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## FORENSIC COUNSELING SERVICES

Aaron Robb, Ph.D., LPC-S

*Program Director*

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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 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 enclosed 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 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 at the 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.

- 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. (This is a requirement under TAC §745.9065. We don't need architectural plans, or extreme detail, but please make it something legible that the court could easily review.)
- Reference letters from the children's day care provider and/or current school. Letters should address the children's general adjustment, development and progress.
- Copies of school age children's most recent report cards.

We 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 "Aaron Robb". The signature is written in a cursive, flowing style.

Aaron Robb, Ph.D., LPC-S  
Program Director