

## ADDENDUM TO ADOPTION SERVICES AGREEMENT (*Domestic Adoption Services*)

This Addendum incorporates by reference and supersedes any conflicting terms in the Adoption Services Agreement and any Addendum previously entered into between *American Adoptions of California, dba Family Connections Christian Adoptions* (“AACAA”) and each party signing below (singularly and collectively referred to herein as “Family”) for similar services, but does not invalidate any separate agreement or Addendum between AACAA and Family for services not listed herein. AACAA’s duty to provide services is contingent upon Family’s prepayment in full of all invoices.

**TOTAL DUE UPON SIGNING: \$4,500.00.** This amount is expected but not guaranteed to cover the following services and expenses in this case: *domestic adoption home study, one post-placement visit, ICPC administration, estimated background clearances, and estimated mileage for one home visit.* If Family requests additional services, or if AACAA deems any additional services to be necessary, Family agrees to pay all additional fees billed by AACAA.

### SERVICE DESCRIPTIONS AND FEES

**Domestic Home Study or Preplacement Evaluation Services: \$2500.** This fee is for a completed adoption home study assessment with written report. Processing any addendum, rewrite, or update will incur additional fees commensurate with the services required, up to **\$1,000**.

**Match Services: \$10,000 with AACAA home study approval; \$15,000 if Family’s approval is from another agency.** Family acknowledges that none of AACAA’s other fees include matching services; that AACAA will not provide any proactive matching services to Family; and that Family must select and contract with an outside matching service before an AACAA social worker will be assigned to Family’s home study. If AACAA is able to offer a matching opportunity which Family accepts, Family agrees to pay the non-refundable match fee in full (along with all other service fees and costs) within 24 hours of Family’s acceptance of the match. If a Placing Parent cancels the match prior to finalization of the adoption, Family will not have to pay any future match fees for additional matches through AACAA, but this does not obligate AACAA to offer additional matches as these are not regularly available through AACAA. This fee does not cover and is not transferrable to any other matching source that Family may elect to use.

**Background Clearances: \$64 clearance and \$5 per DMV report.** Every adult living in Family’s home (full-time or part-time) must submit fingerprints for background clearances, and must authorize out-of-state child and international abuse clearances, as applicable. No refunds are given for any background clearances that have been submitted for processing. Family must pay any “rolling fees” directly to the third-party LiveScan vendor at the time of the scanning appointment, and any fees for local police clearances, if required. AACAA will also request a DMV printout for each applicant from the Department of Motor Vehicles. Additional fees for processing exemption requests or criminal/child abuse reports will be commensurate with the time required, up to **\$1,000**.

**Out-of-Pocket Fees and Costs: \$10 - \$5000.** Unless otherwise specifically stated, the service fees listed in this Addendum do not include any out-of-pocket costs, including but not limited to notarization, filing fees, expedites, express delivery, process serving, publication, translation, interpretation, mileage, travel time, competency evaluation, investigations, out-of-state/foreign clearance fees, or remote appearance fees. These expenses will be billed in addition to, any other service fees listed in this Addendum, and Family agrees to pay any such charges as incurred. Estimated mileage at the then-current IRS rate will be charged for all travel by agency staff, as well as **\$25 per hour** for travel time exceeding 60 minutes for any single trip. Expedite fees of **\$500 to \$1000** will be

charged only if expedited services are provided at AACAA's sole discretion. A file opening fee of **\$400** will be charged for taking over a case from another agency or service provider. AACAA will obtain a quote prior to incurring any expense pursuant to this paragraph over **\$1000**. Family may approve and pay for the quoted service, or decline to proceed with the case.

**Placing Parent Relinquishment Services: \$6,000.00 Base Fee.** The Base Fee includes only the services listed in this section, and does not include Placing Parent expenses, expense management, or competency evaluation, or any services provided by other entities. Family agrees to pay AACAA for additional services or expenses as needed in accordance with this Addendum and any expense agreement with the Placing Parent, or to obtain such services from the licensed adoption agency or attorney of their choice. One-half of the Base Fee will be refunded to Family if Placing Parent terminates the adoption plan prior to signing the relinquishment documents. No part of this fee will be refunded after Placing Parent signs consents or relinquishments. Services included in the Base Fee:

