



Family Connections Christian Adoptions

A non-profit full-service adoption agency for waiting children ♥ Adoption License 500318113 ♥ www.fcadoptions.org

ADOPTION SERVICES AGREEMENT ADDENDUM

(International Adoption)

INFORMATION ONLY

This Addendum is an essential component of the Adoption Services Agreement between Family Connections Christian Adoptions (“FCCA”) and type names here (“Family”). FCCA’s duty to provide services is contingent upon Family’s signature on the Adoption Services Agreement and this Addendum, as well as payment of all fees and compliance with all program terms. The fees listed herein are expected but not guaranteed to cover the estimated fees and costs for the services to be provided to FCCA. To the extent applicable, Family agrees to pay any additional fees billed by FCCA in accordance with the fee schedule set forth herein.

This Addendum specifies the fees that FCCA will charge to provide only the home study, post-placement, or post-adoption services, as applicable. If FCCA is the primary provider for Family’s case, additional fees are set forth in the program agreement for that service. Also, this Addendum does not describe any services or fees associated with services provided by any other primary provider or their designee. Such fees would include, and not limited to, the primary provider’s program fees, foreign program fees, care of the child, translation of documents, travel expenses, in-country expenses, and any donation/contribution Family will incur as part of the service agreement with that provider. Family must refer to the agreement with the primary provider for itemized descriptions of fees, processes, timelines, and services.

FCCA will immediately notify Family in writing of any additional fees beyond those described in this Addendum. If the additional fee exceeds \$1,000, FCCA will provide Family with the opportunity to accept the expense, or to decline to proceed with further services. FCCA will obtain receipts for all expenses paid directly by FCCA, will keep a copy of those in the file, and will provide Family with a copy thereof. If the Primary Provider requests or pays any additional fees, it is that provider’s responsibility to obtain and provide receipts to Family.

FEE PAYMENT SCHEDULE

Due with Application:	- \$ 100
Due at Intake:	- \$ 500 + fingerprint fees
Due before social worker is assigned:	- \$1600 + estimated home visit mileage
Due before home study release:	- Remaining balance of all fees and estimated costs

SERVICE DESCRIPTIONS AND FEES

Home study services: \$2,200.00 This includes a home study assessment and written report pursuant to California law, and in compliance with the requirements of Family’s child placement agency and by CIS. Child search and referral services are not included. All program fees must be paid in full before FCCA will release the signed home study.

Post-placement/post-adoption (PP/PA) services: \$600 for first visit with report; \$200 for each additional visit with report. Estimated number of visits for Family’s case: []. PP/PA services include supervising the placement, making in-home and out-of-home visits, and providing written reports to the placing agency or foreign country. PP/PA fees are determined by the number of visits and reports required,

which are determined by California law, the law of the child's state or country of origin, and the requirements of the placing agency. In all cases, FCCA requires at least one PP/PA visit, which will occur within 30 days of the child's entry to the United States.

Finalization/Re-adoption Services: \$500 + \$500 refundable deposit + \$20 birth certificate fee required. For adoptions being finalized in California, FCCA will prepare California finalization documents for Family's review and signature after satisfactory completion of all post-placement services. For all adoptions by California residents that are finalized overseas, FCCA will complete the first post-adoption visit within 30 days of the child's entry to the United States, and will prepare California readoption documents for Family's review and signature within 60 days of the child's entry to the United States. For both of these types of cases, FCCA will also prepare and file the court report, the request for a new birth certificate, and the finalization hearing request for Family to attend the hearing *in pro per*, or with legal counsel of Family's choosing at Family's sole expense. If Family resides outside of California, Family agrees to hire the necessary professionals to complete the finalization upon completion of post-placement services, or a readoption within sixty days of the child's entry to the United States, as applicable. Whether Family resides inside or outside of California, if Family fails to file a readoption petition within 60 days of the child's entry into the US, FCCA will file the readoption request without Family's cooperation, and will use the security deposit to cover the costs related thereto; Family will then forfeit the entire security deposit. Otherwise, if Family fulfills the requirements of this paragraph within the stated time frames, FCCA will refund the security deposit upon receipt of a certified copy of the adoption finalization order or readoption order, as applicable.

Mileage charges: Current IRS rate. Mileage is not included with any other service fees. Mileage will be charged at the current IRS rate for all travel by agency staff on Family's behalf. Estimated PP/PA mileage fees must be prepaid before release of the home study.

