

TFI Family Services, Inc. PROGRAM PROCEDURE	No. Page 1 of 1
Section: International Adoption Subject: Compensation	
Issue Date: 10/18	Revision Date:
Compliance: Hague 96.34(a)(b)(c)(d)(e)(f)	

**Purpose:**

To ensure compensation for intercountry adoption work meets the agency's standards for fee payment

**Procedure:**

TFI Family Services Inc. does not compensate any individual who provides intercountry adoption services with an incentive fee or contingent fee for each child located or placed for [adoption](#).

TFI compensates its employees, and supervised providers who provide intercountry adoption services only for services actually rendered and only on a fee-for-service, hourly wage, or salary basis rather than a contingent fee basis.

TFI does not make any payments, promise payment, or give other consideration to any individual directly or indirectly involved in provision of adoption services in a particular case, except for salaries or fees for services actually rendered and reimbursement for costs incurred. This does not prohibit an [agency](#) or [person](#) from providing in-kind or other donations not intended to influence or affect a particular adoption.

The fees, wages, or salaries paid to the employees, and supervised providers of TFI are a set fee schedule which is approved by TFI Leadership. The fee schedule does not change unless and until changes have been submitted through TFI Leadership and approved by TFI's board of Directors. TFI does comparison analysis based on agencies in the same state performing the same services.

TFI identifies all vendors to whom clients are referred for non-adoption services and discloses to the accrediting entity any corporate or financial arrangements and any family relationships with such vendors.