- One pre-placement counseling meeting with each Placing Parent, including collection of background information and ICWA questionnaires, subject to Placing Parent cooperation;
- Arrangement of Placing Parent's competency evaluation if applicable (Family pays the evaluation fee)
- One post-birth meeting with each Placing Parent to witness non-ICWA adoption consents or relinquishment paperwork, to be prepared by AACAA;
- One meeting with any cooperative birth father to witness his signature on a Denial of Paternity form or Waiver of Right to Further Notice form, and to collect background information;
- Hospital support for Placing Parent and Family during and after birth of baby;
- Discharge support/arrangements for Placing Parent, baby, and Family;
- Participation in the parties' negotiation of a post-adoption contact agreement, if requested.
- Post-relinquishment adoption counseling and resource referrals for each Placing Parent, upon request;
- Assistance with completing and filing rescission or revocation documents upon request of a Placing Parent, as required by state laws and regulations;
- Filing of relinquishment and termination documents with CDSS to obtain issuance of Acknowledgement to confirm termination of parental rights to free child for adoption. If the child is detained by CPS prior to Acknowledgment, and AACAA in its sole discretion agrees to file a motion for the juvenile Court to approve the relinquishment, Family agrees to pay AACAA an additional **\$1500** for that additional service.

**Service Coordination: \$1,000.** This fee is charged whenever FCCA provides any other adoption professional, such as an out-of-state agency or social worker, with the prepared forms and instructions for that professional to complete a California relinquishment to FCCA, or an independent adoption placement directly with Family.

**Expense Management: \$500 per calendar month.** This fee is charged for each calendar month, or part thereof, during which AACAA arranges for, manages, or disburses pre-birth expense payments to or on behalf of a Placing Parent. The actual expenses are not included with this fee and must be remitted by Family before AACAA makes any payment to or on behalf of a Placing Parent, unless AACAA in its sole discretion advances expenses to a Placing Parent, in which case Family agrees to reimburse AACAA for all such advances.

**Independent Legal Counsel for Placing Parent: \$1500 estimated fee.** This fee is an estimate; the actual fee will be set by the attorney providing services to the birth parent. Unless paid directly by Family or their other agency or attorney, AACAA will collect and remit this fee to Placing Parent's selected independent legal counsel.

**Termination of Parental Rights: \$1,500 per petition.** This fee includes filing an uncontested petition for termination of parental rights and does not include out-of-pocket costs referenced above. Should the case become contested, or if the child is detained by CPS, Family agrees to hire independent legal counsel at Family's sole expense. If requested by Family or their legal counsel, AACAA in its sole discretion may participate in a contested

case at the rate of **\$400/hour** for attorney time and **\$150/hour** for paralegal time, plus out-of-pocket costs, payable by Family to AACCA in advance or upon billing by AACCA.

**Indian Child Welfare Act (ICWA) Compliance: \$700 - \$1700.** California law requires written notification to any federally-recognized tribe of which the child might be a descendant. If applicable, AACCA will charge \$700 to complete ICWA notice forms with each cooperative Placing Parent, and to issue required tribal notices to request clearances. Family understands that AACCA has no control over tribal responses, or lack thereof. If AACCA is required to file a motion in court to determine the child’s ICWA status, Family agrees to pay AACCA **\$1000** for this additional service. If the child qualifies as “Indian Child,” Family agrees to pay a **\$1000** appearance fee for an AACCA social worker to accompany Placing Parent to court and provide all the documentation for the judge to witness the relinquishment in court as required by ICWA. Family also agrees to pay the court reporter fee (estimated \$2,000) for this hearing.

**ICPC Preparation and Processing: \$1,000.** If a Placing Parent or Child resides outside of California, this service may be required and includes assistance with preparation of the initial packet; review of the incoming or outgoing packet as the designated California ICPC Compact Administrator; issuance of approval to travel (for incoming cases); and completion of 100B forms when applicable. Family agrees and understands that AACCA does not provide advice or assistance with immigration matters, including but not limited to authorization for the child to enter or leave the United States or any other country. Family accepts sole responsibility for obtaining these services at Family’s own expense and initiative, except to the extent that Family has prepaid for AACCA assist with obtaining a court order to allow Family to apply for a passport for the child, as outlined below.

**Adoption Subsidy Application Assistance or Authorization for Passport Application: \$500 each.** Includes AACCA’s assistance with filing for and obtaining the applicable court orders. For subsidy cases, if Family resides in California, AACCA’s fee also includes assistance with completing and filing the application with the appropriate California county. For passport authorization cases, Family is responsible to complete the passport application and submit it to the passport office with appropriate payment and documentation. Because the legal determinations in these cases will be made by the court and responsible public entity, payment of these fees does not and cannot guarantee that Family’s application will be granted, or how long it may take for the court or public entity to issue a decision.

