Wyoming Children’s Society
– Building Forever Families –

Mission Statement

Our mission is to build healthy families through adoption, and to advocate for children, birth and adoptive families with integrity. Our Vision: A world where every child belongs to a safe and loving family.

History of the Wyoming Children’s Society

Since its founding in 1911, Wyoming Children’s Society has demonstrated its commitment to children by finding permanent, loving adoptive homes for more than 6,000 children. The Society became a member of the National Children’s Homes Societies established in the late 1800s to address the needs of increasing numbers of orphaned children, particularly in populated cities such as New York. As orphaned children were sent across the United States on “orphan trains,” Children’s Home Societies began to expand into the Midwest. Today, the Wyoming Children’s Society is a member agency of the Children’s Home Society of America.

Wyoming Children’s Home Society was originally founded to care for homeless children and unwed mothers, at a time when social mores denounced unwed motherhood. For many years the Society served as an orphanage housing children and women. With the advent of foster care, the Society closed the orphanage and focused on providing services to single mothers and in facilitating adoptions. Wyoming Children’s Home Society thus became Wyoming Children’s Society.

Wyoming Children’s Society Today

Wyoming Children’s Society is the oldest non-profit adoption agency in the state. The Society provides birth parent and adoptive services throughout the state. In addition to the Cheyenne-based staff who works in the historic Crook House on 21st Street, the Society also has a caseworker in Casper. The Society was licensed by the Russian Ministry of Education beginning in 2001 until Russia banned adoption to Americans, which came into effect on January 1, 2013. During this timeframe Wyoming Children's Society placed over 700 orphaned children from Russia.

As a leading private child welfare agency committed to improving the lives of women, children and families, Wyoming Children’s Society cooperates with many agencies in the process of providing services to children and pregnant women, including the Wyoming Department of Family Services (which licenses the Society as a child-placement agency), medical providers, residential treatment facilities and other child welfare agencies throughout Wyoming and the United States.
A Snapshot of the Society

We Are:

- Private, non-profit
- Non-denominational
- Statewide
- Licensed by Wyoming Department of Family Services as a child-placing agency
- Hague Accredited by the Council on Accreditation

Funding:

52% - Fees for services
43% - Charitable contributions, including fundraising, wills, bequests, memorials/honorariums
5 % - Other

Leadership:

Our Board of Directors

Sara Pedersen, President, Cheyenne
Dave McNulty, Vice President, Casper
Janelle Osborne, Secretary, Loveland, CO
Dave Berry, Treasurer, Cheyenne
Kristin Burkart, Cheyenne
Kelly Clarke, Cheyenne
Kristen Crago, Kaycee
Ibby Davis, Cheyenne
Ray Fleming Dinneen, Psy.D., Cheyenne
Rene Hinkle, M.D., Cheyenne
Kristin Mackey, Englewood, CO
Jane Hutchings Olind, Wheatland
Megan Romano, Cheyenne
Stephanie Teubner, Cheyenne

Contact Information:
Wyoming Children’s Society
314 East 21st Street
Cheyenne, WY 82001
307-632-7619
http://www.wyomingcs.org
**Wyoming Children’s Society Adoption Programs**

**Domestic Infant Adoption Program**

Wyoming Children’s Society Infant Adoption Program is the oldest of our adoption programs. In 1911, the agency was founded to serve young unwed mothers and their children. This program continues today, but the changes are significant.

Social workers statewide work with women facing an unintended pregnancy. If the father of the baby wants to be involved in the planning and counseling, he will certainly be included. If the woman decides to make an adoption plan, she has the right to choose the family she would like to parent her child. The birthmother can also choose an open, semi-open or closed adoption. She may also decide if she would like to meet the prospective adoptive family, and if she would like to have contact with them after the placement of her child into their home.

The secrecy that once surrounded adoption is discouraged now. Social workers working with adoptive families will encourage them to talk openly with their child to tell them the story of how the child joined his/her family. Children who are adopted are blessed to have birthparents and adoptive parents. Adoption is something to celebrate and be proud of. Counseling and post placement services and support are available to adoptive parents and birthparents for as long as needed.

Pre and post placement counseling is available to any young woman facing an unintended pregnancy. Pregnancy related expenses such as medical, rent assistance, transportation and food is available to women in crisis.

Adoptive parents must have a completed home study including child abuse/neglect registry checks, criminal background checks, references and medicals prior to receiving placement of a child in their home.

**Special Needs Adoption Program (Waiting Child Adoption)**

Wyoming Children’s Society has a commitment to developing loving, stable and permanent homes for children who are waiting for adoption in the public child welfare foster care system. To that end, WCS has developed the Special Needs (Waiting Child) Adoption Program. The goal of the program is to increase the number of adoptions of children in foster care who are legally free and who are waiting for adoptive placement. In addition to the recruitment, study and preparation of adoptive families for children with special needs, WCS also promotes special needs adoption through local and state media and hosts the weekly “Child Waits” feature in the southeastern Wyoming regional newspaper.

Wyoming Children’s Society is a member of The Adoption Exchange in Denver, Colorado, and is a subscriber of a number of other regional and national adoption exchanges, including AdoptUSKids. The agency works closely with Wyoming, Colorado and other state child welfare agencies to facilitate the placement of children in foster care into Wyoming adoptive homes. WCS acts as an advocate for children and families in the areas of service provision, placement support and adoption subsidy negotiation.
Special needs adoption services are provided in accordance to agency, state and federal guidelines and statutes, and reflect accepted, sound practice.

PLEASE NOTE: Each applicant for the Waiting Child Adoption Program must complete an online special needs adoption preparatory training at their expense prior to finalization and approval of their home study. Training addresses the following topics: grief and loss, parenting abused and neglected children, effects and behaviors caused by exposure to domestic violence, sexual behaviors of traumatized children, transracial adoption, among others. Referral and placement cannot occur until training has been completed. Online training website and curriculum will be provided and individual certificate(s) of completion will be maintained in applicant file.

**International Adoption Programs**

Wyoming Children's Society can provide home study services, preparation and education and post placement/post adoption services and support to Wyoming families who wish to adopt internationally through an agency out of state holding a license in that country.