Background Clearances: \$50-\$150 per person. Every adult residing in the home (whether full-time or part-time) and all regular caregivers must submit fingerprints for background clearances, and must sign forms to authorize child abuse clearances from every state of residence since the age of eighteen years. The fee range listed above does not include any biometric fees that Family pays directly to CIS, nor the "rolling fees" that Family pays to a third-party LiveScan vendor.

Processing of Arrest Records, Child Abuse Reports, Addendum, Update, or Rewrite: \$100 – \$1,500. This fee covers FCCA's services and will vary with the level of service provided.

CIS application for international adoption: Check for current rates at time of application or renewal. Family pays these fees directly to CIS.

Certifying, apostilling, notarizing, authenticating, or translating: Estimated at \$10+ per page. Total fees for these services will vary depending on the number and length of documents, as well as the service provider selected. Family pays these fees directly to the service provider. FCCA will provide in-office notary services at no charge by appointment when an FCCA employee-notary is available during regular office hours.

Interstate Compact on the Placement of Children (ICPC) - \$150- \$1,000. Fees vary based on level of service required. State law requires ICPC compliance any time FCCA provides services to or with an out-of-state agency, child, or Family. ICPC compliance includes many additional communications and written reports between the two states and agencies, usually on a rush basis.

Expedite for emergencies - \$250 - \$500. Expedites are processed at FCCA's sole discretion upon Family's request or based on FCCA's determination that an expedite is reasonably necessary.

Reactivation Fee: \$200. At FCCA discretion, Family's inactive file may be returned to active status within twelve months of original application. Family's prior documents may or may not remain valid under state law, federal law, or other program requirements.

Extra copies of home study - \$25/copy.

Express delivery fees: \$50-\$500. Family agrees to pay the service provider directly, or reimburse FCCA for any amounts incurred on Family's behalf at FCCA's sole discretion.

Legal services related to any adoption - \$350/hr. FCCA may elect in its sole discretion to charge this fee to any Family whose action or inaction results in the necessity of FCCA taking legal action for any reason related to or arising out of the services provided to Family.

ONGOING DUTY TO DISCLOSE: Under 8 CFR Part 204.31(d), each adult member of Family's household has a legally mandated duty of candor regarding the home study process, including truthful completion of Forms I-800A and I-600A. **This duty to disclose is ongoing duty from the time of application, and continues after the Form I-800A or I-600A is approved, during pendency of your Form I-800 or I-600, and until there is a final decision admitting the child identified in the Form I-800 or I-600 to the United States with a visa.** This legal duty requires each adult member of Family's household, and any other adult who routinely spends time with children in the home, to do all of the following:

1. Give true and complete information to the home study preparer.
2. Disclose all relevant information, including but not limited to finances; employment; household and family composition and relationships; and physical, mental, and emotional health issues.
3. Disclose every name that each applicant has ever used (including maiden names), even if there was no legal or formal name change.
4. Disclose any arrest, conviction, or other adverse or criminal history, whether in the United States or abroad, **whether or not the person was arrested or convicted, and even if the record of arrest, conviction or other adverse criminal history has been expunged, sealed, pardoned, or the subject of any other amelioration.**
5. Disclose any history as an offender in the areas of substance abuse, sexual abuse, child abuse, or family violence.
6. Notify the home study preparer and USCIS of any changes to information previously provided, including any new event, incident, or information that occurs or becomes known during the entire adoption process, including and up to finalization of the adoption.
7. Disclose any currently pending investigation by any child welfare agency, court, or other official authority in any State or foreign country concerning abuse or neglect of any child, as well as any such past investigations, *other than* any investigation that has been completed and formally closed based on a finding that the allegation of abuse or neglect was unfounded or unsubstantiated.

POLICY AGAINST CHILD-BUYING: FCCA prohibits employees, agents, and client families from giving money or other consideration, directly or indirectly, to a child's parent(s), other individual(s), or an entity as payment for the child or as an inducement to release the child. Family's failure to comply with this policy shall result in cancellation of all services, and withdrawal of any approval for adoption, plus any other remedies permissible under the law.

