



HAMILTON

ADOPTION AGENCY AND FOSTER PLACEMENT APPLICATION

Instructions:

- Please print or type clearly all responses and answer all questions as instructed.
- If you need more space than is given, continue in the comments section of this application or attach a separate sheet of paper.
- Coverage will not be bound until this application is completed and signed, and all required documents are provided.

Required documents, in addition to this application:

- Loss runs, dated within 60 days of submission, covering the past five years
- Declarations page from current insurance carrier, showing retroactive date if claims-made coverage
- Most recent state survey reports, licensure reports and accreditation survey reports, as applicable
- Current license
- Resume of owner or administrator
- Sample copy of the applicant's contract between the agency and adoptive, birth or foster parents

APPLICANT INFORMATION

Legal name of Applicant:	
Mailing Address: (Street, City, State, Zip Code):	
Location Address: (Street, City, State, Zip Code):	

(If there are multiple locations, please attach a list separately)

Date Established:		Website:	
Legal Structure:	For Profit	Non-Profit	Government
	Sole proprietorship	Corporation	Partnership
			Joint Venture
			Other (please explain)

Main Contact (name, position):		Telephone Number:	
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COVERAGE REQUESTED

Requested Policy Period:			
Professional Liability Limits:	Per Claim:		Aggregate:
General Liability Limits:	Per Claim:		Aggregate:
Deductible:		Retroactive Date: (declarations page required)	
Other Coverage requests:			

GENERAL INFORMATION

1. Type of Operations (please check all that apply)			
	Adoption agency		Foster placement agency
	Other, please describe:		

2. Please describe in detail the nature of the applicant's operations and services rendered.

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3. Please provide the total annual revenue for the years indicated below:

Revenue Source	Projected	Current	1 Year Prior
Charitable contributions	\$	\$	\$
Government funding	\$	\$	\$
Fee for services	\$	\$	\$
Other:	\$	\$	\$
Total Gross Revenue:	\$	\$	\$

4. Does the applicant maintain any beds for overnight occupancy? Yes No

If "Yes", please provide total number (Youth residential supplement will be required)

5. Are you accredited? Yes No

If "Yes", by whom (Please attach a copy of state license):

6. Do you have a written procedure for dealing with sexual abuse? Yes No

7. Please provide details on the background checks performed by the applicant on foster or adoptive families prior to approval of homes:

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8. Please provide location information:

Buildings	#1			#2			#3			#4		
Type of construction:												
No. of stories:												
Square footage:												
Date built:												
Smoke detectors	Y	N		Y	N		Y	N		Y	N	
Local/central station fire alarm	Y	N		Y	N		Y	N		Y	N	
Sprinkler system:	Y	N	P	Y	N	P	Y	N	P	Y	N	P

P = partial

ADOPTION AGENCIES (please complete if applicant provides adoption services)

9. Please provide the following:

	Traditional	Embryonic	Closed	Total
Number of adoptions in past 12 months				
Number of projected adoptions in next 12 months				

10. Please provide the percentage (totaling 100%) of children placed from the following:			
%	Domestic/State Agencies	%	Foreign operations
%	Private Placements	%	Other (specify):

11. If there are foreign operations shown above, please provide the following:	
Countries of foreign adoptions:	
Number of placements anticipated:	

12. Are all children adopted, domestic and foreign, screened for disease, illness, mental illness, etc.?	Yes	No
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FOSTER PLACEMENT AGENCIES (please complete if applicant performs foster placements)

13. Please provide the following:	
Number of foster placements performed this year	
Number of foster placements projected for the coming year	

14. Please provide the total number of foster homes utilized:		
Are all foster homes licensed by applicable state and/or local authorities?	Yes	No
If "No", who licenses the foster homes?		

15. Maximum number of foster children placed in one home at any one time?	
16. Hours of training for foster families before placement?	
17. How many visits in the last 12 months have resulted in loss of certification or license?	
18. What is the average social workers case load? One case worker to _____ children:	

19. Please provide the percentage (totaling 100%) of children placed from the following?			
%	Well child	%	Mentally disabled
%	Emotionally disturbed	%	Other (specify):

20. How often are foster family homes visited while active placements are taking place?		
21. Are foster family criminal records checked prior to approval of homes?	Yes	No
22. Are foster parents or foster households who have criminal records, or any history of physical or sexual abuse immediately disapproved or de-licensed?	Yes	No
If "No", please explain:		

STAFFING

23. Please indicate number of employed and contracted staff by type:				
Profession	Employed		Contracted	
	Full-time	Part-time	Full-time	Part-time
Administrators				
Counselors				
Psychologists				
Social/case Workers				



Therapists				
Students/Volunteers				
Other (specify):				

24. Are all of the above Individuals licensed in accordance with applicable state and federal regulations?	Yes	No
If "No", please explain:		
25. Do you require contracted staff to carry their own professional liability insurance?	Yes	No
If yes, minimum limits of insurance required:		
Per Claim/Occurrence:		Aggregate:

26. Please indicate all of the hiring/screening procedures used for professionals and paraprofessionals who provide patient care services at your facility:		
	Check of educational background or residency program, when applicable	
	In writing	By telephone
	State	Federal
	Drug screening	
	Verify any pending license suspensions or revocations, or any pending disciplinary actions by other facilities	
	Require information on any professional liability or work-related claim that has previously been made against any individual?	