The Wyoming Children’s Society is Hague accredited by IAAME and the U.S. Department of State.
Getting Started
The First Step...

- Submit your application to Wyoming Children’s Society

The application includes requests for information regarding:

<table>
<thead>
<tr>
<th>Household information</th>
<th>Criminal background statement</th>
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<tr>
<td>Copy of marriage certificate</td>
<td>Residence/address history form</td>
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<tr>
<td>Family financial statement</td>
<td>Adoption expenses schedule</td>
</tr>
<tr>
<td>List of references</td>
<td>Casual family photos</td>
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<tr>
<td>Child information form</td>
<td>Autobiographies for each applicant</td>
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<tr>
<td>Publicity clearance</td>
<td>Medical reports from your examining physician</td>
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<tr>
<td>Copy of birth certificates</td>
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Wyoming Children’s Society application is used as a screening tool so that we may know more about you prior to initiating the home study process. The acceptance and review of your application does not imply an adoptive home study will be approved.

After receiving your initial application we will email your references and send you a second packet including an application for Wyoming child abuse and neglect registry checks, child abuse and neglect clearance forms for any other states you have lived in since the age of 18, fingerprint cards, local police check permission forms and questionnaires to be completed and returned to Wyoming Children’s Society.

After receiving all references, background clearances, and all items listed above, a caseworker will be assigned to begin your home study.
What is the next step after you have completed reviewing this packet?

Please return your completed signed and dated application and all accompanying documents to Wyoming Children’s Society, 314 E. 21st Street, Cheyenne, WY 82001. Carefully review the application packet to ensure you understand each document before you sign and date them. Because the application constitutes an agreement between you and Wyoming Children’s Society, we encourage you to retain a photocopy of the application and accompanying documents for your records.

Forms that must be signed, dated and returned to Wyoming Children’s Society:

- Wyoming Children’s Society Application for Adoption (all pages)
- Statement of Fees
- Client Complaint Procedure
- Understanding of Requirement to Share Photographs and Letters*
- Agreement Regarding Dual Agency Certification and Registration*
- Medical Report – Adoptive Applicant (one for each applicant)

Additional Information that needs to be submitted with the above:

- Application Fee
- Copy of marriage certificate
- Copy of your most recent Income Tax Return
- List of character references (see page 4 of the application)
- Casual family photos
- Autobiographies for each applicant
- Copy of birth certificates

*Domestic Adoptions Only


**WYOMING CHILDREN’S SOCIETY APPLICATION FOR ADOPTION**

1. This application will remain on file and is valid for six months from the date received.

<table>
<thead>
<tr>
<th>Applicant 1 Full Name:</th>
<th>Age:</th>
<th>Birth Date:</th>
<th>SSN:</th>
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<tbody>
<tr>
<td>Applicant 2 Full Name:</td>
<td>Age:</td>
<td>Birth Date:</td>
<td>SSN:</td>
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<tr>
<td><strong>Address:</strong></td>
<td><strong>City:</strong></td>
<td><strong>State:</strong></td>
<td><strong>Zip:</strong></td>
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<tr>
<th>Phone Numbers:</th>
<th>Applicants Email Addresses:</th>
<th>Emergency/Relative contact name and number:</th>
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<tr>
<td>1). Home</td>
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<td>2). Applicant 1 Work:</td>
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<td>Applicant 1 Cell:</td>
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<td>3). Applicant 2 Work:</td>
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<tr>
<td>Applicant 2 Cell:</td>
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<tr>
<th>Description of Home:</th>
<th>2.) Number of Bathrooms</th>
<th>3.) Own or Rent?</th>
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<tr>
<td>1). Number of Bedrooms</td>
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2. PLEASE SUBMIT A PHOTOCOPY OF YOUR MARRIAGE AND BIRTH CERTIFICATES

Date and Place of Present Marriage: ____________________________________________

Has either applicant been married before?

Applicant 1: Yes or No Date of marriage __________ Date of Termination __________

Reason: ____________________________________________________________

Applicant 2: Yes or No Date of marriage __________ Date of Termination __________

Reason: ____________________________________________________________

List Current Children Living with You and Adult Children You Have Raised (attach additional sheets if needed):

<table>
<thead>
<tr>
<th>Name:</th>
<th>Sex:</th>
<th>Age:</th>
<th>Birth Date:</th>
<th>Adopted or Birth:</th>
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Driver’s License Number:

Applicant 1: ______________ (State) __________ Applicant 2: ______________ (State) __________

Do you have US Passports? No or Yes

Applicant 1: Passport Number: Issued by: Issue Date: ________________________

Applicant 2: Passport Number: Issued by: Issue Date: ________________________
<table>
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<tr>
<th>Ethnic Origin and Country of Citizenship</th>
<th>Applicant 1</th>
<th>Applicant 2</th>
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<tr>
<td>Height and Weight</td>
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<tr>
<td>State your general health</td>
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<tr>
<td>Do you smoke, vape or chew tobacco?</td>
<td>Yes or No</td>
<td>Yes or No</td>
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<td>Education/Degrees</td>
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<td>Religious preference</td>
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<tr>
<td>Have you ever been under investigation for child abuse?</td>
<td>Yes or No</td>
<td>Yes or No</td>
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<tr>
<td>Do you have a police record?</td>
<td>Yes or No</td>
<td>Yes or No</td>
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**Applicant 1: Employer**
List the Last Five Years:

<table>
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<tr>
<th>Occupation</th>
<th>From/To</th>
<th>Salary/Wage</th>
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**Applicant 2: Employer**
List the Last Five Years:

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<th>Occupation</th>
<th>From/To</th>
<th>Salary/Wage</th>
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**3. PLEASE SUBMIT A COPY OF YOUR MOST CURRENT YEAR’S TAXES.**

**EXPENSES:**
- Mortgage/Rental Payment: $__
- Car Loans: $__
- Other Monthly Loans: $__
- Total Monthly Fixed Expenses: $__

**ASSETS:**
- Real Estate Value: $__
- Gross Annual Income: $__
- Net Monthly Income: $__
- Savings: $__
- Retirement: $__
- Stocks/Bonds: $__
- Other Assets: $__

