

**Regional Requisition for Proposals: Community Based Services  
Posted 7/3/2014**

<b>Question</b>	<b>Answer</b>
What referral form is used for home studies?	The referral is made by the SNAP Specialist serving the county/region in which the family resides. The SNAP Specialist does the referral in KidTraks and the referral is automatically sent to the agency.
When we do a home study, is fingerprinting built into the budget?	The client is responsible for bearing the costs of fingerprinting.
Do families going through the home study process need to go through RAPT?	Yes, all families that want to adopt must complete RAPT I-IV.
Are home studies submitted directly to the SNAP council or through the SNAP Specialist?	They are submitted electronically to the home study mailbox at: <a href="mailto:dcsadoption@dcs.in.gov"><b><u>dcsadoption@dcs.in.gov</u></b></a>
How is the SNAP council contacted?	Once the home study is completed, the agency submits the home study to SNAP Council for review by emailing it to: <a href="mailto:dcsadoption@dcs.in.gov"><b><u>dcsadoption@dcs.in.gov</u></b></a> The home study will be put on the next available agenda and the agency representative will be notified of the meeting date and their presentation slot. Guidelines for presentation are also sent to the agency representative regarding what information needs to be covered in the presentation. (These presentations may be either in person, at the meeting, or via conference call.)