Breakdown of Adoption Services and Responsible Providers

Identifying a child for adoption and arranging an adoption. Absent a signed IPP contract with FCCA, Family agrees not to list FCCA as the IPP in any communication or document with any person or entity, including but not limited to USCIS, or any foreign entity involved in the adoption plan.	Identified Primary Provider (IPP)
Securing the necessary consent to termination of parental rights and to adoption	IPP
Preparing the background study for the child and providing the study to Family	IPP
Making non-judicial determinations of the best interests of a child and the appropriateness of an adoptive placement for the child	IPP
Determining suitability and appropriateness of the child for Family	FCCA, in conjunction with IPP
Monitoring the case after the child has been placed with Family until final adoption.	FCCA, in conjunction with IPP
Assuming custody and providing child care or any other social service if the placement is disrupted before finalization of the adoption, pending an alternate placement.	IPP

SERVICE PLAN FOR INTERNATIONAL ADOPTION

Child Desired: Country of Origin: _____

#of Children: _____ Gender(s): __M __F Age Range: _____

Acceptable special needs: _____

Identified child: ____No ____Yes, Name/DOB/Relation: _____

Primary Provider: _____

Attorney: _____

EXPEDITE APPROVED AND FEE PAID: ____No ____Yes

1. INITIAL CONTACT (*completed by Administrative Assistant, Branch Manager, or Social Worker*): Provide information about FCCA’s history programs, processes, and fees. Send written information via email or US Mail, as requested by Family. Follow up as needed to discern interest, assist with paperwork, or answer additional questions. Family normally receives an application after attending Info Session, but may receive it sooner if Info Session is waived (e.g., adoption of identified child)

Type of initial contact: __telephone __email __website inquiry __drop-in visit __attend Info Session

DATE COMPLETED: _____ Staff Initials _____

2. INITIAL EDUCATION CLASSES (AP1 and Panel) (*Completed by class trainers and volunteers*):

Provide more in-depth information about programs, processes, and fees, through group meetings and exercises designed to assist family with selecting the right program, determining family strengths, and matching with correct type of child. Panel volunteers share real-life adoption stories, with Q&A time for AFs. After completion of these sessions, AFs who wish to proceed may sign up for an Intake Interview.

Anticipated date of completion of training: typically within two months of attending Information Session, subject to class scheduling and Family's schedule.

DATE COMPLETED: _____ Staff Initials _____

3. INTAKE INTERVIEW *(Completed by Branch Manager or Social Worker):* Family meets with Intake Interviewer to discuss Family's adoption plans and explore all issues disclosed by Family's paperwork submitted to date. If FCCA and Family agree to work together, Family signs Adoption Services Agreement and this Addendum, and receives additional paperwork for completion. *Anticipated date of Intake: typically within one month of attending Initial Education Classes, subject to staff scheduling and Family's schedule.*

DATE COMPLETED: _____ Staff Initials _____

4. ADOPTION PREPARATION CLASSES 2 AND 3 *(Completed by Class Trainer):* Led by TBRI-trained social workers, education is the emphasis in these group sessions, attended by two to seven families. All couples must attend classes together, held on two separate dates for a total of fourteen hours. The focus will be on home study requirements, issues specific to children placed for adoption, building healthy emotions and behaviors in special needs children, coming to terms with an adopted child's past, and dealing with separation, loss, grief, bonding, and attachment. *Anticipated date of completion of training: typically within four months of Intake, subject to class scheduling and Family's schedule.*

DATE COMPLETED: _____ Staff Initials _____

5. ASSIGNMENT OF SOCIAL WORKER, INDIVIDUAL INTERVIEWS AND HOME VISIT *(Completed by assigned social worker):* After Family has turned in all paperwork, paid all fees, and received all fingerprint/background clearances, FCCA will assign a social worker to Family. The social worker contacts Family within three days to set up separate interviews with each applicant at the office during regular working hours, followed by a visit to the home when all members of the household members are present. The interviews will cover the applicant's life history, past and current relationships, strengths, challenges and adoption goals. The home visit will include a safety check to comply with applicable laws, regulations, and program requirements. *Anticipated date for assignment of social worker: within one week after Family turns in all paperwork, completes all required training, pays all fees, and receives all fingerprint clearances. Anticipated date for completion of interviews and home visit: within 3 weeks of social worker assignment.*

DATE COMPLETED: _____ Staff Initials _____

6. IMMIGRATION APPROVAL *(Completed by Family with assistance of International Program Director and/or Family's immigration counsel):* Family must complete and file I-600A or I-800A with USCIS, usually before Family's dossier can be sent to the child's country. Family is responsible for filing the petition with necessary supporting documents and fees, and for completing the fingerprint process with USCIS. *Anticipated date of immigration approval: typically within six months of submission of a completed application, including fees and biometrics.*