INSURANCE AND LOSS HISTORY

27. Professional Liability Insurance History (Past 5 years)					
Insurer	Dates covered	Limits of Insurance	Deductible	Premium	Claims-made or Occurrence
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
If the current policy is claims-made, what is the current retroactive date?					

28. General Liability Insurance History (Past 5 years)					
Insurer	Dates covered	Limits of Insurance	Deductible	Premium	Claims-made or Occurrence
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
If the current policy is claims-made, what is the current retroactive date?					

For any "Yes" answers to the following questions, please provide detailed information in the Supplemental Information section of this application or provide separate attachments.

29. Has any insurance company ever rescinded, cancelled or non-renewed any similar insurance for the applicant?	Yes	No
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30. Has the applicant or any of its employees ever been charged with or convicted of a crime?	Yes	No
31. Has any claim been made or suit been filed against the applicant or any other person proposed for this insurance? If "Yes", please complete supplemental claim/incident form for each.	Yes	No
32. Do you have knowledge of information which might reasonably be expected to give rise to a claim of physical abuse or molestation? If "Yes", please complete supplemental claim/incident form for each.	Yes	No
33. Is the applicant or any person proposed for this insurance aware of any known losses, claims or suits that have not yet been reported? If "Yes", please complete supplemental claim/incident form for each.	Yes	No
34. Is the applicant or any person proposed for this insurance aware of any act, error, omission, fact, circumstance, or records request from any attorney which may result in a claim? If "Yes", please complete supplemental claim/incident form for each.	Yes	No

SUPPLEMENTAL INFORMATION

Please use this section to provide additional details for Questions 29-34, or for any other questions requiring additional space for answers.

FRAUD WARNING

NOTICE TO ALABAMA, ALASKA, ARIZONA, ARKANSAS, CALIFORNIA, CONNECTICUT, DELAWARE, GEORGIA, IDAHO, ILLINOIS, INDIANA, IOWA, KANSAS, MARYLAND, MASSACHUSETTS, MICHIGAN, MINNESOTA, MISSISSIPPI, MISSOURI, MONTANA, NEBRASKA, NEVADA, NEW HAMPSHIRE, NORTH CAROLINA, NORTH DAKOTA, OREGON, RHODE ISLAND, SOUTH CAROLINA, SOUTH DAKOTA, TEXAS, UTAH, VERMONT, WASHINGTON, WEST VIRGINIA, WISCONSIN, AND WYOMING APPLICANTS: In some states, any person who knowingly, and with intent to defraud any insurance company or other person, files an application for insurance or statement of claim containing any materially false information, or, for the purpose of misleading, conceals information concerning any fact material thereto, may commit a fraudulent insurance act which is a crime in many states.



NOTICE TO COLORADO APPLICANTS: It is unlawful to knowingly provide false, incomplete or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete or misleading facts or information to a policy holder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claiming with regard to a settlement or award payable for insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

NOTICE TO DISTRICT OF COLUMBIA APPLICANTS: WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

NOTICE TO FLORIDA APPLICANTS: Any person who knowingly and with intent to injure, defraud or deceive any insurance company files a statement of claim containing any false, incomplete or misleading information is guilty of a felony of the third degree.

NOTICE TO HAWAII APPLICANTS: For your protection, Hawaii law requires you to be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

NOTICE TO KENTUCKY APPLICANTS: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

NOTICE TO LOUISIANA APPLICANTS: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

NOTICE TO MAINE APPLICANTS: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines, or denial of insurance benefits.

NOTICE TO NEW JERSEY APPLICANTS: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

NOTICE TO NEW MEXICO APPLICANTS: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

NOTICE TO NEW YORK APPLICANTS: Any person who knowingly and with intent to defraud an insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals, for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and shall also be subject to a civil penalty not to exceed \$5,000 and the stated value of the claim for each such violation.

NOTICE TO OHIO APPLICANTS: Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

NOTICE TO OKLAHOMA APPLICANTS: WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

NOTICE TO PENNSYLVANIA APPLICANTS: Any person who knowingly and with intent to defraud any insurance company, or other person, files an application for insurance or statement of a claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects the person to criminal and civil penalties.

NOTICE TO TENNESSEE APPLICANTS: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

NOTICE TO VIRGINIA APPLICANTS: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.



The Applicant acknowledges that the answers provided herein are based on a reasonable inquiry and/or investigation. The Applicant warrants that the above statements and particulars together with any attached or appended documents are true and complete and do not misrepresent, misstate or omit any material facts.

The Applicant agrees to notify us of any material changes in the answers to the questions on this questionnaire which may arise prior to the effective date of any policy issued pursuant to this questionnaire and the Applicant understands that any outstanding quotations may be modified or withdrawn based upon such changes at our sole discretion.

Completion of this form does not bind coverage. Applicant's acceptance of the company's quotation is required prior to binding coverage and policy issuance.

All written statements and materials furnished to the company in conjunction with this application are hereby incorporated by reference into this application and made a part of this application.

Applicant Signature _____
(must be signed by an owner, principal, partner or officer)

Title: _____
Date: _____