**INSURANCE:**
- Medical Insurance Provider: __________________________
- Life Insurance Carrier: __________________________
- Amount of Coverage: $________________________
PLEASE REMEMBER TO INCLUDE THE FOLLOWING WITH YOUR APPLICATION

1. 1-2 Casual Family Photographs
2. Copy of Last Year’s IRS 1040 Tax Return
3. Photocopy of Marriage License
4. Autobiographies
5. Application Fee of $250.00 (non-refundable)
6. Copies of applicant(s) birth certificates

SERVICES REQUESTED

I/We request home study services for the following:

☐ WCS domestic infant adoption
☐ WCS waiting/older child adoption
☐ Designated/private adoption (adoption across state lines, family, attorney-facilitated, etc.)
☐ International Adoption (specify country)

Please identify any other adoption agency you are or will be working with:

Name of Agency and Contact Person: ____________________________________________
Address:_____________________________________________________________________
Telephone:___________________________________________________________________

Have you ever applied to another adoption agency or had a home study completed through another adoption agency? If so, please tell us the name and location of the agency.

___________________________________________________________________________

In signing this application we/I acknowledge the above information is correct to the best of our/my knowledge. We/I understand our financial, medical, and employment may be verified for confidential professional purposes only. We/I further agree that if a child is placed with us/me for adoption we/I will assume full responsibility for the care of the child as long as he/she/they are in our/my physical custody.

Applicant 1 Signature ___________________________ Applicant 2 Signature ___________________________

Date: _________________ Date: _________________
CHARACTER REFERENCES

Provide the names of five (5) individuals who meet the following criteria. Three (3) non-relative references from persons who have known you for at least two (2) years. Two (2) references must be from relatives (e.g. parents, siblings) who can assess family relationships and support your appropriateness as an adoptive parent. One (1) reference should be from your employer. We will directly request letters of reference from the individuals listed, so please include complete mailing and email addresses. Email is our preferred method of communication.

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<tr>
<th>Name</th>
<th>Address</th>
<th>City, State, Zip</th>
<th>Telephone Number</th>
<th>Email</th>
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Email
CHILD INTEREST FORM

General Child Preference:

Age Range(s) ______ Gender ____ Sibling Group OK? ______ Max # ______

Preferred Ethnic/Racial Background:

Caucasian ____ Hispanic ____ African-American ____ Asian ____ Native American ____

Mixed Race (biracial, multiracial) ______

In order to match you with an appropriate child for adoptive placement, it is important that we are aware of the health and medical characteristics you can accept in an adopted child. As part of the home study process, your social worker will discuss with you in greater depth the definitions of specific diagnoses/conditions a child may exhibit. During the study process, you may decide to limit or expand the conditions you are able to accept. Some areas pertain to all children, and some only to older waiting children. During the study process, you will have the opportunity to fully discuss with your social worker your level of comfort with specific medical/emotional/behavioral issues. If you are not sure if you could accept a condition or not, please write “don’t know” . You can discuss this further with your social worker.

All children are different, and how each child responds to treatment and medication is individual. Children available for adoption have been determined by their social workers to have a high likelihood of success in an adoptive family. All children have expressed a strong desire to have a forever family.

Medical Disorders:

Some of the medical concerns a child may exhibit include prematurity, prenatal drug or alcohol exposure, allergies, hearing and/or sight impairment, birthmark, missing limb, clubbed feet, congenital heart defect, cleft palate, colic, seizure disorder, cerebral palsy, attention deficit hyperactivity disorder, among others. Please list below those conditions you would NOT consider:


Mental Health Disorders:

Some children may have a family history of mental health disorders or are diagnosed themselves with bipolar disorder, clinical depression, and schizophrenia. Other mental health disorders include autism and personality disorders. Having a family history of mental illness does not mean the child will develop the mental illness, but does indicate a higher risk. Please list below those conditions you would NOT consider:


Emotional/Behavioral Disorders:

Children awaiting adoption in the foster care system have been removed from their birth families as a result of abuse and/or neglect. Therefore, it is important to acknowledge these children have experienced varying degrees of trauma and suffer from grief and loss, among other issues. They have suffered many losses, including the loss of parents, siblings, extended families and a familiar environment. Children may be victims of physical, emotional and sexual abuse. They may have suffered severe physical neglect as well as educational neglect. As a result, some of the conditions/behaviors children may exhibit include attachment disorder, oppositional defiant disorder, post-traumatic stress disorder, fetal alcohol syndrome or effect, bedwetting, abnormal eating habits, inappropriate sexual behaviors, among others. Other behaviors common in children coming from chaotic backgrounds include lying, stealing and poor social skills. In addition, some children may have educational challenges and learning disabilities. Many are receiving psychological counseling that will need to continue after adoptive placement. These children require patience and permission to heal at their own pace. Please list below those conditions/behaviors you would NOT consider:

________________________________________

Please discuss your child preferences in depth with your social worker and ask questions about conditions/disorders not familiar to you. This will assist us in identifying the best possible match for adoptive placement.
PUBLICITY CLEARANCE

Wyoming Children’s Society hosts events for adoptive families from which we occasionally post pictures onto our website, Facebook page, newsletter, as well as promotional materials. Subjects in photographs are rarely identified and we will never use photos of your family without your express permission to do so. If you have questions about this form, please contact Wyoming Children’s Society.

_____ We do not grant permission for use of photos of our family.

_____ We do grant permission for Wyoming Children’s Society to publish/print photographs of our family for the purposes stated above. (If permission is granted, please sign and date this document below.)

Applicant 1: _______________________________

Applicant 2: _______________________________

Date: _____________________________________
CRIMINAL HISTORY STATEMENTS

Have you ever been arrested/charged and/or convicted of any crime involving felony charges or misdemeanor charges? You must include any expunged charges or convictions, as well as first time offenses for which you may have received probation or a deferred sentence/prosecution.

Applicant 1

_____ Yes – add explanation
_____ No

Applicant 2

_____ Yes – add explanation
_____ No

Has anyone living in your home ever been arrested/charged and/or convicted of any crime involving felony charges or misdemeanor charges that involved violence or harm to a minor or vulnerable adult?