**Post-Placement Services: \$700 for the first visit and report; \$300 for each additional visit with report.** To comply with state law, and unless Family qualifies for expedited supervision and finalization, the home study agency will supervise the placement with a minimum of four visits over six or more months, with a written report for each visit. Most cases will require 4-5 visits. At least one visit will take place in the Family home after adoptive placement, with all household members present.

**California Finalization Assistance: \$1,500 (includes \$20 birth certificate fee, e-filing fees, and other costs).** Includes AACCA’s assistance with preparation and filing of California adoption forms and final court report in the appropriate California court, and setting the hearing date for Family to appear in pro per. Any required appearance by AACCA staff (other than AACCA’s Legal Director) will be charged at **\$100**.

### **FAMILY’S SERVICE PLAN FOR DOMESTIC ADOPTION**

*This Service Plan is subject to revision as case progresses. If any case services are provided by any person or entity other than AACCA, Family agrees to rely solely upon the information from that service provider as to that service, and not on the descriptions below.*

Case plan summary: **domestic infant adoption, unmatched at time of Agreement** Expedite: \_\_\_\_\_

Identified Placing Parent or child: \_\_\_\_\_ Family’s HS/PP agency: \_\_\_\_\_ Family’s matching entity: \_\_\_\_\_

Family’s attorney: \_\_\_\_\_

1. **INITIAL CONTACT** (completed by AACA staff): Provide information about AACA services. Send written information if requested by Family. Follow up as needed to discern interest, assist with paperwork, or answer additional questions. *Anticipated time frame:* within 3 business days after Family's submission of initial inquiry.

Date Completed: \_\_\_\_\_ Staff Initials \_\_\_\_\_

2. **INTAKE INTERVIEW** (completed by AACA staff): Family meets with agency staff to determine mutual suitability for adoption planning. If agreed by both parties, Family signs service agreements and receives fingerprint forms and additional paperwork for completion. *Anticipated time frame:* within 3 weeks after Family submits a complete application with the requested fees.

Date Completed: \_\_\_\_\_ Staff Initials \_\_\_\_\_

3. **ASSIGNMENT OF SOCIAL WORKER, INDIVIDUAL INTERVIEWS AND HOME VISIT** (completed by assigned social worker): The assigned AACA social worker will contact the Family within three days of assignment to set up separate interviews with each applicant at the office during regular working hours, followed by a home visit with all household members present. The interviews will cover each applicant's life history, past/current relationships, Family strengths, Family challenges, and adoption goals. The visit will include a health and safety check to comply with applicable requirements. *Anticipated time frame:* assignment of social worker occurs within one week after Family turns in all paperwork, completes all required training, pays all fees, and receives all fingerprint clearances. The interviews and home visit typically occur within 3 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 \_\_\_\_\_

4. **HOME STUDY ASSESSMENT REPORT** (completed by assigned social worker): After completion of the home visit and receipt of all documentation, the social worker writes up the assessment, which is reviewed for accuracy by the social work supervisor and the Processing Department before release. *Anticipated time frame:* within eight weeks of social worker assignment, subject to Family's cooperation with response to information requests.

Date Completed: \_\_\_\_\_ Staff Initials \_\_\_\_\_

5. **PLACING PARENT SERVICES** (completed by a social worker assigned to placing parent): This will include all Placing Parent services listed in the Addendum, above, and will take place at the time of match through the placement of the child. *Anticipated time frame:* One to 6 weeks after match (or post-birth for newborns), subject to Placing Parent's availability and cooperation.

NA \_\_\_\_\_ Dates of BP Meetings: \_\_\_\_\_ Staff Initials \_\_\_\_\_

6. **ICWA COMPLIANCE** (completed by AACA staff, in conjunction with or by Family's legal counsel). AACA will issue required tribal notices by registered mail to request clearances. AACA will take additional action at Family's expense to comply with ICWA consent or relinquishment procedures only if the adoption is able to proceed, in

AACA's sole discretion. *Anticipated time frame:* Subject to Placing Parent's availability and cooperation, notices will be sent within 30 days of learning of Native American heritage. The time frame for tribal responses as this can vary from a few weeks, to no response at any time. ICWA consents or relinquishments will be completed at least 10 days after the child's birth, subject to Placing Parent's availability and cooperation, and court schedules the time.

NA \_\_\_\_ Notice Date: \_\_\_\_\_ Clearance date(s): \_\_\_\_\_ Staff Initials \_\_\_\_\_

7. **ICPC SERVICES** (*completed by AACA in cooperation with the other state's ICPC administrator, and Family's legal counsel and other agency, as applicable*). For outgoing cases, AACA will prepare the initial packet; serve as the designated California ICPC Compact Administrator to approve the packet and forward it to the receiving state's ICPC administrator; and complete 100B forms as applicable. For incoming cases, AACA will review the incoming packet as the designated California ICPC Compact Administrator; issue approval to travel; and complete 100B forms as applicable. *Anticipated time frame:* approximately two weeks after a complete packet is submitted to the outgoing ICPC administrator, subject to approval by the incoming ICPC administrator.

