

Inheritance Adoptions

Client Appeal Process

An **adoptive couple** may file to become a client by submitting both the Formal Application and Application Fee by mail to Inheritance Adoptions. The agency accepts no client outside of this process. The agency will determine if the applicant meets the qualifications as defined in the Eligibility Requirements. The agency / client relationship is established after the staff of Inheritance Adoptions has reviewed the Formal Application and the Executive Director has approved the decision. A letter will be sent to the applicant confirming their acceptance for applying for adoption through Inheritance Adoptions.

A **birth parent** becomes a client at the point that he/she signs all during the Initial Conference. The agency-client relationship continues until the birth parent chooses not to work with the agency or the agency informs the birth parent that it cannot continue to work with him/her.

To appeal a decision, the client should first contact the Child Placing Director or the Executive Director of the agency to discuss the matter. If the client is not satisfied after the discussion, an appeal may be made, in writing and mailed to:

Board of Directors
Inheritance Adoptions
909 8th Street, Ste 201
Wichita Falls, Texas 76301

Any decision affecting the client directly may be appealed. The board will consider the request and make a decision. The decision will be communicated in writing to the client. If the client wishes to request a personal interview with the Board after receiving the decision, one will be arranged between the client and the Board. The decision of the Board is final.

All birth parents and adoptive couples shall receive a copy of this policy before the agency-client relationship is established.