DATE FILED: _____ DATE OF APPROVAL: _____ Staff Initials _____

7. HOME STUDY REPORT *(Completed by assigned social worker):* After completion of the home visit, the social worker writes the home study report, which is reviewed by the social work supervisor and the Processing Department for accuracy before final approval and release. *Anticipated date of completion of home study: within eight weeks of social worker assignment, subject to Family's availability and cooperation to schedule interviews and visits during regular working hours.*

DATE COMPLETED: _____ Staff Initials _____

8. ADOPTION PREPARATION CLASS 4 *(Completed by class trainer):* Family completes this class after home study approval and during the child search process. The training is based on the DVD, "Trust Based Parenting: Creating Lasting Changes in Your Child's Behavior." The six-hour class focuses on proven practical skills and strategies for applying the TBRI principles to everyday life, in order to build strong parent-child connections and healthy behaviors in children from hard places. *Anticipated date of completion of training: typically within four months after home study approval, subject to class scheduling and Family's schedule.*

DATE COMPLETED: _____ Staff Initials _____

9. CHILD SEARCH, MATCHING, AND REFERRAL *(Completed by assigned social worker OR by family's selected Primary Provider):* FCCA will cooperate with Family's chosen child-search entity to make the placement after Family accepts the referral. *Anticipated date of placement: at least 6 months after immigration approval, but usually much longer, subject to Family's child desired, as well as program requirements, country processing, CIS processing, etc.*

DATE COMPLETED: _____ Staff Initials _____

10. POST-PLACEMENT/POST-ADOPTION SERVICES *(Completed by assigned social worker):* If FCCA is providing these services, the FCCA social worker will complete a minimum of one visit in the home, with all household members present, and a written report of each visit. Family will provide pictures and other documentation as required by the sending country and Primary Provider, as applicable. *Anticipated completion of post-placement services: 6-8 months after adoptive placement. Anticipated completion of post-adoption services: depends on country requirements, may continue through age 18.*

Number of reports required for this case: _____ Number of pictures for each report: _____

Anticipated 1st visit date: _____ Actual 1st visit date: _____

Anticipated 2nd visit date: _____ Actual 2nd visit date: _____

Anticipated 3rd visit date: _____ Actual 3rd visit date: _____

Anticipated 4th visit date: _____ Actual 4th visit date: _____

List additional dates if applicable: _____ Staff Initials _____

11. FINALIZATION/RE-ADOPTION *Pick the applicable options and delete the others:*

(Completed by FCCA paralegal or Family's independent legal counsel): [For cases to be finalized in California] Upon fulfillment of all post-placement requirements, FCCA will complete and file finalization documents with the court to set the hearing date. [For cases finalized overseas before the child enters the US] Upon completion of the first post-adoption visit, and no later than 60 days after the child's entry to the US, FCCA will complete and file readoption documents with the court to set the hearing date. FCCA may also assist long-distance families with appearing electronically, if the court permits. Anticipated finalization of adoption: 1-3 months after completion of post-placement services. Anticipated date for readoption: 6 months after entry into U.S. with finalized adoption. These timelines are subject to Family's cooperation with reviewing and returning signed documents (and cooperation of their other agency, as applicable) as necessary to set hearing, as well as court calendars at the time of request for hearing.

Responsible Service Provider: FCCA Other, name: _____

Finalization/ readoption date: _____ Staff Initials _____

ADDITIONAL NOTES FOR THIS CASE (write NA if no additional notes are needed):

I/We, agree to the all of the above, as well as the service plan review schedule below.

SERVICE PLAN REVIEWS

Changes at 3-month review: _____

SW Initial _____ Provided to Family on _____ via _____

Changes at 6-month review: _____

SW Initial _____ Provided to Family on _____ via _____

Changes at 9-month review: _____

SW Initial _____ *Provided to Family on* _____ *via* _____

Changes at 12-month review: _____

SW Initial _____ *Provided to Family on* _____ *via* _____

Changes at 15-month review: _____

SW Initial _____ *Provided to Family on* _____ *via* _____

Changes at 18-month review: _____

SW Initial _____ *Provided to Family on* _____ *via* _____

(Add additional pages as needed for additional plan reviews)