

TFI Family Services, Inc. PROGRAM PROCEDURE		No. Page 1 of 1
Section: International Adoption Subject: Internal Structure and Oversight		
Issue Date: 10/18	Revision Date:	
Compliance: Hague 96.3 (a)(b)(c)(d)		

Purpose:

To establish requirements for Agency officials, Board of Directors, and oversight of Agency practices

Procedure:

TFI Family Services, Inc. has a Chief Executive Officer or equivalent official who is qualified by education, experience, and management credentials to ensure effective use of resources and coordinated delivery of the services provided and has authority and responsibility for management and oversight of the staff and any supervised providers in carrying out the adoption-related functions of the organization.

TFI Family Services, Inc. has a Board of Directors as a governing body that establishes and approves its mission, policies, budget, and programs; provides leadership to secure the resources needed to support its programs; and appoints and oversees the performance of its Chief Executive Officer or equivalent official.

TFI Family Services, Inc. maintains permanent records of the meetings and deliberations of its governing body and of its major decisions affecting the delivery of its services up to an including adoption services.

TFI Family Services, Inc. maintains in place procedures and standards, pursuant to § 96.45 and § 96.46, for the selection, monitoring, and oversight of supervised providers.

TFI Family Services, Inc. discloses to the accrediting entity the following information:

- any other names by which the agency or person is or has been known, under either its current or any former form of organization, and the addresses and phone numbers used when such names were used;
- the name, address, and phone number of each current director, manager, and employee of TFI Family Services, Inc., and, for any such individual who previously served as a director, manager, or employee of another provider of adoption services, the name, address, and
- the name, address, and phone number of any independent contractor it uses or intends to use as a supervised provider.