

TFI Family Services, Inc. PROGRAM PROCEDURE	No. Page 1 of 1
Section: International Adoption Subject: Information Disclosure	
Issue Date: 3/10	Revision Date: 10/18
Compliance: Hague 96.39(a)(b)	

Purpose:

Procedure:

The agency will disclose the following information in writing to prospective clients upon initial contact, independently or through program information, or application materials. The agency will also disclose the following information in writing to general public within 30 days of a written request:

1. The adoption policies and practices, including general eligibility criteria and fees;
2. The supervised providers with whom the prospective clients can expect to work with in the United States, the child's country of origin, and the usual costs associated with their services; and
3. A sample written intercountry adoption services contract substantially like the one prospective clients will be expected to sign should they proceed with services.