Applicant 1

_____ Yes – add explanation
_____ No

Applicant 2

_____ Yes – add explanation
_____ No

The Wyoming Children Society will request local, state and federal criminal background checks and child abuse and neglect registry checks for applicants. Child abuse and neglect registries will be checked for every state in which applicants have resided for six weeks or more since the age of 18.

We certify our answers are correct. We understand that if we provide false responses our application for adoption will be refused.

Applicant 1 ________________________________ Date____________

Applicant 2 ________________________________ Date____________
RESIDENCE HISTORY FOR CHILD ABUSE REGISTRY CHECK (Applicant 1)

Wyoming Children's Society obtains Child Abuse and Neglect Registry checks in every state you have resided in for six weeks or longer since the age of 18.

Applicant 1 - Full Name: ____________________________________________

Applicant 1 - Maiden Name: ____________________________________________

<table>
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<tr>
<th>Approximate Dates</th>
<th>Street Address (if known) *</th>
<th>City and State</th>
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* In the event you do not recall the street address, you must provide at a minimum the city and state. Records are filed under date of birth and social security number.
RESIDENCE HISTORY FOR CHILD ABUSE REGISTRY CHECK (Applicant 2)

Wyoming Children's Society obtains Child Abuse and Neglect Registry checks in every state you have resided in for six weeks or longer since the age of 18.

Applicant 2 - Full Name: ________________________________

Applicant 2 - Maiden Name: ________________________________

<table>
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<tr>
<th>Approximate Dates</th>
<th>Street Address (if known) *</th>
<th>City and State</th>
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* In the event you do not recall the street address, you must provide at a minimum the city and state. Records are filed under date of birth and social security number.
GENERAL ELIGIBILITY REQUIREMENTS

In order to adopt through Wyoming Children’s Society prospective adoptive parents need to be at least 21 years of age and a resident of Wyoming or Colorado.

CLIENT RIGHTS AND RESPONSIBILITIES STATEMENT

Wyoming Children’s Society is a private, non-profit adoption agency and as such reserves the right to provide or refuse services based upon a good faith determination that applicant(s) are appropriate for Wyoming Children’s Society adoption and birth parent services.

Wyoming Children’s Society provides the following services: pregnancy support, domestic infant adoption, intercountry adoption and waiting child adoption services, as well as pre-placement and post placement/post adoption support to children and families.

Wyoming Children’s Society does not discriminate on the basis of economic status, race, ethnicity, religion, gender, age or sexual orientation.

Clients of the Wyoming Children’s Society have the following rights:

- The right to privacy and confidentiality
- The right to qualified and competent staff support
- The right to withdraw consent for sharing of information and to be informed of the possible ramifications of withdrawing consent
- The right to full disclosure of WCS fees for adoption services
- The right to view their case record
- The right to provide a written statement for inclusion in their case record
- The right to file a formal grievance against a member of the staff of the Wyoming Children’s Society or its Director

Clients of the Wyoming Children’s Society have the following responsibilities:

- Communicate with WCS staff in a forthright and candid manner
- Inform WCS staff of changes in contact information, home address, family composition, health status, marital status, employment and income level
- Full participation in adoption study and post-placement/post adoption contact and reporting requirements
- Notify WCS staff in a timely manner when a child is placed in the home
- Inform WCS staff of any significant incidents involving a child in WCS custody
- Pay established fees for services as scheduled and agreed

Signature(s) below indicate that applicant(s) have read and understand their client rights and responsibilities as provided by the Wyoming Children’s Society.

Applicant 1

Date

Applicant 2

Date
RIGHT TO REQUEST INFORMATION

The client has the right to request the following information:
1) The number of adoptive placements per year for the prior three calendar years, and the number and percentage of those placements that remain intact, are disrupted, or have been dissolved as of the time the information is provided;
2) The number of parents who apply to adopt on a yearly basis, based on data for the prior three calendar years; and
3) The number of children eligible for adoption and awaiting an adoptive placement referral via the agency or person.

POLICY REGARDING ADDITIONAL CHILD PLACEMENTS

Wyoming Children’s Society believes adopted children require the full attention of their parent(s) in the first year of placement in order for strong bonding and attachment to occur. It is equally important for adoptive parents and siblings to have adequate time to connect to their new family member. To that end, Wyoming Children’s Society requests adoptive families agree not to accept placement of another child into their home and family for a period of one year following initial placement of the adopted child, including foster children.

By signing this document below, you confirm you will abide by this agreement.

Applicant 1
Date

Applicant 2
Date

STATEMENT OF PROHIBITION AGAINST CHILD BUYING, CHILD TRAFFICKING AND PAID INDUCEMENTS

The Hague Convention strictly prohibits any action that can be construed as child buying, trafficking or monetary inducements to guarantee an adoptive placement. By our signature(s) below, we verify that we understand that any charitable donations/services/in kind materials given to WCS or the Foreign Supervised Provider by us or any member of our extended family will not have the effect of producing preferential treatment in the adoption process.

Applicant 1
Date

Applicant 2
Date

SUBMIT COMPLETED APPLICATION WITH REQUESTED SUPPORTING DOCUMENTATION TO WYOMING CHILDREN’S SOCIETY, 314 E. 21ST ST, CHEYENNE, WY 82001. PLEASE CHECK THAT SIGNATURES HAVE BEEN PROVIDED WHERE INDICATED AND REQUIRED.
MEDICAL REPORT
ADOPTIVE APPLICANT

To Examining Physician: This is a confidential report concerning adoptive applicants who wish to adopt a child or children. It is necessary to determine that the applicant is free of communicable diseases, has a reasonable life expectancy, and is capable of carrying out the charges of parenthood.

PATIENT'S NAME:______________________________

ADDRESS:_____________________________________

Please describe the general health of the applicant and whether the applicant has a reasonable life expectancy: ________________________________

Is there any known medical condition which would prevent this applicant from being capable of carrying out the charges of parenthood?

