



Annual Home Study Update Guidelines

1. After completion of your initial home study, home study updates are required at least annually for domestic adoptions or in connection with I-600A/I-800A expiration for intercountry adoptions to remain active in a program. Home study update fees will be assessed in accordance with the Adoption Services Agreement you signed.
2. The Cradle must conduct a home visit within the 12 months prior to the placement of a child. If your home visit is out of date, you will be placed on hold and will not have the opportunity to view referrals.
3. The Cradle requires clearances to 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, you will be placed on hold and will not have the opportunity to view 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. A current Federal 1040 form is required at each update.
5. If your health insurance changes, you must provide updated proof of insurance.
6. New medical forms are required for all household members annually. A list of all current medications and dosages is needed annually (highlighting any changes).
7. If you have a pet or one enters the family, current rabies vaccinations are required.
8. Proof of Auto Insurance for all drivers is required to be submitted when there is a change or at least annually.

If you move to a new home, 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