

Adoption Services Contract

The following contract outlines the agreement entered into by and between the prospective Adoptive Parent(s) ("AP") and the respective Adoption Service Provider ("agency"). The designated agency for adoptions from China, Ghana, Haiti, Hong Kong, India, and Korea is Dillon International. The designated agency for adoptions from Ethiopia, Honduras and Russia is Buckner Adoption and Maternity Services, Inc.

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Obligations of AP

1. Full Disclosure and Consent for Release of Confidential Information

1.1 Agency requires AP to provide extensive personal and background information at the time of adoption application. Agency has an obligation to collect this information to fully assess the family on behalf of the foreign country and the child to be placed. Agency values a trusting relationship with families and requires full disclosure throughout the adoption process. Providing misinformation or withholding information pertaining to current or past medical treatment, counseling, substance abuse, child maltreatment, violation of laws, arrests, financial status or other relevant aspects of family background, can be grounds for termination of the adoption application at any time during the process and forfeiture of any fees paid to the agency.

1.2 Agency is obligated to release information about each adoptive family to the foreign Cooperating Agency and Government Adoption Authorities as part of the adoption process.

A. Release Regarding Disclosure and Sharing of Information

The AP authorize Agency to obtain any information Agency deems necessary from professional and personal sources including, but not limited to, medical and counseling professionals, family members, references, employers, accountants, law enforcement and/or any other source to thoroughly evaluate the prospective adoptive family. The AP further authorize Agency to release any and all records, documents, and information Agency may have concerning the adoptive family to, and to fully discuss the adoptive family with, any cooperating agency providing services to the adoptive family in conjunction with this agreement, and/or any government or adoption authorities, officials, attorneys, or personnel in the United States or the foreign country. This authorization is subject to all applicable records, information, and discussions as are reasonably necessary, in Agency's sole discretion, to provide the adoption services specified in this agreement. The AP hereby waive their rights of confidentiality and acknowledge that the records and information to be released may include confidential information which could not be released without this written consent, including information that is specific to counseling, family planning, employment, criminal history, drug, alcohol or psychiatric treatment, child maltreatment, history or allegations of abuse, neglect, or violence, and/or HIV testing and medical diagnosis and treatment. The AP also authorize Agency to release records and information pertaining to an incomplete or denied home study to other licensed adoption agencies and U.S. government adoption officials. The AP hereby release Agency from all legal responsibility or liability that may arise from the release of records and information authorized herein.

1.3 The AP authorize Agency to speak with either spouse about any information learned about the other spouse throughout the adoption process.

B. Release Regarding Spouse Disclosure

If the AP are a married couple, by signing this agreement, each spouse authorizes Agency to disclose and discuss with the other spouse any confidential information Agency may learn or obtain concerning either spouse. Each spouse hereby releases Agency from all legal responsibility or liability that may arise from the release of information authorized herein. Each spouse acknowledges that the information to be released may include confidential information which could not be released without this written consent, including information that is specific to counseling, family planning, employment, criminal history, drug, alcohol or psychiatric treatment, child maltreatment, history or allegations of abuse, neglect, or violence, and/or HIV testing and medical diagnosis and treatment.

1.4 Agency requires AP to provide updates to the agency should any information about the adoptive family change during the adoption process. This information may include, but is not limited to, pregnancy, pursuing, being offered or receiving a child from another source (e.g., adoption or foster care), violations of the law or arrests involving anyone living in the home, allegations or charges of child abuse or neglect brought against anyone living in the home, and changes in residence, household members, employment, income, marital status and physical and mental health for the adoptive family. Changes in the adoptive family's situation may impact their eligibility to adopt a child.

C. Agreement Regarding Timely Disclosure of Changes in Family Situation

AP agree to notify Agency and their home study agency in a timely manner regarding any

significant changes in their family's situation. The AP understand that the changes may impact their eligibility to adopt from a particular country and/or may result in their adoption application being placed on hold or terminated depending on the circumstances. The time on hold will be determined by Agency and will vary on a case-by-case basis.

- 1.5 AP are required to certify they are not currently pregnant and to withdraw any application with any other agency upon Agency's acceptance of their Application Part #2. Agency is willing to waive this stipulation only if the AP provide Agency with a notarized declaration that they will inform Agency immediately should they 1) become pregnant or 2) accept a child from another source. They must also provide Agency a written statement from the other adoption agency on their letterhead declaring they are aware of the AP's concurrent adoption application with Agency and will inform Agency immediately upon AP's acceptance of a child. AP who initiate a concurrent adoption application with another country program at Agency are responsible for paying all fees associated with both country programs, including the agency fees. AP will be responsible for completing a full home study for both country programs. The applications will be considered distinctly separate adoption processes. If the AP become pregnant or accept a child from another source, and the AP have not yet been assigned a child from Agency, Agency may place the adoption application on hold. The exact amount of time on hold will vary depending on the country the AP are applying to adopt from, the timeframe of the adoption process, and the average age of the child referred from the country. These factors are considered because a child adopted from Agency must be at least one year younger than the family's youngest child in the home. The same will hold true if the AP have concurrent adoption applications with two country programs at Agency and accept a child. If the AP accept a referral of a child from Agency, they must not accept a referral of another child until they have completed Agency's post-placement supervision. If a pregnancy should occur after the AP accept the assignment of a child from Agency, the AP and Agency will reach a decision together about the adoption.

D. Agreement/Release Regarding Pregnancy or Another Adoption Application/Placement

The AP declare that they are not currently pregnant and will withdraw any application with another agency upon Agency's acceptance of Application Part #2. If AP are seeking to have this requirement waived, AP understand and agree to comply with policy 1.5. Furthermore, the AP authorize Agency to release information to and obtain information from any adoption agency and/or attorney facilitating a concurrent adoption relevant to upholding requirements of policy 1.5.

2. Respect in Verbal and Written Communication

- 2.1 Agency staff and the AP have a shared responsibility to treat each other with mutual respect in all communication including emails, telephone calls, and personal meetings.
- 2.2 Agency staff will respectfully consider AP requests, but will not tolerate AP making demands or speaking in an aggressive or disrespectful manner. AP will not be allowed to dictate deadlines for when information is provided and/or how to communicate with the foreign country.

E. Agreement Regarding Communication

AP agree to use respect in all communication with Agency. AP will not make unreasonable demands or speak in an aggressive or disrespectful manner to staff. When voicing dissatisfaction, AP agree to remain calm and non-threatening.

3. Parent Education

- 3.1 Agency provides preparation and training designed to promote a

successful adoption and to prepare AP as fully as possible for the adoption of a specific child. Agency strives to connect families with a vast array of reliable resources to ensure the AP receive the preparation and training they deserve. Agency requires the AP to complete the education requirements as outlined in the *Parent Education Requirements* form provided with Application Part #2 prior to traveling to receive their child or their child arriving home. The AP must complete at least ten hours of preparation and training prior to completing their home study or additional hours as required by the foreign country. Agency recognizes that life experience provides exceptional opportunities for learning, but also believes learning is a never ending, lifelong process. Agency will take families' previous training, education, and personal experiences in the realms of intercountry adoption and parenting into account when determining the appropriateness of granting exemptions from all or part of the training and preparation that would normally be required of AP

E. Agreement Regarding Parent Education

AP agree to complete the education requirements as outlined in the *Parent Education Requirements* checklist form prior to traveling to receive their child or the child arriving home. The AP agree to assume responsibility for the costs to any third parties necessary to complete the *Parent Education Requirements* form.

4. Home Study and Post Placement Services

- 4.1 Agency will assign a social worker to complete the home study and post placement reports for families residing in Arkansas, Kansas, Missouri, Oklahoma, Texas and the following counties in southern California (Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, Ventura).
- 4.2 If the AP resides outside of this area, the home study and post placement reports must be completed by a non-profit, child placing agency licensed in the family's state of residence. A formal agreement must be in place between Agency and the home study agency before the AP can begin the home study process.
- 4.3 AP is responsible for paying all fees for home study and post placement services directly to the home study agency. Agency does not have control over the individual social workers or their work performance.
- 4.4 AP is responsible to complete home study updates as required by state licensing, USCIS, or the foreign government if the original home study expires, the AP have a significant change in their family situation, or there is a change in the age, gender, or health status of the child desired.
- 4.5 At least one visit will occur in the AP home. The AP may be asked to travel to the social worker's location or a mutually decided on location for one or more visits.

5. Supplemental Evaluations, Counseling, and/or Treatment

- 5.1 Agency may require AP to obtain independent evaluations, counseling, and/or treatment prior to the completion of a home study or the placement of a child. Agency recommendations may include psychological testing, marriage or individual counseling, infertility counseling, substance abuse evaluations, parenting classes, etc. Foreign countries may also require additional evaluations before making a decision about accepting the AP adoption application. The cost of these services will be the responsibility of the AP.

F. Agreement Regarding Supplement Evaluations, Counseling or Treatment

AP agrees to comply with recommendations by Agency or the foreign

country to obtain independent evaluations, counseling, and/or treatment and understand they are responsible for the costs incurred. Refusal to comply with these requests may be grounds to terminate the AP adoption application.

6. Payment of Adoption Fees

6.1 AP will receive statements from Agency on a regular basis. The AP must pay the fees in a timely manner, within 30 days of receiving the statement. The AP must pay the entire balance due to Agency prior to traveling to receive their child. Agency will not allow the AP to advance to the next step of the adoption process until all scheduled fees are paid in full.

