**Adoption Assistance Fee Policy Agreement**

Adoption Assistance is a non-profit 501C (3) child placing agency. The purpose of this Fee Policy Agreement is to: 1) disclose to adoptive families all Adoption Assistance fee and the services those fees cover prior to the payment of the first fee; 2) inform families of the conditions under which fees are charged, refunded or reduced; 3) inform families of the consequences of non-payment and 4) inform families of non-Adoption Assistance cost that they will be responsible for during the adoption process.

Please note, Adoption Assistance fees are paid for services rendered and are in no way “paying for a child”. Fees owed are not contingent on a family’s home study being approved.

**Adoption Expenses By Category**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expense** | **Amount** | **Pay To** | **Due** | **Service Performed By** |
| Application Fee | $50 | Adoption Assistance (AA) | At time of submission | AA Staff |
| Home Study Fee  Domestic | $1500 | Adoption Assistance | Following first visit with adoption worker | AA Contract Adoption Specialists |
| Home Study Fee  International | $1700 | Adoption Assistance | Following first visit with adoption worker | AA Contract Adoption Specialist |
| **KY** Home Investigation Fee-Independent Adoption (fee includes post report and court report)  **TN**-Independent Home study (fees do not include post report and court report) | $1000  $500 Birthparent interview  $1,100 | Adoption Assistance | At time of home visit | AA Contract Adoption Specialist |
| Post Placement Report  Domestic | $175 \* per report (typically two) | Adoption Assistance | At time of post placement visit | AA Contract Adoption Specialist |
| Post Adoption Report  International | $200 \* per report (number depends on the country) | Adoption Assistance | At time of post adoption visit | AA Contract Adoption Specialist |
| **KY**-Court report for finalization  **TN**-Court report and sealing adoption file, if finalizing in TN | $100  $100 | Adoption Assistance | At time of submission | AA Staff |
| Home Study fee for returning family to adopt an additional child domestically | $800 | Adoption Assistance | At time of home visit | AA Contract Adoption Specialist |
| Home Study Fee for returning family to adopt an additional child internationally | $1000 | Adoption Assistance | At time of home visit | AA Contract Adoption Specialist |
| Home Study Fee –  Original home study completed by another agency | $1200 | Adoption Assistance | At time of home visit | AA Contract Adoption Specialist |
| Home Study Update Fee due to current domestic home study expiring | $350 | Adoption Assistance | At time of home visit | AA Contract Adoption Specialist |
| Home Study Update Fee due to current international home study expiring | $400 | Adoption Assistance | At time of home visit | AA Contract Adoption Specialist |
| Domestic Placement Agency Assistance fee | $5,000 | Adoption Assistance | At time of placement | AA Staff |
| Educational Training | $0-$200\*  \*If international and placing agency doesn’t provide training | \*For international – Adoption Learning Partners | At time of registration | Adoption Learning Partners |

**Miscellaneous Expenses If Needed**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expense** | **Amount** | **Pay To** | **Due** | **Service Performed By** |
| Home study Addendum  (no home visit required) | $50 | Adoption Assistance | At time of submission | AA Contract Adoption Specialist |
| Home study Addendum  (home visit required) | $150 | Adoption Assistance | At time of submission | AA Contract Adoption Specialist |
| **KY** Home Study Switch to Home Investigation  (fee includes post report and court report) | $700 | Adoption Assistance | At time of submission | AA Contract Adoption Specialist |
| **KY** Home Investigation Switch to Home Study | $700 | Adoption Assistance | At time of submission | AA Contract Adoption Specialist |
| Country switch | $400 | Adoption Assistance | At time of submission | AA Contract Adoption Specialist |

**Third Party Expenses If Needed**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expense** | **Amount** | **Pay To** | **Due** | **Service Performed By** |
| Birth, marriage, divorce, death certificates | Varies $15-$30 per document requested | Relevant state of origin | At time of request | State of origin |
| Background checks- criminal history, FBI, child abuse | Varies $10-$50 | Relevant state of origin or FBI | At time or request | State of origin or FBI |
| Travel and accommodation expense | Varies- depending on where the child is located | Airline, hotel, fuel company… | At time of booking/usage | Company providing the service |

**Adoption Expenses in the US**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expense** | **Amount** | **Pay To** | **Due** | **Service Performed By** |
| Expenses of administration or other services | $0 | N/A | N/A | N/A |

**Foreign Country Program Expense**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expense** | **Amount** | **Pay To** | **Due** | **Service Performed By** |
| Adoption expenses in foreign country | $0 | N/A | N/A | N/A |

**Care of Child**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expense** | **Amount** | **Pay To** | **Due** | **Service Performed By** |
| Care of child expenses in the foreign county | $0 | N/A | N/A | N/A |

**Translation and Document Expense**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expense** | **Amount** | **Pay To** | **Due** | **Service Performed By** |
| Cost of translation of documents or documents needed for foreign adoption | $0 | N/A | N/A | N/A |

**Contributions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expense** | **Amount** | **Pay To** | **Due** | **Services Performed By** |
| Expected contribution in foreign country or US | $0 | N/A | N/A | N/A |

**\*\*All expense categories listed as N/A are in fact fees set and charged by the primary provider. For families adopting internationally, their primary provider will provide a detailed fee policy agreement listing these fees.**

**Payments, file closure, Refunds, Reductions or Changes**

1. All fees must be paid in full when they are due.
2. Adoptive families may request their adoption file to be closed at any time during the adoption process by submitting a written request, signed by both adoptive parents.
3. Refund Policy:

Adoption Assistance Home Study/ Home Study Update/ Home Study- Another Adoption Fee:50% refundable prior to second visit with the family. ) 0% refundable following second visit with the family.

Adoption Assistance Post Adoption/Post Placement Fees**:**

100% refundable prior to post adoption/post placement meeting with the family. 0% refundable if the postadoption/post placement visit has been made.

Adoption Assistance Addendum Fees:

100% refundable prior to home visit (if required), written report. 0% refundable following home visit, written report

Adoption Assistance Domestic Placement Agency Assistance Fee:

100% refundable prior to placement, 0% refundable after placement.

1. Adoption Assistance fees will not change during the adoption process.
2. Adoption Assistance is not responsible for adoption related fees paid to other entities such as state police, FBI, vital statistics…
3. Consequences of Non-Payment:

Invoices will be resent at 30 and 60 days past due. Non-payment at 90 days will result in a certified letter being sent to the family notifying the family their file will be closed and their case will be turned over to an attorney for collection. Adoptive families should inform Adoption Assistance immediately if they cannot make timely payments, as an alternative payment plan may be possible.

We have read the Adoption Assistance Fee Policy Agreement carefully and understand that it is our responsibility to pay all fees on time in order to receive services from Adoption Assistance. We understand that Adoption Assistance fees will not change throughout our adoption; however non Adoption Assistance fees may change /fluctuate while we are in process. We further understand that non Adoption Assistance fees paid throughout this adoption are our responsibility and are not refundable through Adoption Assistance should our adoption be discontinued.

We acknowledge that signing this agreement indicates that we understand and agree to pay the fees and costs of Adoption Assistance services.

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

Applicant Signature Date Applicant Signature Date

Sworn and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

Notary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expires:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_