



## Adoption Aid Application Checklist

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Spouse last name: \_\_\_\_\_ Spouse first name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date you submitted your online application: \_\_\_\_\_

**Please attach all your supporting documents in the order indicated below:**

- 1) Cover Letter
- 2) Questionnaire
- 3) Statement of Faith (one from each parent, if married)
- 4) Net Worth Worksheet
- 5) Cash Flow Worksheet
- 6) Consent Form (signed)
- 7) Agency Letter (do not have the agency send this directly)
- 8) Home Study (copy signed by social worker)
- 9) Pastor's Letter (in a sealed envelope)
- 10) Tax Forms: (for you and your spouse, when applicable)
- Federal Tax Returns for the most recent year (first two pages only)
- W2 Forms for the most recent year
  - 1099 Misc., if applicable, for the most recent year
  - Federal Tax Returns for the year prior (first two pages only)
  - W2 Forms for the year prior
  - 1099 Misc., if applicable, for the year prior

Comments/Notes:

## Cover Letter

***Please include a brief typed cover letter about your family and your reasons for applying, and please include answers to the following questions (If you need more room, please attach additional pages):***

- *Why did you decide to build your family through adoption?*
- *What do you believe to be the most important thing you can impart to your children?*

## Questionnaire

**Please answer the following questions to the best of your ability. If you need more room, please attach additional pages.**

- 1) Are there any special considerations regarding your request for financial assistance that you would like to specify:
  
  
  
- 2) Please explain any discrepancy between your home study income, your AGI for the most current year, or your income as calculated on the Cash Flow Worksheet:
  
  
  
- 3) Please provide a line-item description of your fund raising efforts, employer benefits, and other grant or loan requests (also include information concerning monetary gifts from your church, family and friends). Include amounts raised thus far.

<b><u>Person/Organization</u></b>	<b><u>Amount Raised/Pledged</u></b>

Amount raised/pledged toward your adoption: \_\_\_\_\_

Personal funds you are committing to the adoption: \_\_\_\_\_

- 4) Please list any benefits that are not considered taxable income (e.g., housing allowance, parsonage, military benefits):

<b><u>Benefit</u></b>	<b><u>Yearly Value</u></b>

If you are in the military, what is your rank? \_\_\_\_\_

- 5) Please enumerate the estimated adoption costs without travel and with travel for two individuals:

	<b><u>Cost</u></b>
Estimated Adoption Cost (not including travel):	
Estimated Cost of Travel for Two People:	
Total Estimated Adoption Cost (including travel for 2):	

Additional comments on your estimated adoption cost?:

## Statement of Faith

***Head of Household's Statement of Faith:***

***Spouse's Statement of Faith:***

# Net Worth Worksheet

## Assets

### Liquid Assets

Cash \_\_\_\_\_  
Checking accounts \_\_\_\_\_  
Savings accounts \_\_\_\_\_  
Money market accounts \_\_\_\_\_  
CD's \_\_\_\_\_  
Savings bonds \_\_\_\_\_  
Cash value of life insurance  
(Amount you could cash out for, NOT what you are insured for) \_\_\_\_\_  
Other liquid assets \_\_\_\_\_  
**Total Liquid Assets** \_\_\_\_\_

### Investments (present market value)

Stocks \_\_\_\_\_  
Bonds \_\_\_\_\_  
Mutual Funds \_\_\_\_\_  
Annuities \_\_\_\_\_  
IRA's \_\_\_\_\_  
401k, 403b, 457 Plans \_\_\_\_\_  
Pension Plans \_\_\_\_\_  
Other Investments \_\_\_\_\_  
**Total Investment Assets** \_\_\_\_\_

### Durable Goods (resale value)

Autos, motorcycles \_\_\_\_\_  
Other vehicles \_\_\_\_\_  
Furniture and furnishings \_\_\_\_\_  
Electronics \_\_\_\_\_  
Jewelry, furs \_\_\_\_\_  
Other possessions \_\_\_\_\_  
**Total Durable Goods Assets** \_\_\_\_\_

### Real Property (current value)

Primary home \_\_\_\_\_  
Other homes \_\_\_\_\_  
Other real property \_\_\_\_\_

### **Total Real Property**

Total receivable loans (owed you) \_\_\_\_\_

## **Total Assets**

## Liabilities

### Property Debts (amount owed)

Home loan for primary home \_\_\_\_\_  
Other home/land loans \_\_\_\_\_  
Car loan \_\_\_\_\_  
Other property loan \_\_\_\_\_  
**Total Property Debt** \_\_\_\_\_

### Personal Debts (amount owed)

Credit card balances \_\_\_\_\_  
Personal loans \_\_\_\_\_  
Unpaid bills \_\_\_\_\_  
Income tax owed \_\_\_\_\_  
Property tax owed \_\_\_\_\_  
Other (describe): \_\_\_\_\_  
Other (describe): \_\_\_\_\_  
Other (describe): \_\_\_\_\_  
**Total Personal Debt** \_\_\_\_\_

### Investment Debt (amount owed)

Business loan \_\_\_\_\_  
Investment loan \_\_\_\_\_  
Life Insurance loan \_\_\_\_\_  
Other investment debt \_\_\_\_\_  
**Total Investment Debt** \_\_\_\_\_

## **Total Liabilities**

## Net Worth

Total Assets \_\_\_\_\_  
- Total Liabilities \_\_\_\_\_

## **Total Net Worth**

(Total assets minus total liabilities) \_\_\_\_\_

# Cash Flow Worksheet

Include annual amounts for the year that corresponds to the most recent tax return you have filed.