__________________________________________________

To your knowledge, does the applicant have any communicable disease? _____________________________

Tuberculosis Test (active and chronic form): ______Negative ______Positive

_________ Date of Test

PHYSICIAN'S REPORT ON OTHER MEMBERS IN HOUSEHOLD

Name: __________________________ Current Health Status:

____________________________________________

____________________________________________

____________________________________________

____________________________________________

Printed Name of Physician

Physician’s Signature

Date of Examination

Please mail form directly to:
Wyoming Children’s Society
314 East 21st Street
Cheyenne, WY 82001
MEDICAL REPORT
ADOPTIVE APPLICANT

To Examining Physician: This is a confidential report concerning adoptive applicants who wish to adopt a child or children. It is necessary to determine that the applicant is free of communicable diseases, has a reasonable life expectancy, and is capable of carrying out the charges of parenthood.

PATIENT’S NAME: ________________________________

ADDRESS: _______________________________________

Please describe the general health of the applicant and whether the applicant has a reasonable life expectancy: ___________________________________________________________

Is there any known medical condition which would prevent this applicant from being capable of carrying out the charges of parenthood?

__________________________________________________________________________

To your knowledge, does the applicant have any communicable disease? __________________

Tuberculosis Test (active and chronic form):   __Negative   __Positive

_________________________________ Date of Test

PHYSICIAN’S REPORT ON OTHER MEMBERS IN HOUSEHOLD

Name: ______________________________________________________________________

Current Health Status: _______________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Printed Name of Physician

Physician’s Signature

Date of Examination

Please mail form directly to:
Wyoming Children’s Society
314 East 21st Street
Cheyenne, WY 82001

314 East 21st Street       Cheyenne, Wyoming 82001    (307) 632-7619
Fax (307) 632-3056       www.wyomingcs.org       Email:wyomingcs@wyomingcs.org
Wyoming and Colorado Resident Schedule of Fees

**Application Fee**

$250.00

The application fee is submitted with the completed and signed adoption application and is **nonrefundable**. Applications expire after six months and must be resubmitted if no further action is taken on the part of the applicant.

**Home Study Fees**

- Domestic Infant and Waiting Child (Children in Foster Care) Home Study Fee: $2,000.00
- Designated, Interstate and Inter-Country Home Study Fee: $2,500.00

One-half of the home study fee is due at the time of the first visit/interview and is **nonrefundable**, regardless of whether the applicant voluntarily withdraws from the home study process or WCS does not approve the home study. The remainder of the home study fee is due at the time the approved home study is completed. A mileage fee and hotel expenses will be assessed when staff travel is required to provide services. The mileage rate is $.58 per mile. A good faith estimate for a hotel is $100.00 to $250.00 per night depending on the location of the family and the time of year. Since WCS has no control over these fees WCS is not to be held responsible for any changes in this fee.

**Domestic Infant Placement Fee**

$16,000.00 to $20,000.00

The fee for a domestic infant placement is based upon 18% of the adoptive parent(s)' joint gross annual income with a minimum fee of $16,000.00 and a maximum fee of $20,000.00. Two-thirds of the placement fee is due at the time of placement, and the remaining third is due at the time of adoption finalization. The Placement Fee is **nonrefundable**. The post-placement supervision/services fee is included in the placement fee.

**Waiting Child Program Facilitation Fee**

$2,000.00

The facilitation fee applies to the waiting child (children in foster care) adoption program and offsets additional agency expenses incurred in interagency consultation, interstate compact requirements, and transition planning for placement of waiting children from the public child welfare system with WCS adoptive families. $2,000.00 is due at the time of placement and is **nonrefundable**.

**Post-Placement/Post-Adoption Supervision/Service Fee**

$300 **PER VISIT** plus mileage/travel expenses when applicable

The total fee for post-placement/post-adoption supervision/services is billed at the time of placement and is **nonrefundable**. Number of post-placement/post-adoption visits required vary among programs. An average is 3-5 post placement/post adoption reports. A mileage fee and hotel expenses will be assessed if staff travel is required to provide services. The mileage rate is $.56 per mile. A good faith estimate for a hotel is $100.00 to $250.00 per night depending on the location of the family and the time of year. Since WCS has no control over these fees WCS is not to be held responsible for any changes in this fee. Applicable mileage fees will be billed following each visit.
Domestic Infant Program: Included in Placement Fee

Placements are supervised monthly until finalization. Post-placement service fees are included in the Placement Fee.

Interstate or Designated Infant: Minimum of $900.00

Placements are supervised monthly until finalization of the adoption.

Inter-Country Adoption: $900.00 - $1,200.00

Number and frequency of post-adoption supervisory visits vary according to the specific country’s requirements. NOTE: if the country does not have a specific post-adoption requirement, Wyoming Children’s Society will require a total of three (3) post placement/post adoption visits within the first six (6) months of placement.

Program Change Fee $500.00 to $1,000.00

Adoptive applicants with a completed, current home study through Wyoming Children’s Society who wish to change to a different adoption program or change the country from which they plan to adopt prior to receiving placement will be assessed the change fee noted above. This fee covers the cost of preparing the family for a change in country, assessing whether the family is approved to make this change and changing the home study to meet the new country’s adoption requirements.

All fees are nonrefundable and are not waived or reduced. All fees are payable via check, cash or credit card and are payable to Wyoming Children’s Society.

Wyoming Children’s Society acts as a Primary Provider only for families adopting from the country of Bulgaria through Wyoming Children’s Society’s Bulgarian Program. Families adopting from other countries will receive a detailed fee schedule from their primary provider detailing the cost of the adoption expenses in the United States, foreign country program expenses, care of the child, translation and document expenses, third party fees, travel and accommodation expenses and contributions as required by Hague adoption standard 96.40 (b & c).

I/We have read and understand the Wyoming Children’s Society Schedule of Fees and I/we agree to pay all fees specified in this fee schedule within 30 days of receipt of invoice.

_________________________________________  ____________________________
Applicant                                           Date

_________________________________________
Applicant                                           Date
Wyoming Children’s Society Explanation of Fees

1. Fees for services are the basis of the Wyoming Children’s Society operating budget, and fee amounts are derived to reflect as closely as possible the actual cost of providing statewide adoption services. If the expenses of agency operation increase, then it is necessary to increase our fees by a like percentage in order to maintain the fiscal health of the agency.

2. The Wyoming Children’s Society sets fees that are reasonable for the services provided in keeping with our non-profit status.

