

TFI Family Services, Inc. PROGRAM PROCEDURE		No. Page 1 of 2
Section: International Adoption Subject: Information Disclosure Fees		
Issue Date: 3/10		Revision Date: 10/18
Compliance: Hague 96.40(a)(b)(c)(d)(e)		

Purpose:

To ensure prospective clients and general public have sufficient information regarding fees and expenses to make informed decisions regarding intercountry adoption services.

Process:

Prior to intercountry adoption services, all prospective clients will be given a written fee schedule itemizing the total fees and estimated expenses for all intercountry adoption services. This information will be given with program information or application materials, whichever is appropriate based on prospective client's request during initial contact.

General public inquiries shall be provided this information within 30 days of a written request. The information may be provided independently or with program information or application materials depending on the needs of the person requesting the information.

The fee and expense information shall include:

1. Home study: preparation and approval, and identifying the provider of the home study service;
2. Adoption Expenses in the United States: all adoption services other than the home study that will be provided in the United States;
3. Foreign Country Program Expenses: all adoption services that will be provided in the child's Convention country;
4. Care of the Child: any expenses for the care of the child in the country of origin prior to adoption, if applicable
5. Translation and Document Expenses: obtaining any necessary documents and for any translation or copying of documents related to the adoption, costs for the child's Convention court documents, passport, adoption certificate and other documents related to the adoption, and costs for notarizations and certifications;
6. Contributions: any fixed contribution amount or percentage that the prospective adoptive parent(s) will be expected or required to make to child protection or child welfare service programs in the child's Convention country or in the United

States, along with an explanation of the intended use of the contribution and the manner in which the transaction will be recorded and accounted for;

7. Post-placement and/or Post-adoption Reports: any post-placement or post-adoption reports that the agency or parent(s) must prepare in light of any requirements of the child's country of origin;
8. Post-placement and/or Post-adoption Visits: any post-placement or post-adoption visits that the agency or parent(s) must complete in light of any requirements of the child's country of origin;
9. Third Party Fees: services the prospective client will be required to pay to a third party directly, along with information on whether the prospective adoptive parent(s) will be expected to pay such costs directly or to third parties, either in the United States or in the child's Convention country, or through the agency or person.
10. Travel and Accommodation Expenses: estimation of any travel, transportation, and accommodation expenses necessary for the prospective client in the intercountry adoption process.
11. Special Services Fees: any portion of client fees used for additional separate services or programs and a description of such will be disclosed to the client in writing prior to provision of services.