6.2 AP are responsible for collecting receipts for any money paid by them to third parties.

G. Agreement Regarding Adoption Fees

AP have read the *Explanation of Fees and Services* document and understand the schedule of fees to be paid to Agency and other third parties during the steps of the adoption process. AP understands that all fees are due as services are rendered and agree to pay their fees to Agency in a timely manner with the final balance due prior to adoption placement. The AP understands that if fees are not paid according to schedule, the AP will not be able to advance to the next step of the adoption process. AP understand that fees are subject to change and that AP will be charged the rate that is current at the time of the billing for the service.

7. Internet Usage

7.1 Access and use of the internet for AP has become a useful tool for education and support during the adoption process. However, AP should be wary of the reliability of information posted on adoption bulletin boards and shared in adoption web forums and blogs and recognize that every family's experience will be unique. In addition, AP should be aware that the Internet is accessible to everyone, including foreign government officials, and should be careful not to post negative or damaging information. Agency recognizes that the adoption journey can be frustrating at times and can evoke a myriad of thoughts and feelings about the various aspects of the adoption process. Sharing these thoughts and feelings via the Internet, while it may be cathartic at the time, could be damaging to the future of international adoption as a whole. AP should thoughtfully consider, when posting on the Internet, what they would want their future son or daughter to read someday about their country, heritage, adoption, etc. and what AP would want the officials and citizens in their child's birth country to discover about their adoption experience.

7.2 Agency requests that AP password protect their personal websites and adoption blogs for the sake of personal safety and privacy. Agency requests that AP restrict information shared about the child they are referred to non-identifying information while they are still in the adoption process. The child's information is confidential and only intended for the AP before the adoption is finalized.

7.3 If AP feel that recording the process and feelings associated with the process is necessary, Agency recommends the use of personal journals or scrapbooks rather than internet blogs or discussion forums.

H. Agreement Regarding Internet Usage

AP agree to limit personal information shared about their child on public web forums or blogs. If AP decide to have a blog, they agree to have a password protected site for the sake of the personal safety and privacy of the child they are in the process of adopting.

8. Child Care Standards-Basic Safety, Care, and Behavioral Management Guidelines

8.1 Child Care Guidelines - The AP understand that the following child care guidelines are effective prior to placement of the child in the home until the date the adoption is finalized or re-finalized in the United States.

- 8.1.1 All infants and toddlers will be given constant supervisory care and no child shall be left in the supervised care of a minor 14 years old or younger.
- 8.1.2 Licensed childcare providers are recommended for alternative supervisory care.
- 8.1.3 The AP will follow their state's car seat regulations and will have their child's car safety seat installation inspected. (For example, Texas requires all children to ride in an approved car seat until the child has achieved both the age of five years and is 36 inches in height.)
- 8.1.4 A child shall not be left unattended in a high chair or a stroller.
- 8.1.5 A child shall not be given unsupervised access to places where he can drown, smother, scald, burn himself, or be placed in immediate danger.
- 8.1.6 Once a child crawls, stairways shall be guarded, low tables cleared and tablecloths removed. Plastic plugs must be on outlets. Drawer and cupboard latches must be used.
- 8.1.7 Poisons and medicines must be stored out of child's reach either under lock and key or under an appropriate child safety device.
- 8.1.8 All toys shall be safe and age appropriate.
- 8.1.9 Firearms and ammunition in the home shall be stored separately, and under lock and key. The keys shall be stored out of the reach of children and separately from both firearms and ammunition.
- 8.1.10 The AP shall have smoke detectors near or by each bedroom in the home. Fire extinguishers shall be kept in the kitchen and up to date and remain easily accessible to an adult. It is recommended that the adoptive applicant ask the local Fire Marshall's office to inspect their home for safety. Carbon monoxide detectors are also recommended.
- 8.1.11 Swimming pools shall have a cover or be fenced in.
- 8.1.12 AP shall attend CPR class appropriate to the child's age.
- 8.1.13 AP shall follow the immunization schedule recommended by their pediatrician for the child they adopt. An article will be sent in the Welcome Home Packet after the child arrives that should be shared with the family's pediatrician regarding tests to be done for internationally adopted children. Agency expects families and doctors to comply with the tests requested to ensure the future good health of the child.
- 8.1.14 Pets in the home shall have up-to-date immunizations and pose no threat to children.
- 8.1.15 Fireplaces shall be screened in or have an adequate guard as to prevent access to child.
- 8.1.16 Interior and exterior of the home shall be free from all hazardous debris. Flammable liquids shall be kept separate from any heat source.
- 8.1.17 A family evacuation plan shall be in place in case of fire, flood or natural disaster.
- 8.1.18 Minors in care may not use or possess tobacco products, prior to finalization of the adoption. Adoptive parents will use due diligence to monitor children.
- 8.1.19 Explosive materials, dangerous projectiles or toys that explode or shoot (such as fireworks, BB guns, etc.) should be stored out of reach of children.
- 8.1.20 Families in Texas shall have at least one window screened for ventilation in the child's room.
- 8.1.21 Families in Texas shall have their child's outdoor play area fenced, free of hazards to children and drained with no standing water that might adversely affect health or personal safety.
- 8.2 Behavioral Management Guidelines - The AP understand that the

following Behavior Management guidelines are effective upon placement of the child in the home until the adoption is finalized or re-finalized in the US.

- 8.2.1 Discipline of any type is not permitted for children 12 months and under. Infants cry in response to needs. It is only through responding in a consistent, nurturing manner that infants learn to trust others. Without this, they risk impairment for life. If the baby demands more of the AP than can be tolerated, it is the responsibility of the AP to arrange for another appropriate caregiver to provide respite to the AP.
- 8.2.2 As a child becomes mobile, more limits are needed for physical protection, social development and impulse control.
- 8.2.3 Any serious medical, physical, mental or emotional incidences must be reported to the agency within 24 hours of the occurrence. These include but are not limited to suicide or suicide attempt, abusive treatment and activity by an adult or child, critical injuries, or death.
- 8.2.4 Agency recommends using the following techniques to provide loving guidance and discipline: distraction, redirection, modeling and praising desired behavior, time in, helping the child use their words to express needs and feelings, listening, playful engagement, providing a high-nurture, high-structure environment, changing the environment, structuring activities and anticipating situations which may produce stress for the child.
- 8.2.5 When a child begins to develop a greater capacity to understand and communicate, Agency suggests AP utilize a variety of interventions congruent with the child's developmental functioning. Since the effectiveness of some interventions will be greatly influenced by a child's developmental functioning and temperament, AP should evaluate the choices prior to implementation. Some suggested interventions are as follows: developing clear rules with specific consequences, engaging in enriching family activities, preparing child ahead of time regarding changes in the schedule or routine, providing opportunities for age-appropriate structured activities outside of the home, building self esteem, asking questions, rewarding appropriate behavior, stating expectations for behavior, giving children opportunities to learn from mistakes, applying natural and logical consequences, encouraging children to set rules for themselves, and teaching children to problem solve and communicate effectively.
- 8.2.6 Discipline should not be given by anyone but the adult caregiver(s). The following discipline methods should not be utilized:
 - 8.2.6.1 Physical punishment, including spanking, slapping, smacking, pinching and other acts intended to cause physical pain
 - 8.2.6.2 Harsh, cruel, unusual, unnecessary, demeaning or humiliating punishment
 - 8.2.6.3 Unproductive work, forced exercising, acts of public humiliation
 - 8.2.6.4 Denial of mail or visits with birth family or the significant people in the child's life prior to placement
 - 8.2.6.5 Threats of loss of placement for behavior control
 - 8.2.6.6 Personal restraint unless to protect a child from endangerment to self or others
 - 8.2.6.7 Using food for reward or punishment
 - 8.2.6.8 Physically shaking a child is never appropriate, as it can result in severe neurological damage
- 8.2.7 Some states prohibit the use of physical discipline with an adopted child until finalization has occurred, and require

families who use or plan to use physical discipline to obtain education regarding other methods of discipline. Please contact your social worker or case manager for recommendations.

- 8.2.8 After finalization or re-finalization of the adoption, if other forms of discipline prove to be ineffective in a given situation and spanking is decided upon, AP will use an open hand on the bottom. AP will not use spoons, belts, switches or any other item for a spanking nor to any other part of the body than the bottom.
- 8.2.9 Every new parent has moments of stress due to the fatigue and the demands of caring for a child. Agency recommends that each AP have a support person/s identified whom they can call at any time to provide respite, as needed.
- 8.3 Adoption Leave - AP must take six weeks' adoption leave from work after their child comes home. The time can be split between spouses.

I. Agreement Regarding Child Care, Safety, and Behavior Management Guidelines

The AP agree to comply with the foregoing requirements and recommendations of these child care, safety and behavior management guidelines upon the completion of the home study or at a time agreed to with their social worker, but prior to the placement of the child(ren) in their home. The AP understand they must follow these guidelines as required by Agency's licensing standards. The AP have read the above guidelines and understand that this agreement is effective until the date the adoption is finalized or re-finalized in the United States. The AP agree to have at least one parent remain with the child as the primary caregiver for at least six weeks after arriving home to enhance bonding and attachment.

9. Contact with Cooperating Agency and/or Government in Foreign Country

9.1 Agency stays abreast of current rules and processes for each foreign country and diligently manages each adoption case. Agency trusts our partner Cooperating Agencies to be the experts on the rules and processes in their country. Agency has regular and consistent communication with our foreign Cooperating Agencies so that AP can be updated on the progress of their adoption case. All communication by the AP throughout the adoption process must be through Agency. The AP should share any questions or concerns with Agency, and Agency will forward them to the foreign Cooperating Agency and share the response with the AP. In general, expediting services are not available throughout the adoption process with the foreign agencies. If any type of services are available, the AP will be notified of this option.

