

**Hollie S. Bennett, LBSW**  
**Certified Adoption Investigator, #038-095**  
**2290 Ferncliff Road**  
**Rock Hill, South Carolina 29732**  
**(803) 984-3765**  
**Email: Hollie@palmettosocialwork.com**

Date

Adoptive Parent

Address

Attorney: \_\_\_\_\_

Dear \_\_\_\_\_ -

Enclosed you will find the information and forms that must be completed in order for us to proceed with the pre-placement investigation (home study). In addition to the enclosed materials, please provide copies of the following documents:

- Birth certificates for all individuals residing in the home
- Naturalization papers (if applicable)
- Military discharge papers (if applicable)
- Marriage license
- Divorce decrees (if applicable)
- Health statements from your physician for everyone residing in the home
- Most recent tax return and/or W-2 statements
- Completed financial form
- Verification of employment letters
- Three (3) signed letters of reference from non-relatives
- Autobiography form (to be completed by each parent)

Please complete the Releases of Information for everyone age 18 and older residing in the home and return them to me. The DSS (Central Registry for Child Abuse/Neglect) release does not need to be notarized; however, it must be witnessed.

Please note that I will incur a fee of \$25 per person for the SLED background report and \$25 per person for the CPS report. These fees are in addition to my home study fee and will be added to your invoice once a draft of the home study has been completed.

You will also need to obtain your FBI fingerprint clearance by visiting <https://fieldprintusa.com/individuals> and following the instructions by clicking on "Make an Appointment." Please be aware that there is a separate fee associated with securing FBI fingerprint clearances.

Once I have received the complete packet of required information and documentation, I will contact you to schedule your home visit.

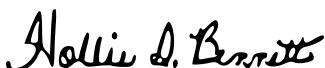
My fee for a completed home study is \$975. For an expedited report, an additional fee of \$300 applies. Payment in full is required for expedited reports. Otherwise, I request an initial payment of \$500 at the time of the home visit, unless alternative arrangements have been made.

When travel outside of York County, South Carolina is required, I charge \$100 per hour for travel time (one way). After the draft home study is completed, I will issue an invoice for the remaining home study balance and any additional expenses incurred (including copies, printing, travel, and postage).

Following the placement of a child and prior to the final adoption hearing, my fee for each post-placement report is \$475, plus applicable travel costs.

Please feel free to contact me if you have any questions. I look forward to working with you and assisting you through the completion of your home study.

Sincerely-



Hollie S. Bennett, LBSW  
SC Certified Adoption Investigator, #038-095