



Office of Children
and Family Services

OCFS-2161 (3/2015)

New York State Adoption Agency Business Plan

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
ADOPTION AGENCY BUSINESS PLAN

The purpose of this program plan is to provide you and the Office of Children and Family Services, with an operating guideline describing how you plan to manage your agency effectively and successfully.

This form has been designed to provide a very basic outline for a program plan. Your plan may contain more detailed information and specifics, if you wish.

Name of Agency: _____

Address: _____

Telephone: _____ Fax: _____

Name of Director: _____

Statement of Purpose: _____

- Why do you wish to operate an adoption program?
- Who will your customers be? (Or "what is your initial target clients as well as your ultimate target clientele"?)
- **How have you determined there is a need for such an adoption program in your particular area?**

BACKGROUND

- Describe the purpose and goals of the proposed adoption program.
- Where are you or will you be located, and why have you chosen this particular location?
- Please describe any background on providing human services.

MANAGEMENT TEAM

- Describe your program involvement in philosophy with regard to adoption services.
- Describe your proposed management practices.
- What staffing qualifications and duties will you require?
- Who will be responsible for the day to day running of the adoption program?
- As a non-profit organization describe the general composition of your board of directors and their anticipated contributions to the agency.

SERVICE(S) PROVIDED

Briefly describe the services your agency now offers or plans to offer, including.

- What group(s) do you plan to serve?
- Proposed methodology/or adoption model; and
- Standards, above and beyond State and Federal mandates, set by your corporations Board of Directors, for the provision of services.
- How adoption program will satisfy regulatory requirements of 18 NYCRR Part 421.
- Need to see-application, fee agreement, fee schedule.

MARKETING

- Explain who will use your services and why?
- How do you plan to advertise your services?
- Explain your proposed marketing strategies and ideas, including the use of capitol advertising.

COMPARABLE ADOPTION PROGRAMS

- Have you identified your comparable adoption programs?
- How do you compare?
- What do you believe makes your agency unique from others?

GETTING THE WORK DONE

- How will your services be delivered?
- Do you plan to subcontract services? If so, what and with whom?
- Are you planning on working with domestic adoptions?
- Do you plan to work with foreign countries on adoptions, and if so, which ones?
- Please show the information you have acquired regarding foreign country adoptions.
- What information do you have that you will be allowed to operate in the foreign country?

LEGAL REQUIREMENTS

Explain your agency's plans to deal with:

- Taxes, including land
- Employee benefits including withholding; income; social security; employee health
- Safety and zoning requirements including local building codes and environmental clearances.

GOALS AND OBJECTIVES

Discuss goals and objectives (*including financial*) for your agency over:

- First year;
- Short run (*1-4 years*);
- Long run (*5-10 years*)

FINANCIAL DATA

- Providing corporate financial histories for the past 3 to 5 years, including any audits of existing corporations;
- Providing financial projections and in-depth explanations for the following anticipated expenses;
- Licenses
- Health department permits;
- Fire department permits;
- Cash forecasts;
- Use of existing equity, if any; and
- Loans needed for additional financing

START UP COSTS

Briefly describe anticipate start-up costs, including:

- Fixed equipment;
- Office Supplies;
- Computers;
- Decorating and remodeling;

START UP COSTS (*continued*)

- Expenses unique to maintaining an adoption agency;
- Deposits for utilities;
- Legal fees;
- Accountant fees;
- Licenses and permits;
- Bank charges;
- Salaries;
- Insurance;
- Medical fees;
- Periodicals and newspapers;
- Postage;
- Printing and stationary;
- Telephone;
- Maintenance;
- Advertising;
- Possible leases (*such as for vehicles, copier etc.*)

OTHER

- Include any additional information that may be unique to your agency or not covered up to this point.