J. Agreement Regarding Contact with Foreign Agency or Government

AP agree that all communication throughout the adoption process regarding their adoption case will be through Agency. AP agree not to directly contact the Cooperating Agency, foster home, children's home, orphanage, attorneys, government officials, U.S. Embassy/Consulate or any other facilitating agency in the foreign country from which they are adopting during the adoption process. AP agree not to ask or use relatives, friends or acquaintances that live in the U.S. or foreign country to obtain information. AP agree not to use an independent attorney or investigator in the foreign country to intervene in the adoption process on their behalf.

10. Post Placement Supervision and Requirements

10.1 Post Placement supervision is a very important service for the adoptive family and a primary focus of Agency's services. It provides an opportunity for the AP to express joys and concerns about their family's and child's adjustments. Agency and the family's social worker can continue providing education about the common adjustments families face after their child arrives home and provide community and adoption resources that may be helpful for the child and family. Agency can also help connect

families who have experienced similar situations and can be sources of ideas, support and encouragement for one another.

- 10.2 Agency's foreign Cooperating Agency and the government adoption authorities in the child's birth country want to know how the child is adapting and thriving in their new environment and family. Post placement reports serve as an important testimony to the benefit of international adoption for children.
- 10.3 Agency requires a minimum of three post placement visits with a social worker and written reports and photos to be submitted to the foreign country after the child is placed with the AP. All family members are expected to be present for the visits, and a minimum of one visit will occur in the home, unless otherwise specified by foreign country requirements. AP may be asked to travel to the social worker's location or a mutually decided on location for one or more post placement visits.
- 10.4 Several foreign countries require additional post placement reports completed by a social worker that extend beyond the first year.
- 10.4.1 The Government of China requires additional post placement reports 2-, 3- and 5-years after adoption.
- 10.4.2 The Government of Honduras requires additional post placement reports 18 months and 2 years after adoption.
- 10.4.3 The Government of Russia requires additional post placement reports 2- and 3- years after adoption.
- 10.5 Several foreign countries have family report requirements that must be complied with. Agency will provide the AP with a format for these reports, accept them from the AP, maintain a copy in the family's adoption record at Agency, and submit them to the appropriate foreign government agency in a timely manner.
- 10.5.1 The Government of Ethiopia requires a family report, written by the AP, yearly until the child reaches the age of 18.
- 10.5.2 The Government of Haiti requires a family report, written by the AP, yearly until the child reaches the age of 18.
- 10.5.3 The Government of Honduras requires a family report, written by the AP, yearly until the child reaches the age of 14.
- 10.5.4 The Government of India requires a family report, written by the AP, every six months for two years.

K. Agreement Regarding Post Placement Supervision and Requirements

The AP agree to accept post placement supervision, complete the minimum three post placement visits and reports with the social worker, and comply with all additional post placement requirements set by state licensing or the foreign country, such as submitting family reports. At the recommendation of Agency and based on the assessed needs of the child and family, the AP agree to meet with their social worker for additional post placement visits at their expense.

- 10.6 Agency requires all AP to submit copies of all medical, adoption or guardianship documents received in their child's birth country to Agency.
- 10.7 Agency requires all AP to finalize their child's adoption, or re-finalize if the adoption was completed in the child's birth country, in a U.S. court according to the laws of the AP's state of residence. Agency requires AP to provide a copy of the U.S. final adoption decree to Agency. If required by the foreign country, the AP will provide a certified copy of the U.S. adoption decree.
- 10.8 Agency requires all AP to obtain documentation of U.S. citizenship for their child and to provide proof of their child's U.S. citizenship to Agency. The Certificate of Citizenship must be in their child's full, legal English name. If the adopted child travels home on an IR-4 or IH-4 visa, the child will not be eligible to apply for U.S. citizenship until the AP finalize the adoption in a U.S. court.
- 10.9 Agency requires all AP to obtain a Social Security number for their child and provide the number to Agency.

- 10.10 If AP are childless prior to completing the adoption, AP must formalize a will that includes a guardian plan within three months of finalizing/re-finalizing the adoption in the U.S. and provide proof of will to Agency.

L. Agreement/Release Regarding Required Documents After Child Placement

The AP agree to notify Agency of any moves or significant changes in the family's situation prior to the adoption being finalized/re-finalized in a U.S. court or the completion of post-placement supervision, whichever is later. If the adoption is not finalized in the child's birth country, the AP agree not to move to a new residence without first notifying Agency. The AP agree to provide Agency with copies of all medical, adoption or guardianship documents received in their child's birth country. The AP agree to finalize (re-finalize if the adoption was completed in the child's birth country) their child's adoption in a U.S. Court and to provide Agency with a copy of the U.S. final adoption decree. AP who adopt a child from Korea must submit an original copy of the U.S. adoption decree. The AP agree to obtain documentation of U.S. citizenship in their child's full, legal English name and provide Agency a copy of the Certificate of Citizenship. The AP agree to obtain a Social Security number for their child and provide the number to Agency. The AP agree to have a will that includes a guardian plan. If Agency receives all required documentation within three years of the date the child is placed with the AP, with the exception of post-placement reports and family reports that extend beyond the three year timeframe, the family will receive their refundable deposit.

The AP understand that if they choose not to abide by these Agency post-placement requirements, they are going against the requirements of Agency. They may still have to complete this step in the future if a U.S. final adoption decree or Certificate of Citizenship is required by any government agency, school or business. The AP also understand that there may be a risk to their child's inheritance rights by not having a legal adoption document widely recognized in the United States. The AP will not hold Agency responsible in any way should there be any repercussions from their decision not to abide by Agency's post-placement requirements.

- 10.10 Agency requires AP to have health insurance coverage for each family member and to provide proof that their health insurance carrier will provide coverage for their adopted child upon placement with their family. The AP are required to assume full responsibility for all medical expenses incurred by their child upon his or her placement with their family, whether that occurs overseas or in the U.S. If their current health insurance will not provide immediate coverage upon placement of their child with the family for the purpose of adoption, the AP must arrange to obtain medical insurance that will. AP must be diligent about researching their coverage to be sure their health insurance provider will cover pre-existing conditions and any undiagnosed medical conditions which may be present after placement or pre-existing condition diagnosed before placement.
- 10.11 It is very important for the child to have a complete medical check up shortly after arrival. Agency recommends a first visit within two weeks after arrival to include a non-invasive routine physical and a second visit within 30 days of arrival to complete medical tests, including shots and blood draws.
- 10.12 Agency requires all AP to agree to immunize their adopted child and also agree to their child receiving medical treatment and blood transfusions should their child require it.

M. Agreement Regarding Medical Care of Child after Placement

The AP agree to assume full responsibility for the care, custody, medical treatment, dental care and mental health treatment of their child upon

placement and through the age of majority. The AP agree to obtain a thorough physical examination of their child within 30 days of the child's arrival and to place their child under the care of a licensed physician for routine health care and to provide Agency with the completed *Post Placement Child Health Examination* form. The AP agree to inform Agency of any serious injury or illness of the child.

11. Guardian Plan and Will

- 11.1 Agency requires all AP to identify a viable guardian plan for their child should something happen to them after the adoption placement.
- 11.2 Agency requires all AP to have a will that includes a guardian plan in place prior to completion of the home study if the family has children. If the AP are childless, the will including a guardian plan must be formalized within three months of finalizing/re-finalizing the adoption in the U.S.

N. Agreement Regarding Guardian Plan and Will

The AP agree to formalize their guardian plan with a will prior to completion of their home study if they have children and within three months of finalizing/re-finalizing the adoption in the U.S. if they are childless.

Obligations of Agency International

12. Fees

- 12.1 All AP will be notified upon initial contact with Agency of a written schedule of expected total fees and estimated expenses for the adoption process. (see *Explanation of Fees and Services*)
- 12.2 Agency prohibits its employees and agents 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. Furthermore, permitted or required contributions shall not be remitted as payment for the child or as an inducement to release the child.
- 12.3 Agency shall always ensure that adoption services are provided ethically and in the best interests of children while preventing abduction, exploitation, sale, or trafficking of children. Agency does not compensate any individual who provides adoption services with an incentive fee or contingent fee for each child located or placed for adoption.
- 12.4 Agency may raise the amount of fees needed to complete the adoption service. The AP will be notified in writing by Agency of any fee changes that occur during their adoption process. The AP are responsible for paying the fee that is current at the time the service is billed to the family based on the written notification of fees they have been given.
- 12.5 The foreign country may raise the amount of fees needed to complete the process of adoption or guardianship while caring for the needs of the child. If the foreign country increases its fees before AP have received the referral of a child, the AP will be responsible for the new fees. The AP will be notified in writing by Agency of any fee changes that may occur during their adoption process.
- 12.6 The U.S. Citizenship and Immigration Services and Department of State may increase the fees needed to complete applications and fingerprints at any time. The AP will be responsible for the fees current at the time they submit the application or are fingerprinted.
- 12.7 Agency will provide a statement of the total fees and expenses incurred by the AP on a regular basis as services are rendered or upon request by the AP at any point during their adoption process.
- 12.8 The AP may place their adoption application on hold for up to two years without forfeiting their agency fees. If the AP decide to re-activate their application in this timeframe, they are responsible for completing any new paperwork required, which may include

filing new USCIS forms, completing a new home study and processing a new dossier. Agency will apply 100% of the family's previously paid Agency agency fees to the reactivated adoption if it takes place within two years of the application being placed on hold. AP are also required to sign a new fee schedule at the time they re-activate the application and are responsible for paying the difference between the old fees and the current fees (e.g., program management fees, international fees, country fees). For any new services rendered, AP will be charged at the rate that is current at the time of billing for the service.

- 12.9 Once the service has been rendered, the fee is non-refundable. Please see the chart below for instances when a portion of the fee may be refunded.