3. Fees for services cover the following agency expenses:
   - Day-to-day operating expenses including utilities, office supplies and equipment, postage, required building and professional insurance, website maintenance, public education, staff salaries, staff training and development, and more.
   - Maintenance of Hague accreditation and state licensure essential to our ability to provide adoption services generally and inter-country adoption services specifically.
   - Staff resources required for distribution, tracking and maintenance of documentation as required by the State of Wyoming licensing authority and Wyoming Children’s Society standards.
   - Staff resources required for generation of mandatory legal and adoption documents and reports.
   - Time and resources required to provide quality services by professionally trained staff to birth parents, adoptive applicants, and in consultation with other adoption professionals across agency, state and national boundaries in the facilitation of domestic, waiting child and inter-country adoptions.
   - The expense of providing services at no cost to birth parents.

4. The Federal Adoption Tax Credit is available to adoptive parents who qualify and can result in the reimbursement of all or a portion of their adoption expenses following finalization of their adoption.

WCS Fee Schedule – Revised December 2018
AUTOBIOGRAPHY GUIDELINES

Typical length of autobiographies are approximately 2 to 5 pages typed. Please submit your autobiographies with your completed application.

I. CHILDHOOD
Include information about your place of birth, composition of your family. Describe your childhood; relationship with your family, attitudes about school, feelings about where you lived, whether you moved a lot. Discuss your personality as a child, as a teenager. Discuss whether you had serious problems as a teenager, and how your relationship with your family has changed during the years.

II. EDUCATION
Describe your life during high school. Did you graduate? In what activities were you involved? Did you go on to attend college, technical school, other?

III. COURTSHIP AND MARRIAGE (If applicable)
Discuss briefly your dating habits throughout high school, then how you met your spouse, how long you dated, etc. Describe the relationship between you and your spouse, what you like best about each other, what you would change if you could. Discuss your marriage and how you feel about marriage in general, its problems and its satisfactions. If you had a previous marriage, discuss what caused the divorce, how you have resolved the issue of divorce, how the divorce impacted your life and subsequent marriage.

IV. SINGLE PARENTHOOD
If you are not married and are pursuing adoption as a single parent, discuss your views on single parenthood. How do you feel single parenthood will impact your life, your career? How do you feel your family will view single parent adoption?

V. EMPLOYMENT
Talk about your present job. Discuss working in general. Tell about some of your previous jobs and what your career goals are. Explain how you feel about your spouse’s job.

VI. INTERESTS
Discuss your hobbies, talents, individual interests. Describe family activities including recreation, church, social activities, etc.

VII. ADOPTION
Why do you want to adopt? What do you feel would be your responsibility toward a child? How do you express care and concern to those you love? How do you think your extended family will react to your adopting? What is the child’s responsibility in the family?
WYOMING CHILDREN'S SOCIETY
Understanding of Requirement to Share Photographs and Letters

It is an important value of Wyoming Children's Society to honor the wishes of birthparents making an adoption plan for their infant. Few if any closed adoptions are facilitated through the agency: some degree of openness between adoptive parents and birth parents is in the best interests of all concerned, especially the child.

Wyoming Children's Society requires all adoptive applicants who receive placement of an infant through the Domestic Infant Adoption Program provide the agency with photographs of their adopted child and progress letters on the following schedule, at a minimum:

**Year 0-1:** Twelve (12) times each year (every month)
**Years 1-5:** Four (4) times each year (quarterly)
**Years 6-18:** Two (2) each year (every 6 months)

Photographs should be submitted along with a letter directed to the birthparents describing how the child is doing, their interests, milestones and general well-being.

The above requirement is a minimum. Photographs and letters will be sent directly to Wyoming Children's Society for distribution to the birthparents. Photographs and letters will be shared with birthparents but will not include any identifying information unless the adoptive parents and birthparents have mutually agreed to a more open arrangement than the minimum described above. Prior to placement the adoptive parents and birthparents may agree on a more frequent schedule.

This signed agreement is required for adoption services to be provided through Wyoming Children's Society.

**Signatures:**

Our signatures below confirm we have read and understand the Requirement to Share Photographs and Letters, and agree to abide by the spirit and intent of this requirement.

Applicant 1 ___________________________ Date

Applicant 2 ___________________________ Date

WCS 2/2017
WYOMING CHILDREN’S SOCIETY
Agreement Regarding Dual Agency Certification and Registration

Wyoming Children’s Society believes prospective adoptive parents should be permitted to pursue all legal and appropriate means of building a family through adoption, and does not prohibit families who are approved through Wyoming Children’s Society from being dually certified/registered with another adoption agency or adoption facilitator.

If you are certified/registered with another adoption agency or adoption facilitator in addition to Wyoming Children’s Society, please be advised you are required to contact Wyoming Children’s Society within 24 hours if you are selected by birthparent(s) or matched with birthparent(s) other than through Wyoming Children’s Society. Your profile will no longer be shared with Wyoming Children’s Society birthparent(s) until you advise Wyoming Children’s Society you received placement or that the match did not result in placement.

Your signature below confirms that you have read and understood the above agreement.

__________________________________________   ____________________________
Applicant 1                                                                 Date

__________________________________________   ____________________________
Applicant 2                                                                 Date

WCS 6/2012
ADOPTIVE FAMILY PROFILE GUIDELINES

For Domestic Infant Adoption Only

After a family’s home study is completed and approved, Wyoming Children’s Society can begin to share the family’s profile with birthparents who are considering an adoption plan. Your family profile gives background and current information about you and your desire to adopt a child. It is intended to contain information and photos that will be provided to birthparents to assist them in selecting adoptive parents for their child. The family profile should be original, creative and as different as the individuals that prepare them.

Wyoming Children’s Society has two avenues of sharing profiles with birthparents. This includes a hard copy of the profile and an online version posted on our website. We request all families create a book but the internet version is optional. Below you will find instructions on creating both types of profile.

