

## ADDENDUM TO ADOPTION SERVICES AGREEMENT California Waiting Child/ Resource Family Approval (Fos-Adopt/RFA) Program

This Addendum is an essential component of the Adoption Services Agreement between Family Connections Christian Adoptions (“FCCA”) and \_\_\_\_\_ (“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.

### **Fee Payment Schedule**

Installment #1 Due at application:	\$ 100
Installment #2 Due at intake appointment :	\$ 500 + all background clearances and exemptions
Installment #3 Due before SW is assigned:	\$ 1200 + all other applicable fees.

### **SERVICE DESCRIPTIONS AND FEES:**

*NOTE: Due to state and federal funding, some fees are waived.*

**Resource Family Assessment Services: \$1800.00.** This fee is for a full resource family assessment (aka “home study”) and a written report. Child search and referral services are included at no charge if the assessment is approved, and Family qualifies for RFA certification. Processing any addendum, rewrite, or update will incur additional fees commensurate with the services required, up to **\$500**. With agency approval, and payment of a **\$200** reactivation fee, inactive applicants may return to active status no later than twelve months after original application. Previously submitted documents may need to be resubmitted to comply with laws and regulations.

**Post-Placement Services: Fees Waived.** To comply with state law, FCCA will supervise the placement; make monthly in-home visits (with the county social worker) during the pre-adoptive placement period; complete one in-home visit after adoptive placement; and provide written visit reports to the placing county.

**Finalization Services: Service Fees Waived; \$50 is charged at time of finalization to cover birth certificate fee and e-filing fees.** Unless completed by the placing county, FCCA will complete the court report, prepare and file in pro per California finalization documents, and set a hearing date for Family to appear *in pro per*.

**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. FCCA 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 prior to home study approval. Expedite fees of **\$500 to \$1000** will be charged only if expedited services are provided at FCCA’s sole discretion. A file opening fee of **\$400** will be charged for taking over a case from another agency or service provider. FCCA 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.

**PERSONAL RIGHTS AND CORPORAL PUNISHMENT:** California law prohibits violation of the personal rights of any foster child, including any corporal punishment of any foster child. This includes spanking, hitting, swatting, slapping, pinching, shaking, pulling ears, pulling hair, pushing, biting, washing a child’s mouth out with soap, forced exercise, denying food, denying any of the bodily functions such as bathroom use or sleeping, locking a child in a room, employing behavioral restraints (such as devices to confine a person to a bed, chair, or any object), or depriving a child of the use of arms, hands or feet. The proper use of high chair restraints, car seats, and seat belts is acceptable and expected in order to comply with the law.

Violation of a foster child’s personal rights, or violation the law against corporal punishment of foster children, can result in the revocation of Family’s approval/certification, and possibly a permanent record on the Child Abuse Index. This record would negatively affect Family’s ability to qualify for employment, a day care license, an RF approval/certification, and other activities requiring a background clearance or contact with children. FCCA social workers are required to document and report any incidents of corporal punishment to foster children. If the punishment rises to the level of leaving marks or causing any injury, no matter how slight, FCCA must also report this as suspected child abuse.

FCCA requires all applicants to the California Waiting Child Program to refrain from all corporal punishment of children in the home. This requirement will continue throughout the assessment process and any placement, until court finalization has occurred. If Family cannot commit to this policy throughout the adoption process, FCCA may be unable to work with Family. Family acknowledges that this policy has been fully explained, and Family agrees to abide by this policy as a condition of receiving services from FCCA.

**FOS-ADOPT RISK ACKNOWLEDGEMENT:** Most children in the California Waiting Child program are not legally freed for adoption at the time they are placed with Family. Thus, Family’s home must be certified, and Family must comply with all state regulations during the placement. Family accepts and understands the legal risk that, at any time before finalization, the child may be returned to the birth family or moved to another resource family home at the discretion of the placing county or court. Family understands that FCCA has no legal authority to contest the removal of a child from Family’s home, and that Family shall be solely responsible for hiring legal counsel at Family’s sole expense should Family believe that is in their best interests.

**CHILD SEARCH AGREEMENT:** \_\_\_\_\_ (Initials)

Family is aware that the definition of a “waiting child” changes over time, varies by office location, and depends on many factors outside of FCCA’s control. Family’s initials on this paragraph indicate that Family has requested FCCA to complete an assessment and provide child search services from the CA Waiting Child Program, even though the child desired by Family is not a “waiting child” as defined by FCCA. If a match has not been made within six months after assessment approval, Family understands that although the file will remain open, FCCA will no longer conduct any child search services for Family, unless Family agrees to consider “waiting children” as defined by FCCA. Family may also elect to keep the file open and hire an outside professional to conduct child search at Family’s sole expense.