NA \_\_\_\_ DATES: Submitted: \_\_\_\_\_ Received: \_\_\_\_\_ Approved: \_\_\_\_\_ Staff Initials \_\_\_\_\_

8. **UNCONTESTED TERMINATION OF PARENTAL RIGHTS** (*completed by AACA staff or Family's legal counsel, as applicable*): Documents will be filed with the court shortly before or after birth, or after the match, as appropriate. Completion date depends on court schedules, the ability to locate and serve the birth parent(s), whether any party contests the termination, and many other unknown variables. *Anticipated time frame:* 1-3 months after birth or placement, subject to Placing Parent's availability and cooperation, and the ability to locate and serve any non-placing parents. This timeline will be significantly extended, up to several years, if any parent contests the termination.

NA \_\_\_\_ Date Filed: \_\_\_\_\_ Date Of Order: \_\_\_\_\_ Staff Initials \_\_\_\_\_

9. **AUTHORIZATION FOR PASSPORT APPLICATION** (*completed by AACA staff or Family's legal counsel*), as applicable: The necessary documents will be filed with the court to request authorization for Family to apply for a passport for the child. Family understands that the timing and outcome of this Application cannot be guaranteed. *Anticipated time frame:* Four to twelve weeks after application is filed, subject to case facts and court schedules.

NA \_\_\_\_ Date Filed: \_\_\_\_\_ Date Of Order: \_\_\_\_\_ Staff Initials \_\_\_\_\_

10. **PLACEMENT AND POST-PLACEMENT SERVICES** (*completed by assigned social worker*): AACA will complete the required paperwork with Family and their agency or attorney, if applicable, to arrange for physical and legal custody of the child. Unless Family qualifies for expedited finalization, the social worker will complete a minimum of four visits in a six-month period, with a final written report after the last visit. At least one visit must take place in the home, with all household members present. Estimated number of visits for this case: \_\_\_\_\_. *Anticipated time frame:* physical custody typically occurs upon the child's release from the hospital, at match, or at time of Placing Parent's relinquishment. Adoptive placement typically occurs 60 days thereafter, but

can be much longer based on the ability to free the child for adoption. Post-placement services are typically completed within 6-8 months after adoptive placement, but may be longer depending on case facts.

Pre-adoptive Placement Date: \_\_\_\_\_ Adoptive Placement Date: \_\_\_\_\_ Staff Initials \_\_\_\_\_

Date(s) of Report(s): \_\_\_\_\_

**11. ADOPTION SUBSIDY APPLICATION ASSISTANCE** (*completed by assigned social worker*): If Family lives in California and has paid for these services in advance, and if the child appears to qualify for an adoption subsidy, then the assigned social worker will assist Family with filing out and submitting the adoption subsidy application. If Family lives outside of California at the time of finalization, they must rely solely upon the information provided by their out-of-state adoption agency or legal counsel regarding the timelines, cost, and process for subsidy application in their home state. *Anticipated time frame*: application is typically completed 1-2 months after signing of adoptive placement paperwork; subsidy determination is usually issued 2-6 months after application submission, but this is outside of AACCA's control and takes significantly longer in some cases due to the public entity's time for issuing the decision.

WAIVED by Family? \_\_\_ Yes \_\_\_ No - Date Completed: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**12. FINALIZATION** (*completed by AACCA staff, or by Family's legal counsel, as applicable*): If Family has paid AACCA for California finalization services, then upon fulfillment of all post-placement requirements, AACCA will complete and file the documents with a California court to set the finalization date. Family may also elect to hire independent legal counsel at their sole expense to provide this service. If Family will finalize the adoption outside of California, Family must obtain finalization assistance in that state at their own expense. *Anticipated time frame*: 1-3 months after completion of post-placement services and issuance of subsidy determination, if applicable. This is subject to cooperation of Family and all other service providers, as well as court calendars at the time of setting.

Finalization date: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**Each of the undersigned accepts and agrees with the Fees and Case Plan set forth above; and understands that the Case Plan will be reviewed approximately every ninety days, and revised/updated as necessary to reflect case developments.**

\_\_\_\_\_  
*Applicant 1* *Date*

\_\_\_\_\_  
*Applicant 1* *Date*

\_\_\_\_\_  
*AACCA Representative* *Date*