Chicago, IL. 60660)