**FAMILY'S SERVICE PLAN FOR  
CALIFORNIA WAITING CHILD (Fos-Adopt/RFA) PROGRAM**

*This Service Plan is subject to revision as case progresses. If any case services are provided by any person or entity other than FCCA, Family agrees to rely solely upon the information from that service provider as to that service. Expedite:*

\_\_\_\_\_ Identified child: \_\_\_\_\_ Placing County: \_\_\_\_\_ Case plan summary:

- 1. INITIAL CONTACT** *(completed by FCCA staff):* 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 contact (check all that apply):*  telephone  email  website inquiry  drop-in visit  attend Info Session

*DATE COMPLETED:* \_\_\_\_\_ *Staff Initials:* \_\_\_\_\_

- 2. ADOPTION PREPARATION CLASS 1 AND PANEL** *(Completed by class trainers and volunteers):* These sessions 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 RFs. After completion of these sessions, RFs who wish to proceed may sign up for an Intake Interview.

*Anticipated time frame: within 3 months after Information Session, subject to Family's availability to attend classes as scheduled.*

*AP1 COMPLETED:* \_\_\_\_\_ *PANEL COMPLETED:* \_\_\_\_\_ *Staff Initials:* \_\_\_\_\_

- 3. INTAKE INTERVIEW** *(Completed by FCCA staff):* Family meets with Intake Interviewer to determine whether FCCA and Family can work together on an adoption plan. Interviewer explores all issues disclosed by Family's paperwork submitted to date. If FCCA and Family agree to work together, Family signs the Adoption Services Agreement and Addendum, and receives additional paperwork to complete and turn in.

*DATE COMPLETED:* \_\_\_\_\_ *Staff Initials:* \_\_\_\_\_

- 4. ADOPTION PREPARATION CLASSES 2 AND 3** *(Completed by Class Trainer):* Led by TBRI-trained staff, education is the emphasis in these group sessions, which may include from two to seven families. Classes are held on two separate dates for a total of ten hours, and will focus on approval requirements, issues specific to children placed for adoption, building healthy emotions and behaviors in special needs children, coming to term with an adopted child's past, and dealing with separation, loss, grief, bonding, and attachment.

*Anticipated time frame: Usually within 6 months after Intake, subject to Family's ability to attend classes as scheduled.*

*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 household members are present. The interviews will cover the life history, past/current relationships, family strengths, family challenges, and adoption goals of each

applicant. The home visit will include a health and safety check in accordance with state requirements. *Anticipated time frame: within one week after Family completes all paperwork and all required training, pays all fees, and receives all fingerprint clearances.*

DATE COMPLETED: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**6. RESOURCE FAMILY ASSESSMENT, aka “Home Study”** *(Completed by assigned social worker):* After completion of the home visit, the social worker writes the report, which the social work supervisor and the Processing Department review for accuracy before releasing the signed report. Anticipated time frames: *completion of interviews and home visit typically occurs within 3 weeks of social worker assignment; completion of assessment report is typically within eight weeks of social worker assignment. These time frames are subject to Family’s availability and cooperation to schedule interviews and visits during regular working hours.*

DATE COMPLETED: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**7. ADOPTION PREPARATION CLASS 4** *(Completed by class trainer):* 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 TBRI principles to everyday life, to help children from hard places. Anticipated time frames: *Family typically completes this class within six months after receiving an approved assessment, during the child search process.*

DATE COMPLETED: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**8. CHILD SEARCH AND MATCHING** *(Completed by assigned social worker in cooperation with placing county’s social worker):* Child search, referral and initial placement of a child can take several months to several years, depending on the child desired, the Family’s background, the geographic area of Family’s residence, and many other factors. When a referral is made, the FCCA social worker will participate in the matching meeting between Family and the county social worker, and gather as much information as possible prior to Family’s acceptance of a referral.

DATE OF REFERRAL: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**9. PLACEMENT AND SUPERVISION SERVICES** *(Completed by assigned social worker with county worker):* The county social worker will complete all placement paperwork with Family and provide all necessary documentation (insurance card, etc.). The FCCA social worker will assist with obtaining these items for Family to the extent possible. The FCCA and county social workers will make at least monthly in-home visits, with written reports of each visit. After the child is legally freed for adoption, and adoptive placement paperwork is signed, the FCCA social worker will complete at least one additional in-home visit. *Anticipated time frames: subject to Family’s child desired, geographical location, and many other factors, initial placement usually occurs 3-18 months after RFA approval for a waiting child; adoptive placement usually occurs 6-18 months after initial placement.*

INITIAL PLACEMENT DATE: \_\_\_\_\_ Staff Initials \_\_\_\_\_

ADOPTIVE PLACEMENT DATE: \_\_\_\_\_ Staff Initials \_\_\_\_\_

POST-ADOPTIVE PLACEMENT VISIT DATE: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**10. FINALIZATION** (Completed by FCCA paralegal, county social worker, **OR** Family's attorney): Upon fulfillment of all post-placement requirements, FCCA's paralegal, the county social worker, **or** the Family's attorney will complete and file finalization documents with the court to set the finalization date. *Anticipated time frame: 1 to 6 months after adoptive placement by placing county, subject to cooperation of county social worker to complete required paperwork, as well as court calendars at the time of request for hearing.*

DATE COMPLETED: \_\_\_\_\_ Staff Initials \_\_\_\_\_

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

\_\_\_\_\_  
Applicant 1

\_\_\_\_\_  
Applicant 2

\_\_\_\_\_  
FCCA Representative Signature

DATE: \_\_\_\_\_