## Annual Income

Earnings for Head of Household (from W2 forms) \_\_\_\_\_  
 Earnings for Spouse, if married (from W2 forms) \_\_\_\_\_  
 Amount of Other Allowances (housing, food, etc.) \_\_\_\_\_  
 Paid to Household But Not Included in Earnings \_\_\_\_\_  
 Investment Income \_\_\_\_\_  
 Alimony/Child Support Received \_\_\_\_\_  
 Other Income (describe): \_\_\_\_\_  
**Total Annual Income** \_\_\_\_\_

## Annual Expenses

<b>Food</b>		<b>Housing</b>		<b>Income Taxes</b> _____
Groceries _____		Mortgage/Rent _____		
Eating out _____		Other _____		
Other _____		Total _____	→	<b>Total Housing</b> _____
Total _____	→			<b>Total Food</b> _____
<b>Transportation</b>		<b>Utilities</b>		<b>Personal Care</b> _____
Public Transit _____		Gas/Electricity _____		<b>Education</b> _____
Auto Payment _____		Water _____		<b>Clothing</b> _____
Auto Insurance _____		Phones / Mobile _____		<b>Consumer Debt Payments</b> _____
Maintenance _____		Internet _____		<b>Other Debt Payments</b> _____
Parking _____		Other _____		
Gas _____		Total _____	→	<b>Total Utilities</b> _____
Other _____				
Total _____	→			<b>Total Transportation</b> _____
<b>Entertainment</b>		<b>Charitable Giving</b>		<b>Insurance (eg, life, medical)</b> _____
Vacations _____		Tithe _____		<b>Medical Expenses</b> _____
Personal _____		Other _____		
Other _____		Total _____	→	<b>Total Charitable Giving</b> _____
Total _____	→			<b>Total Entertainment</b> _____
<b>Other Expenses</b> (describe): _____				
<b>Other Expenses</b> (describe): _____				

**Total Annual Expenses** \_\_\_\_\_

**Total Annual Cash Flow** (Annual Income minus Annual Expenses) \_\_\_\_\_

## Letter of Consent

I. **Purpose:** The undersigned agrees that this application is being made for the purpose of obtaining an adoption aid grant for a domestic or international adoption. The undersigned confirms the adoption placement agency holds a 501(c)3 Federal tax status, and that this agency has an approved and completed home study on file for the applicant(s), prior to this application. The undersigned acknowledges that Love Has Come's willingness to receive an adoption aid application is not in any way an acknowledgment or representation that financial assistance will be granted or given.

II. **Authorization and Release:** The undersigned hereby authorizes any officer, employee, agent, representative or staff member of Love Has Come to obtain financial and personal information from any institution or individuals including but not limited to those individuals and institutions made a part of this application. The undersigned further consents to the release of any information to any authorized Love Has Come employee or agent from any individual or financial institution listed on the application. The undersigned further authorizes any pastor, elder, minister, caseworker or counselor listed to release to Love Has Come or its representatives personal information and opinions regarding the applicant's lifestyle, language, habits, truthfulness, parental fitness, and general moral and biblical character.

III. **Limit of Liability:** The undersigned acknowledges that Love Has Come has made no representation or agreement that financial aid or assistance will be furnished to the undersigned; and further acknowledges that Love Has Come shall have the sole discretion to accept or deny this application with or without cause. The undersigned further releases and holds Love Has Come harmless from any liability of any type or nature as a result of allowing the undersigned to submit this application.

IV. **Permission:** Submitted photos and adoption testimonies are not used for profit. Submitted materials are understood to be shared with the public at large, and will not be returned. The undersigned gives Love Has Come permission to reproduce, distribute, publish, display, edit, modify, create derivative works and otherwise use the material for any purpose in any form and on any media within Love Has Come. (You must answer, but your answer does not have an effect on financial assistance).

Yes  No

### V. Adoption Assistance Policies

- For an application to be complete and eligible for review, Love Has Come must receive both the online submission and all requested supporting documents
- It is only possible to apply for an adoption assistance application once per adoption process
- Due to the high volume of applications received each month, it is not possible to reapply for the same adoption process if financial assistance has not been provided (even in light of new circumstances or changes)
- Those who submitted both the online and supporting document portions of the application will be notified via postal mail regarding the outcome of the process (both regrets and awards letters will be sent to the applicant's address)
- The placing agency will receive a copy of the awards letter as well as instructions on how and when to request disbursement of the adoption aid grant on behalf of the family
- Financial assistance grants will be sent directly to the placing agency on behalf of the applicants. Disbursement will occur at placement for a domestic adoption or within 3-4 months of travel for an international adoption. If placement or travel occurs before the grant is awarded, the agency must still request disbursement after they receive notification.
- If a grant for financial assistance is awarded, the applicant must notify Love Has Come if there are any major changes in the process, such as, but not limited to: change of agency, a withdrawal from the adoption process; disruption of the adoption, a hold on the process, etc.
- Once a grant is awarded, Love Has Come reserves the right to determine if any major amendments to the adoption process occurred or if any issues were raised that would disqualify the applicants from receiving a grant

VI. **Signatures:** The information contained in the online submission and supporting documents is accurate to the best of our knowledge. We understand and agree to the terms and conditions outlined in the grant application process.

Head of Household: \_\_\_\_\_ Date \_\_\_\_\_

Spouse: \_\_\_\_\_ Date \_\_\_\_\_