Adoptive Family Profile Instructions – Hard Copy

Included in the profile should be a "Dear Birthparent Letter," addressed to the potential birthparents which will contain your first names, information about your reasons for adoption, your parenting philosophy, details about your marriage and perhaps even a discussion of your religious or spiritual philosophy on life. You can share identifying information or use non-identifying information about yourselves, the choice is yours. If you decide to include identifying information, you should keep in mind birthparents review profiles very closely and will often times share them with their family members.

1. Compose a Dear Birthparent Letter and incorporate it with your family profile or begin your booklet with the Dear Birthparent Letter and follow with photos and captions.

2. Include recent, casual, close-up color photos so birthparents can see you as you are today. Recent photos taken of your family, your home, your pets, you in the outdoors, and your hobbies are great to use. If your profile includes photos of a large family gathering, please identify first names of the people in the picture.

3. Have books made by a copy and printing company or office supply store. Some popular online resources include Snapfish, Shutterfly, and Blurb. Please ensure your profile is no larger than 8 ½ x 11. Profiles are mailed to caseworkers across the state; therefore, we ask you refrain from using albums or other heavy coverings for your profile.

4. You should submit six profiles to Wyoming Children’s Society. Be prepared to submit additional copies of your profile when requested by Wyoming Children’s Society. Please retain your original profile so duplicates can be made and submitted to Wyoming Children’s Society upon request.

5. Other family’s profiles are available for you to view. Please call us with questions.
Adoptive Family Online Profile Instructions

The online family profile is optional for families to complete. This profile is essentially a snapshot of your full family profile. It is a condensed introduction to your family that potential birthparents can inquire about upon contacting our agency. If upon contacting the Wyoming Children’s Society a birthparent expresses interest in your family, she will be given the entire hard copy of your family profile to look at and take home with her.

- Please create a family summary which contains basic information about the family, including hobbies, interests, education, jobs, and personalities. The family summary is as individual as you are. You may want to include why you want to adopt and what you look forward to in becoming parents. You can simply use some of the same wording and information that is included in your profile book. The summary should be no more than 600 words.

- Choose 4 pictures of your family, preferably ones that are also in the family profile you have provided our agency. One picture may be of your home and at least one picture should be a clear, close-up picture of your family. The others can be fun pictures of family activities or individual pictures.

- Email an electronic version of your family summary and photos to Kristi Roberts at kroberts@wyomingcs.org in order to add your family’s profile onto our website: www.wyomingcs.org under the “Find a Family” tab.

- You can look at family’s profiles on our website for an idea of what the profile should contain and what it will look like when completed. Please call us with any questions.
Resources for Families Interested in Waiting Child/Special Needs Adoption

There are many children in public foster care who are available and waiting to be adopted. To learn more about these children please take a look at the following websites.

Photolistsings of Waiting Children

- www.adoptex.org
  *The Adoption Exchange.* Photo listings of waiting children in Colorado, Missouri, Nevada, New Mexico, South Dakota, Oklahoma, and Utah.

- www.nwae.org

- www.AdoptUSKids.org
  This website is sponsored by the United States Children’s Bureau and features many waiting children as well as information regarding state-specific adoption requirements.

Helpful Resources

- www.adopting.com
  Adoption website addressing adoption-related questions.

- www.nacac.org
  *North American Council on Adopted Children* is an excellent resource for families considering adopting a waiting child with special needs.

- www.adoptioncouncil.org
  Adoption advocacy organization providing resources, support, and education.

Education and Training

- www.fosterparents.com and www.fosterparentstest.com
  Online training for foster and adoptive families.

- www.adoptededucation.com
  Online training for prospective adoptive parents.

Written Material

- www.adoptivefamilies.com
  A national adoption magazine committed to supporting families before, during and after adoption.

- www.tapestrybooks.com
  Tapestry Books specializes in adoption books and is helpful in finding resources specific to your interests and needs.
Wyoming Children’s Society

Online Waiting Child Adoption Preparation Training

Applicants seeking adoption of an older child in foster care (waiting child adoption) must complete the online waiting child adoption preparatory training and provide a certificate of completion to be maintained in their file. Online training must be completed by the time the home study is finalized and approved, and each applicant must complete the training and provide a certificate of completion.

The website offering the online training is www.fosterparents.com. Go to the home page, then click on ‘online training – English’ and select the following from the (extensive) list of courses:

1. Ten Important Things Foster and/or Adoptive Parents Should Know - 4 credit hours
2. Loss & Grief Experienced by Foster & Adopted Children - 3 credit hours
3. Effects & Behaviors Caused by Exposure to Domestic Violence - 3 credit hours
4. Parenting Abused and Neglected Children - 4 credit hours
5. Parenting Children Across Racial & Cultural Lines - 4 credit hours
6. The Sexual Behaviors of Traumatized Children: Why Are These Children So Focused On Sex - 3 credit hours

The cost is approximately $50 per person, as each applicant needs to complete each class. Any number of courses can be selected, but the courses listed above must be completed in order to meet the Wyoming Children’s Society training requirement.

WCS 2/2017
Wyoming Children’s Society
CLIENT COMPLAINT PROCEDURE

Wyoming Children’s Society is committed to transparency in services and communications with the individuals we serve, and we strive to be responsive to your needs in a timely manner. We understand, however, misunderstandings and miscommunications can and do sometimes occur and issues are not always easily resolved.

Any client – prospective adoptive parent, adoptive parent, birth parent or adoptee – has the right to file a formal complaint with Wyoming Children’s Society and/or its Supervised Providers if it is believed the services or activities of the agency or person (including its use of supervised providers) are not in compliance with the Hague Convention, the Intercountry Adoption Act of 2000 (IAA), the Intercountry Adoption Universal Accreditation Act of 2012 (UAA) or the regulations implementing the IAA and the UAA. No action shall be taken to discourage or penalize any client from lodging a complaint, expressing a grievance either in writing or verbally, or questioning the conduct of or expressing an opinion about the performance of Wyoming Children’s Society or its Supervised Provider. Wyoming Children’s Society pledges to act in good faith and in a timely manner to address and resolve complaints to the extent possible.

If you have concerns or complaints we encourage you to work directly with the staff person or Executive Director to attempt to informally resolve any disagreement. In the event the complaint cannot be resolved informally, a formal complaint can be filed by following the procedure below.