Program Management Fee #1	60% of the fee is refundable if the AP withdraw 4 weeks or less after application-part #2 approval and prior to home study approval
	40% of the fee is refundable if the AP withdraw 4 to 8 weeks after application-part #2 approval and prior to home study approval
	Fee is non-refundable if the AP withdraw eight weeks or more after application-part #2 approval or after home study approval
Program Management Fee #2	60% of the fee is refundable if the AP withdraw 8 weeks or less after home study approval
	40% of the fee is refundable if the AP withdraw 8-12 weeks after home study approval
	Fee is non-refundable if the AP withdraw 12 weeks or more after home study approval
Refundable Deposit	100% of the fee is refundable if the AP withdraw before the child arrives home.
	100% of the fee is refundable if the AP submit all of the following items to Agency within three years of the date the child is placed with the family: 1) proof of the child's U.S. adoption finalization / registration, 2) copies of all medical, adoption, or guardianship documents received in the child's birth country, 3) proof of the child's U.S. citizenship, and 4) the child's Social Security Number.
International Fee, Maintenance Support Fee, Adoption fees, Legal fees	Non-refundable after the AP accept the referral of a child. If circumstances change and the AP cannot proceed with the adoption of the child referred to them, the fees could be transferred to another child's adoption within the same country program.
Home Study Fee	Non-refundable after the first home study visit
	Non-refundable regardless of the recommendation in the home study report.
Post Placement Fee	Non-refundable once each post placement visit is complete.
	The unused portion of the fee (based upon the number of visits completed) is refundable if the AP move out of Agency's direct service area before completion of the post placement supervision.

- 12.10 Any refund to which AP may be entitled will be paid within 60 days after all services, other than post placement supervision, have been provided. If the amount of a refund cannot be determined because of outstanding post placement services, any refund will be paid within 60 days after all post placement services, and all other adoption services, have been provided.
- 12.11 The Executive Director retains the right to assess individual cases and determine refunds for unique and extenuating circumstances.
- 12.12 If there are unforeseen increases or additional fees or expenses in the adoption process, Agency will disclose the new fees or expenses in writing to the AP. If the fees exceed \$1000, Agency will obtain and record the consent of the AP before expending such fees and holding the AP responsible for the fees, unless the

AP have waived the consent requirement in advance.

- 12.13 A written receipt for any additional fees paid beyond those originally disclosed in the fee agreement will be provided to the AP. When applicable, this receipt will be requested from the foreign Cooperative Agency if at all possible. If the Cooperating Agency is unable to provide a receipt, Agency will provide a receipt to the AP showing that the funds were received and paid to the Cooperative Agency.

O. Release Regarding Fee Increases

AP will not hold Agency responsible for changes in adoption fees and expenses initiated by the U.S. government, foreign government or cooperating agency.

13. Case Management

- 13.1 Agency will provide professional and caring services and will diligently manage the AP adoption case. Agency will maintain communication with the AP, educate and update them about their adoption process, notify them in a timely manner of significant adoption milestones, ensure issues are resolved in a timely manner, and provide emotional support throughout the process

14. Adoption Files

- 14.1 Agency shall keep AP personal information and files strictly confidential except as required by law or as specified in 1.A and 1.B.

15. Home Study

- 15.1 Once the home study is completed and officially approved by Agency, Agency will release the home study to the AP. Unless otherwise stated, the home study completed by Agency can only be used for the purpose of adopting a child through Agency. If changes occur in the family's situation, such as those listed in 1.4, continued home study approval will be contingent on a review of the family's current situation

16. Referral and Assignment of Child

- 16.1 Agency makes every effort to fully inform the AP about the risks inherent in intercountry adoption due to the lack of information regarding birth parents and background information. Agency provides the AP with as complete and accurate medical, social and background information as possible about the child so they can make an informed decision about the appropriateness of a particular child's placement with their family.
- 16.2 Agency discloses all information about the child obtained from the foreign Cooperating Agency or government adoption authorities to the AP.
- 16.3 If the AP request additional information about the child, Agency works diligently to obtain as much information as can reasonably be gathered.
- 16.4 Agency does not withhold or misrepresent any medical, social or other pertinent information regarding the child.
- 16.5 Agency would not knowingly place a child having medical, emotional or mental problems with a family requesting a child as healthy as possible; however, Agency cannot guarantee the child will not have undiagnosed problems.
- 16.6 Agency staff do not act as medical experts or interpret medical information. Agency strongly advises, and in some instances requires, the AP consult with a physician prior to making a decision about accepting or declining the referral of a child. The family has the opportunity to consult with a physician and/or mental health professional of their choosing and at their expense to

discuss medical, emotional, and psychological risks which may need to be considered with a particular child. A list of international adoption clinics and doctors is available for every family.

- 16.7 Agency allows families at least two weeks to consider the needs of the particular child, assess their ability to meet the child's needs, and obtain an independent physician review of the child's medical records and other information, including videos and photos of the child, if available. Agency reserves the right to shorten the timeframe upon written notice to the family if there are extenuating circumstances involving the child's best interests which require a more expeditious decision.

P. Release Regarding Risks of Unknown Physical, Emotional and/or Developmental Conditions

The AP have been fully informed about the risks inherent in intercountry adoption due to lack of information regarding birth parents and background information. Information may be limited, incomplete, and/or erroneous. The AP are aware that medical testing and diagnosis from another country can be unreliable and that their child may arrive home undiagnosed physical, emotional and/or developmental problems. The AP understand that they will receive from Agency all background information and medical diagnoses concerning a child that is provided by the foreign Cooperating Agency or government adoption authorities and that Agency will make every effort to provide as much information regarding a child as can reasonably be obtained. The AP understand they reserve the right to consult with a physician and/or mental health professional of their choosing and at their expense to discuss medical, emotional, and psychological risks which may need to be considered with the child. By accepting the referral of a child, the AP are committing to assume full responsibility for the care, custody and well-being of the child from the time of the child's placement with the family through the age of majority. The AP hold Agency harmless for undiagnosed or improperly diagnosed illnesses, diseases and/or conditions which may accompany a child. The AP also release Agency and hold Agency harmless from any and all responsibility for any type of injury, harm, damage, or loss in any way relating to or arising out of the physical, psychological, or emotional condition of any child assigned to, placed with, or adopted by the AP regardless of when such injury, harm, damage, or loss is known or discovered. In the event the AP decide not to continue their plan for adopting the child, they will notify Agency immediately.

- 16.8 Agency provides the originals of all medical and social information received on the child to the family as early as possible. Agency also provides English translations if provided by the foreign Cooperating Agency. The English translations are correct and complete to the best of Agency's knowledge. Agency provides all translated and un-translated documentation available to the family, including reports, medical tests, photographs and videos. The AP have the right to have any documents or videos translated by a certified translator of their choosing and at their expense.

Q. Release Regarding English Translations of Documents

The AP understand that Agency receives and provides English translations that are correct and complete to the best of Agency's knowledge. The AP also understand that they reserve the right to have any and all documents or videos in a language other than English to be translated by a certified translator of their choosing and at their expense. Therefore, the AP do not hold Agency responsible for any translation error or omission that occurs on the child's referral information.

17. Case Updates

- 17.1 Agency has regular communication with the foreign Cooperating Agencies and systems in place to obtain information. The AP can be assured that Agency will make each family aware of updates on their case and the child referred to their family in a timely manner if they are received. Agency understands each family's desire for information, especially if their case has faced unexpected delays.

However, Agency is working with a foreign government and cannot intervene in the process that is in place to facilitate adoptions with that country. Intervening could greatly jeopardize Agency's relationship with that country and cause delays for the AP process or many other children in the future.

- 17.2 If medical concerns arise for the child the AP wish to adopt, Agency will endeavor to share the AP physician's concerns with the foreign Cooperating Agency or government adoption authority. Agency cannot guarantee a response to every question. Final medical decisions rest with the medical professionals directly caring for the child in the foreign country

18. Travel

- 18.1 AP is responsible for obtaining U.S. passports and ensuring the passports are valid for at least six months beyond the dates of the adoption trip. AP is also responsible for obtaining visas for traveling to the foreign country. Agency will provide the AP with guidance and direction on obtaining U.S. passports and foreign visas at the appropriate time.
- 18.2 Before the adoption is final, the child referred to a family is not legally a child of the AP. There are possible risks that the adoption will not be completed. Until the adoption or guardianship is approved and all final paperwork has been completed, the AP will not be able to visit the child in the foreign country.
- 18.3 Agency cannot ensure the safety of the AP or other travel companions when traveling in the U.S. or overseas. Travel to a foreign country may involve risks and hardships, including, but not limited to, crimes, accidents, exposure to illness or disease, unsanitary or unsafe food and water, inadequate or non-existent medical and dental services, and political instability. The AP and any travel companions should carefully consider these risks before electing to travel overseas, or electing to participate in a program that requires overseas travel.
- 18.4 AP is responsible to inform Agency of any medical issues that may impact their travel to and stay in the foreign country (e.g., medications, medical equipment, physical limitations).
- 18.5 AP may need to take large sums of cash to the foreign country and accept responsibility for the security of the money. When possible, Agency will wire adoption-related fees that need to be paid in the foreign country, but this is not always possible.
- 18.6 Unforeseen circumstances might take place in the foreign country that will necessitate expenditure of additional cash of which Agency had no knowledge.
- 18.7 There are risks for extended delays in adoption trips. Agency will advocate for a timely process in the foreign country, but the foreign and/or U.S. government, laws, and judicial system have ultimate authority over the length of time necessary in the country.
- 18.8 Agency will provide the AP with a country-specific travel guide that provides information and preparation relevant to traveling to the foreign country to receive their child

R. Release Regarding Travel Risks

AP understand and acknowledge that there are certain financial, personal, and emotional risks inherent in overseas travel, entry into and tour of any foreign country which is not subject to the laws, customs, and practices of the United States of America. The AP understand they are responsible for their own health and well-being abroad. The AP release Agency from any liability for and waive any right, claim or remedy against Agency for any injury, death, damage, theft, inconvenience or other loss during or related to any travel for this adoption process.

