



PHYSICAL ADDRESS

Texas Premier Counseling Services, PLLC
2770 Main St., Suite 150
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MAILING ADDRESS

Texas Premier Counseling Services, PLLC
190 E. Stacy Rd., Suite 306 #325
Allen, TX 75002

RE: ADOPTION EVALUATION

Dear Parent,

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 complete the enclosed Advisement, Personal History Questionnaire, and Acknowledgement of Notice of Privacy Practices Forms, and 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 **Advisement Form**. In an effort to maintain an impartial role during the process, fees are due in advance. We will schedule our first appointment together after I receive your completed forms and initial retainer. Please mail 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 mail, fax, and/or email, prior to your first interview. **Do not send any information to the interviewing office.** All/any copy(s) of required document(s) submitted should be either scanned and/or photocopied. PLEASE DO NOT SEND PHOTOS/PICTURES OF SIGNED/COMPLETED DOCUMENTS. In addition, you may contact us via email if you have questions and/or concerns. Again, all documentation and correspondence should be sent to us via fax, email, and/or to the **Mailing Address** above.

Please note that if the following information is not received promptly as requested/required, the Adoption Evaluation may be delayed and/or place on hold. In addition, please be advised that failure to submit the requested/required documents can result in incomplete reports, may cause us to be unable to make recommendations, and/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.

- **Letters of Personal Reference** for each petitioner, as listed on page four of the Personal History Questionnaire (*one from a family member not living with you and two from other community members*).
- **Employment Verification Letter** from each petitioner's employer, including current salary and insurance coverage.
- 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.
- **Physician's Reports** regarding the current health of each of the petitioners. 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**.
- A basic **Sketch of the Floor Plan of your Home** showing dimensions and purposes of all rooms in the home, along with photographs of the outside areas of the grounds used by the child(ren). (*This is a requirement under TAC §745.9065. We do not need architectural plans, or extreme detail, but please make it something legible that the court could easily review.*)
- **Reference Letters** from the child(ren)'s day care provider and/or current school. Letters should address the child(ren)'s general adjustment, development and progress.
- Copies of school age child(ren)'s most recent **Report Cards**.



I look forward to meeting with your family in the near future. Thank you for your prompt cooperation in this matter.

Sincerely,

A handwritten signature in black ink that reads "Monika Logan".

Monika Logan, LPC, LSOTP
Texas Premier Counseling Services, PLLC