



P.O. Box 650 • 57 Parker Rd. • Barre, VT 05641  
 800-548-4301 • www.neee.com

**REQUESTED COVERAGE – ADOPTION AGENCY AND FOSTER PLACEMENT**

**Requesting Professional Liability:**

Requested Retro Date: \_\_\_\_\_

**Professional Liability Limits**

**Professional Liability Deductible**

- |  |  |                                   |                                       |
|--|--|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> \$100,000 / \$300,000   | <input type="checkbox"/> \$1,000,000 / \$1,000,000 | <input type="checkbox"/> \$2,500  | <input type="checkbox"/> \$15,000     |
| <input type="checkbox"/> \$200,000 / \$600,000   | <input type="checkbox"/> \$1,000,000 / \$2,000,000 | <input type="checkbox"/> \$5,000  | <input type="checkbox"/> \$20,000     |
| <input type="checkbox"/> \$250,000 / \$750,000   | <input type="checkbox"/> \$1,000,000 / \$3,000,000 | <input type="checkbox"/> \$7,500  | <input type="checkbox"/> \$25,000     |
| <input type="checkbox"/> \$500,000 / \$1,500,000 | <input type="checkbox"/> Other: _____              | <input type="checkbox"/> \$10,000 | <input type="checkbox"/> Other: _____ |

**Requesting General Liability:**

Requested Retro Date: \_\_\_\_\_ or  Occurrence Based Coverage

**General Liability Limits**

**General Liability Deductible**

- |  |  |                                   |                                       |
|--|--|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> \$100,000 / \$300,000   | <input type="checkbox"/> \$1,000,000 / \$1,000,000 | <input type="checkbox"/> \$2,500  | <input type="checkbox"/> \$15,000     |
| <input type="checkbox"/> \$200,000 / \$600,000   | <input type="checkbox"/> \$1,000,000 / \$2,000,000 | <input type="checkbox"/> \$5,000  | <input type="checkbox"/> \$20,000     |
| <input type="checkbox"/> \$250,000 / \$750,000   | <input type="checkbox"/> \$1,000,000 / \$3,000,000 | <input type="checkbox"/> \$7,500  | <input type="checkbox"/> \$25,000     |
| <input type="checkbox"/> \$500,000 / \$1,500,000 | <input type="checkbox"/> Other: _____              | <input type="checkbox"/> \$10,000 | <input type="checkbox"/> Other: _____ |

**Requesting Employee Benefits Liability (supplement required):**

Requested Retro Date: \_\_\_\_\_

**Employee Benefits Liability Limits**

**Employee Benefits Liability Deductible**

- |  |  |                                  |                                   |
|--|--|----------------------------------|-----------------------------------|
| <input type="checkbox"/> \$100,000 / \$300,000   | <input type="checkbox"/> \$1,000,000 / \$1,000,000 | <input type="checkbox"/> \$1,000 | <input type="checkbox"/> \$10,000 |
| <input type="checkbox"/> \$200,000 / \$600,000   | <input type="checkbox"/> \$1,000,000 / \$2,000,000 | <input type="checkbox"/> \$2,500 | <input type="checkbox"/> \$15,000 |
| <input type="checkbox"/> \$250,000 / \$750,000   | <input type="checkbox"/> \$1,000,000 / \$3,000,000 | <input type="checkbox"/> \$5,000 | <input type="checkbox"/> \$20,000 |
| <input type="checkbox"/> \$500,000 / \$1,500,000 | <input type="checkbox"/> Other: _____              | <input type="checkbox"/> \$7,500 | <input type="checkbox"/> \$25,000 |

**Requesting Non-Owned Auto Liability:**

**Non-Owned Auto Liability Limits**

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| <input type="checkbox"/> \$100,000 | <input type="checkbox"/> \$500,000    |
| <input type="checkbox"/> \$200,000 | <input type="checkbox"/> \$1,000,000  |
| <input type="checkbox"/> \$250,000 | <input type="checkbox"/> Other: _____ |

\*Requested coverage may or may not be offered please review any quote issued for actual terms and conditions available. Completion of this application neither binds coverage nor guarantees that policy will be issued.

## ADOPTION AGENCY AND FOSTER PLACEMENT APPLICATION

Instructions to the Applicant – please complete this application in ink and answer all questions completely. Attach extra sheets as necessary should you run out of space provided. An incomplete or illegible application cannot be processed. Completion of this application neither binds coverage nor guarantees that a policy will be issued.