19. Mandated Reporting

- 19.1 Agency staff members who hold certifications or professional licenses in health care or child welfare venues are mandated by State and Federal law to report suspected abuse or neglect whether it be upon a child or an elderly person. Since Agency is a licensed, child-placing agency, it requires all staff and Board members, regardless of their academic or professional qualifications, to immediately report any suspected abuse or neglect upon a child or elderly person to the State Department of Family and Child Services.

20. Complaint Policy

- 20.1 In the rare event that the AP have a complaint regarding their adoption process, Agency will make every effort to work with the family toward a mutually beneficial solution. Complaints may be filed when the AP believe their rights as outlined in this agreement have been violated, they believe that they have been subject to practices of abuse, neglect or exploitation, or are dissatisfied with decisions made and/or services provided in their adoption process. The AP should first discuss the complaint with their assigned Case Manager. In the instance that a Case Manager has not been assigned or the AP wishes to voice a grievance regarding a Case Manager, the appropriate Country Program Director should be contacted.
- 20.2 If the AP are unable to resolve a complaint through their Case Manager and/or Country Program Director, they may submit their complaint in writing to the Adoption Supervisor within 30 days of the dispute. The circumstances of the complaint should be outlined in chronological order. Within two weeks of receiving the complaint, Agency's Adoption Placement Committee, which includes the Executive Director and occasionally Board Members, will review it and respond to the AP by letter within 30 days with a proposed solution and/or final decision along with a brief explanation. The AP will have 10 days to respond to the Committee's decision or Agency will consider the complaint resolved. A copy of all correspondence will be kept in the adoptive family's file.
- 20.3 Agency will never take action to discourage the AP from making or expressing a complaint. Nor will Agency discourage the AP from providing information in writing, interviewing, answering questions, or expressing their opinions about the performance of the agency to an accrediting entity or the Secretary of State.
- 20.4 The U.S. Department of State website is www.travel.state.gov. AP may review the laws that regulate agencies and follow directions on that website if they wish to further report dissatisfaction with the agency's response to a complaint

21. Disruption or Dissolution of Child Placement

- 21.1 Agency makes a lifetime commitment to each child and adoptive family by providing ongoing post-adoption services and support. When a placement for adoption is in crisis during post placement supervision, Agency makes every effort to provide or arrange for counseling by an individual with appropriate skills and professional expertise to assist the family in dealing with the problems that have arisen. Agency acts promptly and in accordance with any applicable legal requirements to remove the child when the placement may no longer be in the child's best interests or notify the appropriate government agency with the authority to take the action necessary to ensure the child's well-being and safety.
- 21.2 In the case of disruption (defined as a decision by the AP not to continue with finalization of the child's adoption when the AP or Agency holds legal custody or guardianship from a foreign court), Agency would be willing to assume custody of the child. Where it is deemed in the best interest of the child, the staff at Agency will provide or arrange for care and assist with a suitable alternative

placement of the child. In this situation Agency will inform or seek the approval of:

- 21.2.1 the foreign Cooperating Agency and government adoption authority agency as required by country law
- 21.2.2 the state licensing entity as required by state law
- 21.2.3 the State Department and foreign Central Authority as required by the Hague Convention
- 21.2.4 the child if they are of proper age and maturity to consider their views or if required by state law
- 21.3 In the case of dissolution (defined as a decision by the AP to dissolve the legal bond between the AP and child after a legal adoption has been completed, either abroad or in the U.S.) the staff at Agency will also offer assistance.
- 21.4 Agency does not return from the United States an adopted child whose adoption has been dissolved unless the Central Authority of the country of origin and the Secretary of State have approved the return in writing. Agency would only consider this option in an exceptional case where the child's return to the country of origin is in the best interest of the child.
- 21.5 In either disruption or dissolution, the AP are responsible for the care and physical well-being of the child and shall assume full financial responsibility for paying for all expenses incurred to meet the child's needs, including the possible placement of the child in respite care, foster care or another adoptive home.

S. Agreement Regarding Disruption or Dissolution of Child Placement

While Agency shall provide assistance and support to the AP through a time of post placement or post adoption crisis, the AP understand that Agency may not be able to take physical or legal custody of the child and that future placement may weigh heavily on the AP, exactly as it would as if this were a biological child. The AP assumes all risks and financial and emotional obligations in the event of a disruption or dissolution. Upon finalization of the adoption, whether it occurs in the foreign country or in the U.S., the child acquires all the rights, privileges, and immunities of a child born to the AP, and the AP has all the responsibilities, legal obligations and duties to the child the same as though the child were born to them.

22. Charitable Contributions

- 22.1 As a non-profit 501(c)(3) organization, Agency welcomes all donations to assist us in our mission to make a better life for children. Agency does not actively solicit donations from adoptive families who are in any stage of the adoption process. All donations are considered confidential, and any information associated with a donation is not shared with the social work staff. This policy is to protect adoptive families and the agency from the perception of compromise during the adoption evaluation process. Agency shall not be influenced by gifts or monetary donations.

23. Modifications of Adoption Services Contract

- 23.1 This agreement may be supplemented, modified, or amended, if the supplement, modification, or amendment is made in writing, dated, and is signed by all parties.

24. Termination of Adoption Services Contract

- 24.1 AP can, at any time and for any reason, decide to terminate the Adoption Services Contract. Additionally, Agency reserves the right to terminate the AP adoption application at any time during the process and at the sole discretion of the agency and is under no obligation to give cause or explanation.

25. Entire Contract

- 25.1 This Adoption Services Contract constitutes the entire contract between the parties, and there are no representations, warranties, or commitments except as set forth herein. This Adoption Services Contract supplements, merges, and supersedes all prior or contemporaneous agreements, contracts, understandings,

negotiations, and discussions, whether written or oral, of the parties hereto, relating to the transactions contemplated by this Adoption Services Contract.

26. Waiver/Subsequent Enforcement

- 26.1 The failure to either party to enforce any provision of this contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this contract.

27. No Non Party Beneficiary

- 27.1 None of the provisions of this Adoption Services Contract are intended to nor shall be construed to, confer upon or to give any person other than the parties hereto, or their heirs, successors, or assigns, any rights or remedies under, or by reason of this Adoption Services Contract.

28. Choice of Law and Venue

- 28.1 This agreement including all supplements, modifications, and other documents incorporated herein and all rights, obligations, and disputes arising out of it is governed by and construed consistent with Oklahoma law. The parties agree that venue for any dispute arising under this agreement is in Tulsa County, Oklahoma, or any other jurisdiction in which both parties voluntarily appear.

Risks Inherent in Intercountry Adoption

Agency wants to prepare the AP for the possible difficulties, frustrations, and disappointments that can occur during the adoption journey. Agency will provide the AP with professional and trustworthy service and do all they can to make this a positive experience for the AP; however, some factors are not in Agency's control. By being able to understand these factors and what is and is not in Agency's control (or the AP's control), the AP can set realistic expectations to prepare for the adoption journey.

29. Timeframes and Waiting Time

- 29.1 One of the main areas of uncertainty with respect to intercountry adoptions is the total length of time it takes to complete the adoption process.
- 29.2 Agency does its best to provide accurate estimates of current time frames in the adoption process, but these can change from month to month, depending on many factors.
- 29.3 Agency maintains regular contact with foreign staff and cooperating agencies to keep abreast of changes in country adoption laws, philosophy, and political climate toward intercountry adoption.
- 29.4 Quarterly, or as needed, Agency will send an update to the AP in the adoption process. This letter will give updates on the current waiting times and announce any changes in the country adoption program that could affect the family's adoption process

30. Citizenship and Immigration Services

- 30.1 Agency has a staff person who works with the AP to complete immigration paperwork. This staff person may be able to contact some USCIS offices that share their phone number to ask about the status of a particular Adoptive Parent's case.
- 30.2 Agency does not have any control over the processing time of an AP's case with USCIS. Agency staff also does not have any say in the approval or denial of the AP by USCIS.

31. Court and/or Government Process in Foreign Country

- 31.1 Agency cannot intervene in, or speed up, the court process or government process in another country.
- 31.2 The U.S. government is also unable to intervene in the court

- process or government process in another country.
- 31.3 Agency tries to give an accurate time frame based on what other families have experienced; however, the length of time the process takes is ultimately determined by the courts, government officials, attorneys, etc., in the country from which the AP are adopting.
- 31.4 The foreign Cooperating Agencies Agency works with are trustworthy and work hard for the children they serve, but foreign courts and offices do not run on American time and often face delays, changes in the required process, need for additional paperwork, bureaucratic barriers, and holiday closings. Attempts to circumvent this process or intervene in any way could have a negative impact on the AP's adoption or future adoptions from that country.

32. Required Documents

- 32.1 Foreign governments are very particular about the family documents included in adoption applications/dossiers. The Case Manager will carefully review each document to ensure it meets the criteria of the foreign government and that the document can be properly authenticated prior to being submitted to the foreign government.
- 32.2 Agency periodically audits our list of required documents in order to make sure that they are all current, and thoroughly reviews paperwork before sending it to the country. However, if the foreign court or government makes a decision to ask for additional paperwork or change the format of the required paperwork, Agency must comply in order for the AP's case to move forward.
- 32.3 Extended wait times mean that time-sensitive documentation may expire and will need to be updated or renewed by the AP.