The client will submit a signed and dated letter to the Executive Director containing the client’s name, address and telephone number, the nature of the complaint and specific events to the address below:

Carol Burman Lindly, Director
Wyoming Children’s Society
314 E. 21st Street
Cheyenne, WY 82001

The Executive Director shall have 30 days from receipt of the written complaint to respond. If the complaint is time-sensitive or involves allegations of fraud, the Director shall respond within 7 days of receipt of the written complaint. Responses to formal complaints shall be in writing. It is the practice of this agency that the Executive Board be notified of any complaint made to the director within 24 hours (excluding weekends/holidays). The Executive Board will meet within 7 days to discuss the complaint and determine a response. The board may determine it is best to consult with an attorney. The Board as a whole will be informed of the complaint and the resolution will be recorded both in the case file and the board minutes.

It is the policy of Wyoming Children's Society to maintain a written record of each complaint received and the steps taken to investigate and respond to it. Written documentation of such conversations with the complainant and/or their counsel is maintained in the client file. This
record will be made available to the accrediting entity or the Secretary upon request. Wyoming Children’s Society is required to provide to the accrediting entity and the Secretary, on a semi-annual basis, a summary of all complaints received during the preceding six months as well as an assessment of any obvious patterns in complaints received against the agency or person along with information regarding the changes which have been implemented by the agency or person in response to the patterns.

A separate letter containing the formal complaint may also be sent to the President of the Board of Directors at the address below:

President, Board of Directors of Wyoming Children’s Society
314 E. 21st Street
Cheyenne, WY 82001

Clients may choose to lodge their complaint with the State of Wyoming or State of Colorado licensing authority or the United States Department of State (if the complaint is related to inter-country adoption) at the contacts below:

State of Wyoming Department of Family Services
2300 Capitol Avenue
3rd Floor
Cheyenne, WY 82002

Colorado Department of Human Services Licensing and Monitoring Unit
3550 W. Oxford Avenue - Third Floor
Denver, Colorado 80236


**Dispute Resolution**

**Informal Resolution**

The parties agree that in the event of any dispute the parties will first attempt vigorously and in good faith to resolve the dispute by discussion and negotiation, including at least one meeting at WCS’s offices in Wyoming or Colorado. If, following such discussions and negotiation, a party determines that a prompt and reasonable resolution of the dispute is not possible, that party may invoke formal dispute resolution as set forth below.

**Mediation**

The parties agree to attempt in good faith to resolve any unresolved dispute, claim, or controversy by mediation administered by a mutually acceptable mediator in Laramie County, Wyoming or Larimer County, Colorado. In the event the parties do not agree on a mutually acceptable mediator, the mediation will be administered by the American Arbitration Association (AAA) under its Commercial Mediation Rules.
Arbitration

If mediation fails to resolve the dispute, it shall be resolved by confidential, binding arbitration in Laramie County, Wyoming or Larimer County, Colorado. The parties shall select a single arbitrator within ten (10) days of the date a written demand for arbitration is received by either party from the other. In the event the parties fail to select an arbitrator, the arbitration will be administered by the American Arbitration Association. The arbitration shall be conducted pursuant to the AAA Commercial Arbitration Rules, except as the parties may otherwise agree in writing, but shall not be conducted under AAA auspices and administration unless the arbitrator is selected by AAA.

Costs and Attorney Fees

Each party shall be responsible for one-half of any mediator's or arbitrator's fees, including any administrative fees charged by AAA or the mediator or arbitrator. Each party shall be solely responsible for any attorney's fees or other costs that party has incurred on its own behalf.

I/We acknowledge that I/we have read and understand the Client Complaint Procedure:

Applicant 1 Signature

Applicant 2 Signature

Date

Date
Carol Burman Lindly, Director

Carol has dedicated her life to working with children and families. Following graduation from the University of Wyoming where Carol earned a Bachelor of Social Work, she worked with youth in residential treatment and later worked for the state investigating child abuse and neglect.

In 1988, Carol began her work with Wyoming Children’s Society working with adoptive families and with young women facing unplanned pregnancies.

Carol and her husband, Steve, have raised four children, three of whom were adopted from Korea.

Kristi Roberts, Adoption & Birth Parent Coordinator

Kristi graduated from the University of Wyoming in 2007 with her Bachelor of Social Work. She and her husband, Andrew, are natives of Cheyenne. With the aid of Wyoming Children’s Society, they adopted two siblings from Russia in 2010.

Kristi began working for Wyoming Children’s Society in 2008. She enjoys supporting families through the process of international and domestic adoption as well as working with birth parents.

Elizabeth Lindly, LCSW - Placement Supervisor

Liz began working in the public school system in northern Colorado after graduating from Colorado State University where she earned a Master of Social Work in 2009. While Liz calls Fort Collins home, she is grateful to remain close to Wyoming and to work part-time in both Colorado and Wyoming, continuing her work in the field of adoption.

Liz started working for Wyoming Children’s Society in 2008 after completing her Bachelor of Social Work at the University of Wyoming. Liz’s time at WCS certainly feels longer as she spent much of her childhood in the office with her mother, who has served as the director since Liz was young.
Susanna Bird, LCSW – Social Worker (Cheyenne)

Susanna graduated from Washington University in St. Louis in 2006 where she earned her Master of Social Work. Since graduating, Susanna has worked on a healthcare patient satisfaction research project, a mental health FMRI research project and an international research project evaluating services for women and children in Southern Africa.

In 2016, Susanna joined the team at Wyoming Children’s Society. Susanna is married to Jason Bird and together they have six children. Susanna and Jason’s extended families have both been touched by adoption and Susanna is grateful to be a part of an organization whose mission is to support and strengthen families through the adoption process.

Christy LeClercq, MSW – Social Worker (Casper)

In 2007, Christy graduated from the University of Denver with her Master of Social Work. She has worked as an adolescent case manager in Probation and the Department of Human Services, as a family therapist, and as a clinician for drug and alcohol and mental health patients. She and her husband, Quintin, have four sons.

Christy started working with Wyoming Children’s Society in 2014. As an adoptee herself, she has a personal perspective and understanding about the process of adoption. She feels that it is a great honor to work with birthmothers and adoptive families.