



Annual Home Study Update Guidelines

1. After completion of your initial home study, The Cradle will conduct an annual home visit to ensure continued compliance with standards. A \$300 fee will be charged for the annual visit and home study update for Agency Assisted and International home studies.*
2. The Cradle is required to conduct a home visit within the 12 months prior to the placement of a child. If your home visit is out of date, it will impact your ability to receive Expectant Parent referrals.
3. The Cradle requires clearances be updated annually. These include the FBI, Illinois State Police and the Child Abuse Neglect Tracking System (CANTS). Your counselor will inform you when it is time to update your clearances. If your clearances are not current, it will impact your ability to receive Expectant Parent referrals.
4. An updated balance sheet and a current paystub or offer letter are required if there is a job change since the last home study, or if your counselor requires it for any other reason. An updated tax return is required every 4 years.
5. If your health insurance changes, an updated Statement of Insurance and Guardianship form needs to be submitted.
6. New medical forms are required for all household members every 4 years (including children). If you or a household member has a chronic condition or a newly diagnosed condition, an updated medical form will be required annually. A list of all current medications and dosages, as well as new or changes to your medication is needed annually.
7. If you have a pet or one enters the family, current rabies certificates are required.
8. An updated Motor Vehicle Insurance Certification needs to be submitted annually.

If you move, in addition to the above information, your counselor needs:

1. Updated Fire Evacuation Plan
2. Updated Family Home Information form
3. Updated Safety Plan for Pools form, if applicable
4. Updated Family Firearm Agreement, if applicable

* For families in The Cradle Domestic Program, the home study update fee is applicable if there is a move or a need for an 'off cycle' update.