T. Agreement Regarding Required Documents

AP agree to revise, update, or obtain new documents as requested and required to complete the adoption per the regulations of the U.S. and foreign government. The AP understand they are responsible for the costs incurred with revising, updating, or obtaining new documents.

33. Factors That May Delay or Prevent an Adoption from Being Completed

- 33.1 Agency does not promise or guarantee placement of children for adoption. Multiple factors may delay, hinder, interrupt, or obstruct the adoption process, such as U.S. and foreign government and court processes, birth family changing their minds, holidays observed in the U.S. and foreign country, inclement weather, and changes in the family's situation.
- 33.2 Although it is rare, birth families can change their minds about placing their children for adoption. The AP do not have legal rights to the child until the adoption finalization is complete. If a birth family should change their mind about placing their child for adoption, Agency will place the AP back on the waiting list and do its best to provide the AP with another referral of a child.
- 33.3 In some instances, the referral of a child may be lost or withdrawn prior to placement due to change or decline in the health of the child, death of the child, or adoption of the child by a family in the country of origin. In rare instances, the reason for the withdrawal of the referral may never be made clear or known.
- 33.4 If a foreign government decides to change its guidelines for qualified AP and the AP no longer meet those requirements, the AP may no longer be eligible for that country's adoption program, even if the AP paperwork is already in-country. While some countries will "grandfather in" families already in the adoption process, others will not and the AP will have to withdraw from that particular program. A foreign government may also decide to close the program for intercountry adoptions with U.S. citizens. If either of these situations were to happen,

Agency makes every effort to transfer the family to one of Agency's other adoption programs for which the family may qualify.

- 33.5 Changes in the AP family situation may impact their eligibility to adopt from a particular country and/or may result in their adoption application being placed on hold. The time on hold will be determined by Agency and will vary on a case-by-case basis.
- 33.6 Agency carefully screens and assesses the AP eligibility to adopt from a particular country and only approves the AP when Agency feels as confident as possible the AP application will be accepted and approved by USCIS and the foreign country. However, Agency cannot guarantee the AP will be accepted and approved by USCIS and the foreign country.

U. Release Regarding Risks to Child Placement

The AP release Agency and hold Agency harmless from any responsibility or liability, whether direct, vicarious, or otherwise for any type of injury, harm, damage or loss in any way caused by, contributed to, or arising out of acts or omissions of third parties.

The AP hereby release Agency and hold Agency harmless from any type of injury, harm, damage, or loss which in any way results from any obstacle or impediment to placement, immigration, or adoption. This release specifically extends to, but is not limited to, any obstacle or impediment to placement, immigration, or adoption directly or indirectly caused by the actions or inactions of any foreign or U.S. agency, official, court, attorney or facilitator.

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The Adoption Services Contract has been set in place in order to ensure that each family’s adoption is given professional and appropriate attention. Agency is committed to doing all that is in its control to process the AP’s case in a timely manner. In order for that to happen, AP must respect the above guidelines and agreements. Failure to follow the guidelines and agreements set forth in this Adoption Services Contract could result in termination of the adoption process and forfeiture of any fees paid to the agency.

Release: Any liability of Agency or its employees or agents, for any claim arising out of or relating to this agreement, including but not limited to claims arising out of the alleged or actual negligence of Agency or its employers or agents, shall be limited to the total amount of fees paid by the AP to Agency.

We/I, _____ as the AP, have read and had the opportunity to ask questions about the Adoption Services Contract. We/I understand all aspects of the Adoption Services Contract set in place by Agency and will fully cooperate and comply with the policies and guidelines set forth. We/I understand that we/I have been given full rights and privilege to seek legal counsel at any time regarding the process with Agency. We/I enter into this agreement freely and voluntarily.

Signature of Applicant 1

Signature of Applicant 2 (if applicable)

State of _____, County of _____

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, _____ by

_____ and _____ who proved to me on the basis of

Name of Applicant 1

Name of Applicant 2 (if applicable)

satisfactory evidence to be the person(s) who appeared before me.

Notary Public

My commission expires: _____

Explanation of Fees and Services

Dillon International and Buckner Adoption and Maternity Services strive to provide a transparent and accurate representation of anticipated adoption expenses. Please find below charts outlining the estimated expenses for adopting a child through our agency. The chart describes the service, the fee and when the fees are due. *Unless otherwise noted, the fees will be paid directly to our agency.* The explanation that follows each chart provides details about how the fees are used. There could be additional unexpected expenses throughout the adoption process or while traveling in the foreign countries.

Intercountry Adoption Expenses Paid in the United States

Service	Fee	When due
Pre-Adoption Workshop: online	Free	must be completed prior to receiving application-part #2
Application - Part #1	\$50	application-part #1 submission (waived for returning families)
Application - Part #2	\$300	application-part #2 submission
International Adoption Seminar: online / live	Couple: \$100 / \$120 Single: \$75 / \$85	application-part #1 submission or workshop registration
Program Management Fee #1	\$3,500	approval of application-part #2
Program Management Fee #2	\$3,500	approval of home study
Program Management Fee-Sibling	\$1,000 per child	assignment of child (if adopting additional sibling(s) at same time)
SUBTOTAL: AGENCY FEES ONLY	\$7,425 / \$7,470	
Refundable Deposit	\$500	approval of home study
Bank wire transaction fee	\$15-30 per transaction	upon agency wiring money to foreign country
USCIS fees, I-600A/I-800A	\$720	upon filing of I-600A/I-800A (paid directly to USCIS)
USCIS fees, fingerprints	\$85/adult household member	upon filing of I-600A/I-800A (paid directly to USCIS)
USCIS fees, I-800A Supplement 3	\$360	upon filing of I-800A, Supplement 3 (paid directly to USCIS)
USCIS fees, N-600 (Application for Certificate of Citizenship)	\$550	upon filing of N-600 after child arrival (paid directly to USCIS)
USCIS fees, N-565 (Application for change of name on Certificate of Citizenship)	\$345	upon filing of N-565 after child arrival (paid directly to USCIS)
Finalization / Refinalization	\$750-1,500	after child arrival (paid directly to adoption attorney)
Miscellaneous (physical exams, background checks, notary, adoption education, visas)	\$200-1,000	paid directly to service providers throughout adoption process

Pre-Adoption Workshop (online)

- Learn details about the family requirements and adoption process for each country program
- Receive education about the Hague Convention on Protection of Children, HIPAA, and financing an adoption
- Must complete prior to receiving Application-Part #2

Application-Part #1:

- Review of Application-Part #1 by case manager and, when necessary, social work committee

- Communication with family and others regarding additional information, if needed, to process the Application-Part #1
- Data entry of family's information and creation of their adoption file

Application-Part #2:

- Review of Application-Part #2 by case manager and, when necessary, social work committee
- Communication with family and others to assist in completing the Adoption Application-Part #2

International Adoption Seminar (live or online):

- Provides pre-adoption counseling and training prior to adopting a child
- Explore issues relevant to adoption including attachment, grief and loss, impact of institutionalization and environment on child development, medical issues, initial adjustments, talking to your child about adoption, racial and cultural identity and coping with the wait time
- Opportunity to meet agency staff members and ask questions face-to-face (if attending live seminar)
- Hear first-hand from other adoptive families about their adoption experience (if attending live seminar)
- Must complete prior to completion of home study
- Families in AR, KS, MO, OK, TX and southern CA must attend the live seminar
- Access to on-line “*Emotional & Physical Care of the Newly Adopted Child*” class prior to child’s arrival (separate class available for children older than 2 years old)

Program Management Fee #1 and #2:

- Facilitation of family’s adoption process between agency and government officials both in the U.S. and foreign country
- Administrative expenses for processing family’s documents including photocopying and data entry
- Communication with family via email, fax and telephone
- Family education regarding the adoption process
- Guidance for completing much of the required paperwork
- On-going education, preparation, consultation, and support that assists family to be as fully prepared as possible for the child’s adoption
- Support groups (depending on location of family residence)
- Facilitation of USCIS processing of family’s documents

- Communication on family’s behalf with U.S. and foreign officials regarding family’s adoption process
- Review of family’s dossier documents to ensure they meet the requirements of the country from which they are adopting
- Review of child referral information and presentation to the family
- Education and preparation of family for travel to foreign country
- On-going education and consultation regarding child and family’s adjustment issues after arrival
- Instruction of family regarding adoption finalization and naturalization process
- Domestic shipping & handling expenses of child’s assignment documents
- International shipping & handling expenses of family’s documents to and from foreign country
- General postage expenses
- General adoption agency overhead expenses including personnel costs, administrative overhead, operational costs, and communications

Refundable Deposit: --will be refunded to family if agency receives the following documents within three years of child’s placement

- 1) Proof of child’s U.S. adoption finalization/registration,
- 2) copies of all adoption documents received from the foreign country,
- 3) proof of child’s Certificate of U.S. Citizenship,
- 4) submission of all post placement reports required by foreign country,
- 5) proof of will, and 6) the child’s social security number

ICPC- Interstate Compact for the Placement of Children

- Processing of the ICPC approval
- Required only for Hong Kong, India and Korea for placements outside of AR, CA, KS, MO, OK, and TX

Foreign Country Program Expenses, Care of the Child Expenses, Contributions, and Translation and Document Expenses

These expenses vary based upon the country the Adoptive Parents are adopting from and are outlined in the charts below:

