

### **Reference Letters – NJ**

As part of the home study process, we need four-five letters of reference. There are specific requirements for each letter.

- Reference #1: A person who is not a family member or relative and has known you at least two years
- Reference #2: A person who is not a family member or relative and has known you at least five years
- Reference #3: A neighbor (who is not also a family member or relative)
- Reference #4 and 5: Your current employer. Please advise your employer that information should include how long you have been employed, what is your current position, how much you currently make and what are your prospects for future employment.

If you are married or are applying with a partner, we expect each reference to include both applicants and to have known each applicant for the required number of years (employment reference excluded).

Please insert your first and last name(s) on the first line of the enclosed letters, mail them to persons you wish to include as references and please ask your references to mail their response directly to your Adoption Coordinator in the Waltham office.

Since the reference letters are intended to be confidential, we ask that they be returned directly to Wide Horizons For Children and not to the adoptive applicant.



Name(s) of adoptive applicant(s) \_\_\_\_\_  
\_\_\_\_\_

The individual(s) named above has/have applied to our agency to adopt a child(ren) and has/have submitted your name as a reference. We would be interested in hearing from you regarding the applicant(s) capacity to parent an adopted child or children. If responding on behalf of a couple, it is our expectation that you refer to both applicants in your reference letter and that you have known both for a minimum of two years.

Please submit your response on a separate sheet of paper, in letter format. We would appreciate it if you would include information on the following:

- Name and address and person(s) you are writing about.
- What is your relationship with the applicant(s) and how long have you known him/her/them.
- What are your expectations of how the applicant(s) will function as a parent(s)?
- Do you have any questions or concerns about the ability of this/these applicant(s) to love and raise an adopted child?
- Do you have any ideas as to how the applicant(s) solve(s) problems or handle(s) stress?
- Please feel free to add any and all information you feel may be helpful.

**To insure that all references reach the appropriate file, please be sure to include the family's complete name(s), your return address and personal signature.** Thank you for your time and attention to the above request. Please call (781)894-5330 and ask to speak with the Applications Coordinator, if you have any questions.

**PLEASE SEND YOUR LETTER OF REFERENCE DIRECTLY TO:**

**ADOPTION COORDINATOR  
WIDE HORIZONS FOR CHILDREN  
391 TOTTEN POND ROAD, SUITE 303  
WALTHAM, MA 02451**

**YOUR RESPONSE WILL BE KEPT CONFIDENTIAL**

TOGETHER WE CHANGE LIVES