



Instructions for Prospective Adoptive Parents

Autobiography

Each applicant will write an autobiography of approximately four pages in length. In your autobiography, please address the following areas in approximately one page each:

- I. Family Background
- II. Education and Employment
- III. Marriage and Relationships
- IV. Children

With regard to “IV. Children”, we are particularly interested in obtaining your expectations regarding children, your attitudes toward parenting and children and your experiences with children.

Background Check Procedures

The adoptive individual or couple will be required to obtain the following background checks at their own expense:

National Fingerprint Checks through the FBI: for all **members of the household*** age 18 and over- must be done through a channeler, such as National Background Check, Inc. or Fieldprint. Complete instructions can be found on their website, www.nationalbackgroundcheck.com, or fieldprintusa.com. Fingerprints can be rolled at a local police station, or through a private company such as Fieldprint. An appointment will likely be required for fingerprinting regardless of where you choose to go. Call ahead or look on-line for more information. You will each need two sets of fingerprint cards to submit to National Background Check, Inc., Fieldprint, or another channeler of your choosing.

Nebraska State Patrol Criminal Background Checks for all **members of the household*** age 13 or older. Go to www.nebraska.gov/apps-nsp-limited-criminal/, to make your request.

Child Protective Services/Adult Protective Services Central Registry Checks for all **members of the household*** age 13 and older- through the Nebraska Department of Health and Human Services website. You will each be sent an email invitation to complete this check.

- Any individual who has lived outside the state of Nebraska during the last five years will also be responsible for obtaining CPS/APS background checks from the other state(s) of residence, per the Adam Walsh Act.



Local Law Enforcement Agency Check- for all **members of the household*** who are 18 and older- checks to be completed through the county sheriff's office, or local police department of residence.

Nebraska Sex Offender Registry- for all **members of the household*** who are 18 and older- your names will be searched by the JFS Adoption Specialist through this public website. You will **NOT** need to complete this process yourself.

***Member of the household-** is defined as any individual who spends 50% or more of their time in the home, or if the home is the individual's only permanent residence.

Other Documents Necessary for Applicant File

- Marriage License, if applicable
- Documentation of the finalization of an adoption, if applicable
- Copy of most recent tax return
- Current health information for each applicant and any other **member of the household*** of the age of majority (age 19 and older in Nebraska) who will provide care for the child. Medical report forms are available in the intake packet on our website.

Adoptive Parent Required Training

Prospective adoptive parents must complete all required training prior to the placement of a child for adoption. All training must be documented in writing, including dates, number of clock hours and topics covered. All applicants must complete:

- A. 16 core hours of training provided in reading, face to face, or web-based format;
- B. **4 additional training hours** as required for medically fragile child, or a child over the age of 12 months.
- C. Training separate from and in addition to the family assessment process.

Core Training Requirements-

Core training MUST include 16 hours of:

- 1.) Attachment and bonding issues
- 2.) Loss and Grief issues, as applicable for all parties to the adoption
- 3.) Adoption as a lifelong issue as it pertains to all parties of the adoption
- 4.) Key concepts of child growth and development
- 5.) Boundary setting and discipline



- 6.) Parenting a child of different cultural or racial background infancy through adulthood, if applicable
- 7.) Disclosure issues including the accuracy of family history information regarding the child and birth parent's family, discussion with the child and sharing information with others
- 8.) Adoption laws and procedures, including termination of parental rights
- 9.) On-going contact and communication of a child and adoptive family with biological family and significant individuals, if applicable
- 10.) Possible current and future use of community resources, including help with parenting techniques
- 11.) Medical and health issues including, but not limited to, shaken baby syndrome, parental substance abuse, relevant environmental issues, and genetic risk factors, if applicable
- 12.) Expectations of adoption and adoptive process
- 13.) Supervision appropriate to the age of the child

Additional 4 hours of training for medically fragile or child over 12 months of age MUST include:

- 1.) Parenting a child that has been abused or neglected
- 2.) Parenting a physically, mentally, developmentally, or emotionally delayed child
- 3.) The impact of frequent moves and multiple caregivers on the development of a child

Available On-line Resource- for educational programs meeting these requirements:

Creating a Family, <https://www.creatingafamilyed.org/>