HAITI ~ licensed through Dillon International, Inc.		When due
Psychological exam fee (per applicant)	\$500+	required for dossier (paid directly to service providers)
Dossier coordination fee	\$250	submission of dossier to Dillon
Initial dossier processing fee	\$1,200	submission of dossier to Dillon (family will be billed additional charges that exceed this fee)
Dossier authentication fee	\$100-\$500	dossier completion (family will be billed additional charges that exceed initial dossier processing fee listed above)
Translation fee	\$800-\$1,300	submission of dossier to Dillon
DNA test fee	\$600	assignment of child
International fee	\$9,500	assignment of child
International fee-sibling adopted at the same time	\$8,500	assignment of 2nd child
International fee-additional sibling adopted at the same time	\$7,500	assignment of 3rd child
Approximate travel and accommodation expenses (for two people)	\$1,500	travel (paid directly to service providers)
ESTIMATED SUBTOTAL: INTERNATIONAL & TRAVEL FEES ONLY	\$14,450-\$15,850+	

CHINA-Waiting Child ~ licensed through Dillon International, Inc.		When due
Psychological exam fee (per applicant) *Required by CCCWA for some applicants	\$500+	during home study process (paid directly to service provider)
CCCWA dossier fee: Regular Special Focus	\$750 \$480	submission of dossier to Dillon (Special Focus fee applies if family identifies child prior to submitting dossier to the CCCWA)
Dossier translation fee: Regular Special Focus	\$300 \$150	submission of dossier to Dillon (Special Focus fee applies if family identifies child prior to submitting dossier to the CCCWA)
Dossier coordination fee	\$250	submission of dossier to Dillon
Initial dossier processing fee	\$500	submission of dossier to Dillon (family will be billed additional charges that exceed this fee)
Dossier authentication fee	\$200-\$700	dossier completion (family will be billed additional charges that exceed initial dossier processing fee listed above)
Miscellaneous translation	\$30-\$90 per document	varies depending upon translation (e.g. supplemental dossier documents, Waiting Child application, child updates, correspondence with CCCWA)
Waiting child application fee	\$80	assignment of child (paid to CCCWA)
Post placement translation & processing fee	\$300	assignment of child
In-country travel and accommodation expenses*	\$4,500-\$5,500+	\$4,500 due at assignment of child; remaining expenses (if any) due prior to travel.
*Fee generally covers a 14-day trip for 2 adults adopting a child under 2 years of age. Includes escort services, standard hotel accommodations, breakfast at the hotel, scheduled sightseeing excursions, ground transportation to scheduled events and in-country flights. Additional fees will be incurred for extra travelers, extra days in country, upgrades to hotel accommodations, and/or adopting a child over 2 years of age.		
International airfare (per person)	\$1,300-\$2,000 varies by season & airline	travel clearance received (paid directly to airline)
Return airfare for child under 2 years of age	\$200-\$300	travel clearance received (paid directly to airline)
Return airfare for child 2 years of age and older	\$800-\$1,400	travel clearance received (paid directly to airline)
Orphanage donation	\$5,450-\$5,600 varies by exchange rate	travel (35,000 RMB paid directly in country)
China adoption, notary, passport, medical examination and U.S. visa application and facilitator fees	\$1,700-\$2,100	travel (paid directly in country)
ESTIMATED SUBTOTAL: INTERNATIONAL & TRAVEL FEES ONLY	\$16,410-\$22,480	

KOREA ~ licensed through Dillon International, Inc.		When due	
International fee	\$17,300	assignment of child	
ICPC fee	\$300	assignment of child (only those outside AR, CA, KS, MO, OK and TX)	
Escort fee (west coast)	\$2,250	assignment of child	only if choose to escort
Escort fee (east coast)	\$2,500	assignment of child	
Domestic escort fee	\$1,150	assignment of child	
Eastern host fee	\$200	assignment of child	only if choose to travel
Approximate travel and accommodation expenses (for two people)	\$3,000	travel (paid directly to service providers)	
ESTIMATED SUBTOTAL: INTERNATIONAL & TRAVEL FEES ONLY	\$19,550-\$20,950		

Ghana—licensed through Dillon International, Inc.		When due
International fee-first installment-one child	\$5,000	submission of dossier to Dillon
International fee-second installment-one child	\$5,000	assignment of child
International fee-first installment 2 siblings	\$9,000	submission of dossier to Dillon
International fee-second installment 2 siblings	\$5,000	assignment of children
International fee-first installment 3 + siblings	\$10,000	submission of dossier to Dillon
International fee-second installment 3+ siblings	\$5,000	assignment of children
Approximate travel first trip (for two people)	\$2,300-\$3,600 varies by season & airlines	travel clearance received (paid directly to service providers)
Hotel accommodations (approximately 1 week)	\$800-\$1,000	
Approximate travel second trip (for two people)	\$2,300-\$3,600 varies by season & airline	travel clearance received (paid directly to service providers)
Hotel accommodations (approximately 1 week)	\$800-\$1,000	
One-way airfare for child under 2 years of age	\$600-\$800	travel clearance received (paid directly to airline)
One-way airfare for child 2 years of age and older	\$900-\$1,200 varies by season & airlines	travel clearance received (paid directly to airline)
Child's medical exam and U.S. visa fees	\$625-\$1,250 per child	travel (paid directly to service providers on first trip)
Orphanage care fee	\$200+	travel (paid directly to service providers on first trip)
ESTIMATED SUBTOTAL: INTERNATIONAL & TRAVEL FEES ONLY (TRADITIONAL PROGRAM)	\$17,625-\$21,850	

HONDURAS ~ licensed through Buckner Adoption and Maternity Services, Inc.		When due
Psychological exam fee (per applicant)	\$500+	required for dossier (paid directly to service providers)
Dossier authentication fee	\$500+	paid directly to service providers
International fee-first installment	\$2,000	submission of dossier to BAMS
International fee-second installment	\$1,500	assignment of child
International fee-sibling adopted at the same time	\$1,000	assignment of 2nd child
Post placement translation & processing fee	\$500	prior to second trip
Family report translation & processing fee (if BAMS gets the reports apostilled)	\$125 per report	prior to second trip (annual reports are required until the child turns 14 years old)
Family report translation & processing fee (if family gets the reports apostilled)	\$90 per report	prior to second trip (annual reports are required until the child turns 14 years old)
International fee-third installment	\$2,800	travel-second trip
Approximate travel and accommodation expenses (for two people) - first trip	\$2,500-\$3,500	travel (paid directly to service providers)
Approximate travel and accommodation expenses (for two people) - second trip	\$9,500-\$13,500	travel (paid directly to service providers)
Child's medical exam & U.S. visa	\$550	travel (paid in country)
ESTIMATED SUBTOTAL: INTERNATIONAL & TRAVEL FEES ONLY	\$20,850 -\$25,850+	

HONG KONG ~ licensed through Dillon International, Inc.		When due
ICPC fee	\$300	assignment of child (only those outside AR, CA, KS, MO, OK and TX)
International fee (legal fees, child's medical exam, passport, U.S. visa)	\$1,500	assignment of child
Approximate travel and accommodation expenses (for two people)	\$5,000-\$7,000	travel (paid directly to service providers)
ESTIMATED SUBTOTAL: INTERNATIONAL & TRAVEL FEES ONLY	\$6,500-\$8,500+	
NOTE: PROGRAM MANGEMENT FEE #1 AND #2 ARE \$2,500 EACH FOR HONG KONG PROGRAM		

INDIA ~ licensed through Dillon International, Inc.		When due
Initial dossier processing fee	\$150	submission of dossier to Dillon (family will be billed additional charges that exceed this fee)
Dossier apostille fee	\$200-\$600	paid directly to service providers
International fee	\$5,000	assignment of child
ICPC fee	\$300	assignment of child (only those outside AR, CA, KS, MO, OK and TX)
Child's medical exam, immunizations, visa photos, U.S. visa, and airport tax	\$600	travel (paid directly in country)
Approximate travel and accommodation expenses (for two people)	\$4,000-\$6,000	travel (paid directly to service providers)
ESTIMATED SUBTOTAL: INTERNATIONAL & TRAVEL FEES ONLY	\$9,950-\$12,350	

RUSSIA ~ licensed through Buckner Adoption and Maternity Services, Inc.		When due
Psychological exam fee (per applicant)	\$500+	during home study process (paid directly to service provider)
Dossier translation & mailing fee	\$875	submission of dossier to BAMS
Dossier apostille fee	\$250+	paid directly to service providers
Post placement translation & apostille fee	\$400	assignment of child
Russia office/accreditation fee	\$2,500	submission of dossier to agency (\$1,250—first installment) prior to second trip (\$1,250—second installment)
International fee	\$14,000	travel (\$7,000—first installment paid in country during first trip) travel (\$7,000—second installment paid in country during second trip)
International fee-each additional sibling adopted at the same time	\$4,000	travel (\$2,000—first installment paid in country during first trip) travel (\$2,000—second installment paid in country during second trip)
Approximate travel and accommodation expenses-first trip (for two people)	\$4,000+	travel (paid directly to service providers)
Approximate travel and accommodation expenses-second trip (for two people)	\$5,550+	travel (paid directly to service providers)
Child's medical exam, U.S. visa, and one-way return airfare	\$1,500+	travel (paid directly to service providers)
ESTIMATED SUBTOTAL: INTERNATIONAL & TRAVEL FEES ONLY	\$30,075+	