- Provide a fully completed application, signed and dated by the owner, partner, or officer not earlier than 45 days before the proposed effective date of coverage.
- If a question is not applicable, then state “N/A”.
- The following information must be submitted with the completed application:
  - Copy of your current professional liability insurance Declarations Page (claims made policies must reflect the retroactive date)
  - Copy of all advertising that you use
  - 5-year company loss runs, valued within the last 60 day
  - Copy of contract between agency and adoptive, birth or foster parents

### GENERAL INFORMATION

1. Full name of Applicant (Including DBA's) \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_  

STREET
CITY
COUNTY
STATE
ZIP

3. Location Address(es): Check here if same as mailing:

(1) \_\_\_\_\_  

STREET
CITY
COUNTY
STATE
ZIP

(2) \_\_\_\_\_  

STREET
CITY
COUNTY
STATE
ZIP

(3) \_\_\_\_\_  

STREET
CITY
COUNTY
STATE
ZIP

(4) \_\_\_\_\_  

STREET
CITY
COUNTY
STATE
ZIP

Attach Additional Pages as Needed

4. Website Address: [www.](#) \_\_\_\_\_ 5. Telephone: \_\_\_\_\_

6. Inspection/Risk Management Contact Name: \_\_\_\_\_

7. Inspection/Risk Management Contact E-mail: \_\_\_\_\_

8. Date Established \_\_\_\_\_ Years under current management \_\_\_\_\_

9. Applicant is a:
- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Individual   | <input type="checkbox"/> Professional Associations |
| <input type="checkbox"/> Corporation  | <input type="checkbox"/> Partnership               |
| <input type="checkbox"/> LLC          | <input type="checkbox"/> Joint Venture             |
| <input type="checkbox"/> Other: _____ |  |

10. Enterprise is:  For Profit  Not For Profit
11. Is this entity owned by, associated with or controlled by any other entity? Yes  No

**If yes, please provide details:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**OPERATIONS**

12. Please indicate type of service:
- \_\_\_\_\_ Adoption Agency
- \_\_\_\_\_ Foster Placement Agency
- \_\_\_\_\_ Other, please describe: \_\_\_\_\_

13. Please describe in detail the nature of the applicant's operation and types of services rendered.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Please state sources and amounts of total revenue:

<u>Source</u>	<u>Last 12 months</u>	<u>Next 12 months</u>
Charitable contributions	\$ _____	\$ _____
Government Funding	\$ _____	\$ _____
Fee for services	\$ _____	\$ _____
Other – specify:	\$ _____	\$ _____
<b>Total Gross Revenue</b>	\$ _____	\$ _____

15. Does the applicant maintain any beds for overnight occupancy? Yes  No   
 If yes, please provide total number \_\_\_\_\_ (youth residential supplement will be required)

16. Are you accredited? Yes  No   
 If yes, by whom? \_\_\_\_\_  
 Please attach copy of state license.

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

18. Please provide details on the background checks performed by the Applicant on foster or adoptive families prior to approval of homes. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ADOPTION AGENCIES (please complete if applicant performs adoptions)**

19. Please complete the following:

	Traditional	Semi-Open	Closed	Total
Number of Adoptions In past 12 months				
Number of projected Adoptions In next 12 months				

20. Please provide the percentage (%) of children placed from the following:

- a. Domestic/State Agencies \_\_\_\_\_
- b. Foreign Operations \_\_\_\_\_
- c. Private Placements \_\_\_\_\_
- d. Other (Specify): \_\_\_\_\_

21. Are foreign adoptions only offered through Hague Convention countries? Yes  No

If no, please provide name of the country and number of placements anticipated:

\_\_\_\_\_

22. Are all children adopted from foreign countries screened for disease, illness, mental illness etc.? Yes  No

23. Please provide a copy of the applicant's contract signed by the adoptive parents.

**FOSTER PLACEMENT AGENCIES (Please complete if applicant performs foster placements)**

24. Please indicate:

Number of foster placements performed this year? \_\_\_\_\_

Number of foster placements projected for the coming year \_\_\_\_\_

25. How many foster homes are utilized? \_\_\_\_\_

a. Are all foster homes licensed by applicable state and/or local authorities? Yes  No

b. If no, who licenses the foster homes?

\_\_\_\_\_

26. Maximum number of foster children placed in one home at any one time? \_\_\_\_\_

27. How often are visits made by caseworkers to each foster home? \_\_\_\_\_
28. How many visits in the last 12 months have resulted in loss of certification or license? \_\_\_\_\_
29. What is the average social workers case load? One caseworker to \_\_\_\_\_ children.
30. Please provide the percentage (%) of children placed from the following:
- a. Well Child \_\_\_\_\_
  - b. Emotionally Disturbed \_\_\_\_\_
  - c. Mentally Retarded \_\_\_\_\_
  - d. Other (Specify): \_\_\_\_\_
31. What is the total number of hours of training for each foster family PRIOR to placement of the first foster child? \_\_\_\_\_
32. Are foster family criminal records checked prior to approval of homes? Yes  No
33. 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: \_\_\_\_\_

**STAFF**

34. Please indicate the number of employed and contracted staff by type:

Profession	Employed		Contracted	
	Full Time	Part Time	Full Time	Part Time
Administrators				
Counselors				
Psychologists				
Social Workers				
Therapists				
Students/Volunteers				
Other (Specify): _____				

35. Are all above individuals licensed in accordance with applicable state and federal regulations? Yes  No
36. Do you require contracted staff to carry their own professional liability insurance? Yes  No   
If yes, what limits do they carry? \_\_\_\_\_
37. 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.
  - Check of previous employers ( In writing  By Telephone)
  - Criminal background check ( STATE  FEDERAL)
  - Drug / Alcohol / Abuse Screening (circle all that are used)
  - 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?

**GENERAL LIABILITY - complete only if you are requesting GL coverage**

38. Building Description

	<u>Buildings/Wings</u>			
	#1	#2	#3	#4
Type of Construction:	_____	_____	_____	_____
No. of Stories:	_____	_____	_____	_____
Square Footage	_____	_____	_____	_____
Date Built:	_____	_____	_____	_____
Smoke detectors:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Local/Central station fire alarm:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sprinkler System:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial

39. Do any of the Applicant's locations have any (explain any "yes" answers on page 8):
- a. Exposure to flammables, explosives, chemicals? Yes  No
  - b. Catastrophe exposure? Yes  No
  - c. Exposure to radioactive materials? Yes  No
40. Has any claim for General Liability **ever** been made against any person(s) or entity(ies) proposed for this insurance? If Yes, answer complete a supplemental claims form for each. Yes  No
41. Is (are) any person(s) or entity(ies) proposed for this insurance aware of any fact, circumstance or situation which may result in a General Liability claim, such that would fall under the proposed insurance? If Yes, complete a supplemental claims form for each. Yes  No

**COVERAGE HISTORY AND LOSS HISTORY**

42. Please list professional liability insurance carried for each of the past five years.

Insurer	Dates covered	Limits of Liability Per claim/ agg	Deductible	Premium	Retroactive date

43. If the applicant is currently insured under a commercial general liability policy please list coverage for the past five years.

Insurer	Dates covered	Limits of Liability Per claim/ agg	Deductible	Premium	Occurrence or Claims – Made?

If the current expiring GL policy is claims- made what is the retroactive date? \_\_\_\_\_

**Provide details for all “yes” answers to questions 43-50 on page 8 or attach additional pages as needed.**

- 44. Has the applicant or any of its employees ever had any professional license or license to prescribe and/ or dispense narcotics limited, suspended, revoked, denied, or investigated by any licensing board or regulatory agency? Yes  No
- 45. Has the applicant or any of its employees ever been charged with, or convicted of a crime other than minor traffic violation? Yes  No
- 46. Has the applicant or any of its employees ever been diagnosed or treated for alcoholism, drug addiction, any chemical dependency, or mental or chronic physical illness? Yes  No
- 47. Has any insurance company ever rescinded, cancelled, non-renewed, or declined any similar insurance for the applicant? If yes, please provide a detailed explanation. Yes  No

48. Has any claims or suit ever been made against the applicant **OR** any other person proposed for this insurance? **(Complete Supplemental Claims form for Each.)** Yes  No

49. Have there been any claims or do you have knowledge of information which might reasonably be expected to give rise to a claim of physical abuse or molestation? Yes  No

50. Is the applicant or any person proposed for this insurance aware of any known losses or claims that have not been reported to a prior insurance carrier or any other source from which payment might be made? **(Complete Supplemental Claims form for Each.)** Yes  No

51. 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 or suit? **(Complete Supplemental Claims form for Each.)** Yes  No

**SUPPLEMENTAL INFORMATION**  
Use the remainder of this page as needed or to address questions referenced within the application

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---



## 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 a 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: \_\_\_\_\_ Title: \_\_\_\_\_

FEIN #: \_\_\_\_\_

Applicant's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent /  
Broker Name: \_\_\_\_\_

**SUPPLEMENTAL CLAIM / INCIDENT INFORMATION**

If reporting more than one claim or incident, please photocopy and complete a separate form for each. Attach additional sheets if necessary for adequate explanation. All questions must be answered or marked Not Applicable (N/A), and each sheet must be signed.

Name of Patient: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Incident  Claim

Date reported to insurance company: \_\_\_\_\_

Name of insurance company: \_\_\_\_\_

Date of incident and your treatment: \_\_\_\_\_

Allegations / Circumstances: \_\_\_\_\_

Additional Defendants: \_\_\_\_\_

What is the present condition of the patient? \_\_\_\_\_

**STATUS OF CLAIM**

- Suit threatened, no action taken
- Suit filed but dropped by claimant
- Summary judgment in your favor

**Court outcome in YOUR favor:**

- Jury verdict
- Directed verdict

**Unresolved/Open**

- Awaiting mediation
- Awaiting court action

Reserve amount:

\$ \_\_\_\_\_

Suit settled out of court

- a. Date claim paid: \_\_\_\_\_
- b. Amount paid: \$ \_\_\_\_\_
- c. Did you want to settle?  
 Yes  No

**Court outcome in favor of plaintiff:**

- Jury verdict
- Directed verdict

Amount of loss payment:

\$ \_\_\_\_\_

Name and address of the attorney assigned to your case: \_\_\_\_\_

To your knowledge, was any settlement paid by another party involved (i.e., your P.A., P.C., partners, employees, etc.)?

Yes:  No:

Explain in detail what action(s) you have taken to prevent recurrence of this type of claim:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_