ETHIOPIA ~ licensed through Buckner Adoption and Maternity Services, Inc.		When due
Dossier authentication fee	\$600-\$800	paid directly to service providers
Dossier translation & processing fee	\$1,000	submission of dossier to BAMS
International fee-first installment	\$3,000	assignment of child
International fee-sibling adopted at same time	\$1,000 per sibling	assignment of sibling(s)
Post placement translation & processing fee	\$500 per child	assignment of child
Orphanage donation	\$5,500-\$8,000 per child	assignment of child (depends on child's originating orphanage)
Family report translation & processing fee	\$50 per report	prior to second trip (annual reports are required until the child turns 18 years old)
International fee-second installment	\$2,500 per child	prior to second trip (includes child's birth certificate, medical exam and passport)
Approximate travel and accommodation expenses-first trip (for two people)	\$3,500-\$6,700 varies by season	travel (paid directly to service providers)
Approximate travel and accommodation expenses-second trip (for two people)	\$3,500-\$6,700 varies by season	travel (paid directly to service providers)
One-way airfare for child under 2 years of age	\$400-\$600	travel (paid directly to service providers)
One-way airfare for child 2 years of age and older	\$800-\$1,200	travel (paid directly to service providers)
Child's U.S. visa fee	\$404 per child	travel (paid directly to service providers on first trip)
In-country transportation fee	\$60-\$75/day for car \$100/day for van	Travel (paid directly to service providers)
ESTIMATED SUBTOTAL: INTERNATIONAL & TRAVEL FEES ONLY	\$21,504-32,204	

International Fee, Maintenance Support Fee, Orphanage Donation

- Counseling for birthmothers depending on country
- Pre-natal care and delivery costs for birthmother depending on country
- Background investigation of child and/or birth parents
- Caring for the child in an orphanage or foster care setting including food, clothing, shelter
- Standard medical testing and/or medical treatment for child (*some non-routine medical tests or treatment may be extra*)
- Salaries of caregivers and medical professionals
- Care, upkeep and supplies for orphanage facilities
- Administrative and legal fees for processing child's documents through foreign adoption system
- Translation of family's documents into foreign language for review by foreign adoption officials (if not noted as separate fee)
- Translation of child's medical and background information into English (if not noted as separate fee)
- Child's birth certificate, passport, medical exam and U.S. visa fee (if not noted as separate fee)
- Providing services and care to waiting children who may not be adopted
- Assistance with foreign country welfare projects and child welfare programs by foreign counterpart agency
- General overhead expenses including personnel costs, operational costs, transportation and communications for foreign counterpart

agency (if not noted as separate fee)

- Dillon International and Buckner Adoption and Maternity Services prohibit their employees and agents 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. Permitted or required contributions shall not be remitted as payment for the child or as an inducement to release the child.

Dossier Coordination Fee

- Processing family's dossier documents to meet the requirements of the country from which they are adopting
- When necessary, includes obtaining authentication and apostille certificates from the Secretary of State and Consulate/Embassy

Initial Dossier Processing Fee and Dossier Authentication Fee:

- Actual Secretary of State and Consulate/Embassy fees for authenticating dossier documents
- Courier service fees for processing dossier documents
- Domestic shipping and handling of dossier documents

Travel and Accommodation Expenses

- The expected total fees and estimated expenses for travel, transportation, and accommodation services

Post Placement or Family Report Translation & Processing Fee:

- Translation for reports from English to foreign language
- Having reports apostilled if required by foreign country
- International shipping and handling expense

Home Study, Post Placement and Post-adoption Reports

Fees for families in Dillon's service area. *If outside of the Dillon International service area, these fees will range from \$1,000-\$3,500 depending upon your local home study providing agency.*

Service	OK, AR, KS, MO, TX	CA (Imperial, Los Angeles, Orange, Riverside, Santa Barbara, San Bernardino, San Diego, and Ventura counties)	When due
Home study (Hague country)	\$1,750	\$2,100	approval of application-part # 2
Home study (non-Hague country)	\$1,500	\$1,850	approval of application-part # 2
Home study update (Hague country)	\$1,300	\$1,300	if needed, approval of application-part # 2
Home study update (non-Hague country)	\$1,100	\$1,100	if needed, approval of application-part # 2
Hague home study update	\$750	\$750	only if switching from non-Hague country to Hague country
Brief home study update	\$350	\$400	only as needed
Home study addendum	\$150	\$150	only as needed
Home study review & recommendation	\$500	\$500	approval of application-part #2, only if Dillon or BAMS does not complete home study
Post placement fee	\$1400	\$1850	assignment of child
Extended post placement fee-China	\$1050	\$1200	assignment of child (2-, 3- and 5-year visits)
Extended post placement fee-Honduras	\$700	\$800	assignment of child (18- and 24-mos visits)
Extended post placement fee-Russia	\$700	\$800	assignment of child (2- and 3-year visits)
Post placement fee-additional visit	\$350/visit	\$400/visit	if needed, prior to visit
Post placement fee-sibling	\$250/visit	\$300/visit	assignment of child (per sibling adopted at same time)
Post placement review & submission	\$500	\$500	assignment of child, only if Dillon or BAMS does not complete post placement services

Home Study *(services included in fee when completed by Dillon International, Inc. (Dillon) or Buckner Adoption and Maternity Services, Inc. (BAMS))*

- Two to four visits with a highly qualified adoption professional
- Development of a written home study report on family according to specific state licensing, USCIS, and foreign country's guidelines by adoption professional
- Adoption professional's mileage (100 miles or less) to meet with the family. Mileage fee is \$0.55/mile for every mile over 100.
- Family may be asked to travel to the social worker's location or a mutually decided on location for one or more visits.
- Review of adoption home study by Adoption Supervisor to ensure home study report meets U.S. and foreign country's requirements
- Administrative processing of approved home study including photocopying
- Mailing approved home study to family and/or USCIS office
- On-going adoption education and consultation with adoption professional in preparation for child's arrival

Hague Home Study Update *(services included in fee when completed by Dillon or BAMS)*

- Necessary if adoptive family switches from a non-Hague country/process to a Hague country/process *during* their adoption process
- May *not* be used in lieu of a Home Study Update if *starting* a new adoption process with Dillon or BAMS

Home Study Update *(services included in fee when completed by Dillon or BAMS)*

- Can be completed in lieu of the Adoption Home Study for a new adoption *if* previous home study was completed by Dillon or BAMS and is less than two years old.

Brief Home Study Update *(services included in fee when completed by Dillon or BAMS)*

- Must be completed if required by state licensing, USCIS or the foreign country, if the original home study expires, or if the adoptive family has a significant change in their family situation that requires an update
- Kansas and Texas require annual home study updates

Home Study, Post Placement and Post-adoption Reports (continued)

Home Study Addendum *(services included in fee when completed by Dillon or BAMS)*

- Necessary if the AP have a change in the approval section of their original home study (e.g., age, gender, health status of child)

Home Study Review & Recommendation

- Review of adoption home study by Adoption Supervisor to ensure home study report meets U.S. and foreign country’s requirements
- Provision of recommendation letter for USCIS, if required

Post Placement *(services included in fee when completed by Dillon or BAMS)*

- Up to four visits with a highly qualified adoption professional in the first 12 months after the child’s arrival home
- Adoption professional’s mileage (100 miles or less) to meet with the family. Mileage fee is \$0.55/mile for every mile over 100.
- Family may be asked to travel to the social worker’s location or a mutually decided on location for one or more visits, unless location is otherwise specified by foreign country regulations
- Preparation of written post placement reports by adoption professional on child and family’s initial adjustments and progress
- On-going education and consultation with adoption professional regarding adjustments after the child’s arrival
- Review of post placement reports to ensure reports meet foreign country’s requirements
- Administrative processing of post placement and/or family reports and submission of reports as required by foreign country (if not noted as a separate fee in country fee schedule)
- For families in California service area (Imperial, Los Angeles, Orange, Riverside, Santa Barbara, San Bernardino, San Diego,

and Ventura counties) fee includes completion of VS-44 Report, Consent and Joinder, and Finalization Report for courts required for California adoptions

Post Placement-additional visit *(services included in fee when completed by Dillon or BAMS)*

- Must be completed if required by state licensing, the foreign country, or if Dillon or BAMS deem additional post placement visits are necessary due to adjustment concerns or an undue delay in finalizing the adoption or applying for the child’s Certificate of U.S. Citizenship
- Families residing in Texas and adopting from Hong Kong, India or Korea are required to complete five post-placement visits in the first six months and quarterly visits thereafter until they finalize the adoption if the child is 2 years or older at time of arrival or has significant special needs

Post Placement-sibling *(services included in fee when completed by Dillon or BAMS)*

- Must be completed if adopting a sibling at the same time
- Preparation of a separate written post placement report for the sibling
- Review of post placement report to ensure report meets foreign country’s requirements
- Administrative processing of post placement and/or family reports and submission of reports as required by foreign country

Post Placement Review and Submission

- Review of post placement reports to ensure reports meet foreign country’s requirements
- Administrative processing of post placement and/or family reports and submission of reports as required by foreign country

California Re-adoption Report (\$450)

- For families in California service area
- Preparation of written report by adoption professional as required by some California courts for re-adoption



The Adoptive Parents (AP) acknowledge that they have been informed of the schedule of fees to be paid to Dillon International, Buckner Adoption and Maternity Services and other third party providers during the steps of the adoption process. The AP understand that fees are subject to change and that AP will be charged the rate that is current at the time of the billing for the service. The AP will be notified in writing by our agency of any increase in fees. The AP understand that our agency has no control over any fees and costs which the AP are obliged to pay to third party providers in order to complete their adoption. The fees to third party providers mentioned in this document are estimates and are for the purpose of assisting the AP develop a budget for their adoption. The AP further understand that our agency has outlined the expected total fees for the adoption process to the best of their ability. However, there is a possibility that there could be additional unexpected expenses during the adoption process and while traveling in the foreign country. It is further understood that once the service has been rendered the fees are non-refundable. Fees are only refundable if the service has not yet been rendered and as outlined in the refund policy in the Adoption Services Contract. All fees are due as services are rendered with the final balance due prior to traveling to receive the child or prior to child placement with the AP.

Signature of Applicant 1

Date

Signature of Applicant 2 *(if applicable)*

Date