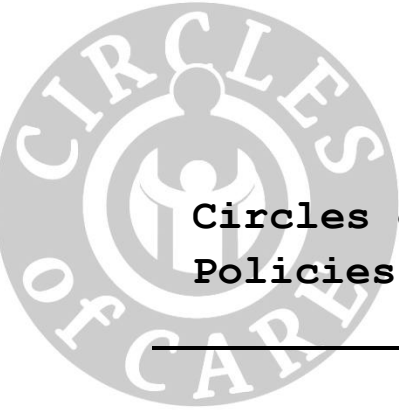




Circles of Care Policies and Procedures

Effective Date 4/2006
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Version 3
Revised By Lisa Edwards

Adoption Fee Schedule

Purpose

The purpose of this policy is to provide information on Circles of Care fee policy for adoptions.

Circles of Care as a Child Placing Agency, provides both Foster to Adopt (“State Adoption”) services as well as when birth parents do not desire to raise a child(ren) or have an unplanned pregnancy (“Private Domestic Adoptions”).

Policy

1. Adoption Information

Circles of Care has informational brochures for both birth parents and adoptive parents that explain the adoption process, birth parent options, adoption registry information, legal rights and responsibility and information about community services.

2. Adoption Contract/Agreement

Circles of Care will enter into an agreement with the adoptive parents, called an Adoption Service Agreement, which will detail the services provided and associated fees and costs including any pass-through expenses.

The Adoption Services Agreement will specify the following:

- The parties’ agreement to complete the adoption at a specified time;
- The adoptive parents’ agreement for Circles of Care to supervise them prior to the completion of the adoption;
- That the adoptive parents must notify Circles of Care before moving their residence prior to the completion of the adoption;
- That Circles of Care and the adoptive parents each have the discretion to end the placement prior to the adoption;
- The fee and schedule of payment.

3. Adoption Service Planning

Circles of Care must initiate an Adoption Service Plan when we accept a child or enter into a written agreement with the birth parent for adoption placement services. We must complete the service plan within 40 days of initiation.

The service plan must address the following:

- The needs of the birth parents (unless parental rights have been relinquished or involuntarily terminated).
- The fetus or child and the adoptive family.
- Any other issue that impacts the adoption.

The adoptive family becomes part of the Service Plan when matched with a child or with a birth parent and fetus. Circles of Care does not have to develop separate Service Plans for adoptive families that do not have a completed home study. The plan must include specific strategies to meet the needs and issues identified and an estimate of the time required to consummate the adoption. Circles of Care must inform the birth parents (unless parental rights have been relinquished or involuntarily terminated) and adoptive parents of the services we provide.

4. Services Descriptions

a. *Pre-Placement:*

Pre-Placement services are services Circles of Care provides to prepare families and children for adoptive placement.

Pre -Placement services include:

- Recruitment of potential families; birth families and Adoptive Families;
- Counseling and Adoption planning with birth parents;
- Home Study Assessment of adoptive family;
- Training of Adoption family;
- Participation in selection of the adoptive home;
- Preparing the family and the child for the placement;
- Adoption Service Planning.

b. *Placement and Post-Placement:*

Placement and Post -Placement Services/follow-up

Post placement services are services that are provided after the child is placed in the adoptive home.

Post-Placement Services include:

- Case Management Services for monitoring and supervising the placement and monitoring and revising the Adoption Service Plan until legal consummation;
- Providing adoption support services to the birth family and adoptive family as applicable;
- Guiding the family and the parents' attorney toward finalization and consummation of the adoption through support services;
- Completing a post-placement adoptive report.

5. Fees and Expenses

a. Private Agency Domestic Adoption Fees

Domestic adoptions of newborns or children from birth families who are unable to raise or care for them. Children with no special needs and are considered easy to place.

<u>Type of Fee</u>	<u>Agency Identified</u> Cases in which birth parents and adoptive parents apply with Circles of Care for adoption.	<u>Identified Adoption</u> Cases in which birth parent(s) have identified their own adoptive parents, often a friend, relative or through another acquaintance.
Application fee-	\$300.00	\$300.00
Pre-Placement Services Initial Program fee-	750.00	750.00
Pre-placement services- Training and Home Study assessment.	\$2,150-3,300	\$2,150-3,300
Programming Fee-	\$3,000	N/A
Placement-	4,000	1,000
Post-Placement Monitoring-	\$8,000	\$8,000
Total Circles of Care fees	<u>\$ 18,200-19,350</u>	<u>\$12,200-13,350</u>

This table is explained in the below section on fees and expenses.

Application Fee

Non- State Adoptions/Private adoptions- \$350.00. This fee is to cover the review and assessment of the application material for basic qualifications, consultation to applicants and coordination of next steps of Pre-Placement Services.

Pre-Placement Services Initial Program Fee

Adoption agreement reviewed and signed with adoptive parents, creation of client file, data entry, employee assignment, initial contact and consultation, background check, and planning and coordination of Training and Home Study.

Pre-Placement Services Training and Home Study Fee

This fee covers training of adoptive parents on adoption (bonding), child development, shaken baby syndrome, behavior management, protecting children, CPR and First Aid. It is also for the Home Study Assessment and report.

Programming Fee

This fee enrolls client with the agency at the completing of Pre-Placement Services. Includes Ongoing Case Management, adoption planning with birth parents(s), 24 Hr. Emergency Response, presentation of profiles to adoptive parents, program administration work, personnel costs, procedural client support and advertising costs.

Placement Fee

The placement fee covers casework of placement of the child into the home, ongoing Case Management support, marking and advertising to identify expectant parents, adoption and hospital planning with birth parents, management of expense, coordination and facilitation of meeting and contacts between adoptive family and birth family and overhead expenses including rent, utilities, repair, accounting fees, insurance, office supplies and technology.

Post-Placement Fee

This fee covers monitoring and supervision of the adoptive placement for 6 months and post placement adoption report.

b. State/Public Adoptions***i. Pre-Placement and Placement Services Fees – Foster to Adopt State Adoptions - Subsidized Adoption Fees***

Children who are in the custody of the state and whose biological parent's rights have been terminated due to abuse or neglect. Some of the children are considered hard to place due to exposure to drugs, physical or sexual abuse, medical needs, age, or being part of a large sibling group. All are subsidized and paid to COC by the state and are not paid by the adoptive parents. There are no Circles of Care service fees paid by the adoptive parents. These fees are set by the state and agreed on by Circles of Care and may change from year to year.

These fees are paid by the state to Circles of Care:

- Single Child – \$4,000
- Sibling group adoption –
 - Two siblings - \$5,000
 - Three Siblings – \$6,000
 - Four Siblings - \$7,000
 - Five Siblings – \$8,000
 - Six Siblings – \$9,000

- ii. **Placement and Post- Placement Services Fees-** Foster to Adopt State- Subsidized Children who are in the custody of the state and whose biological parent's rights have been terminated due to abuse or neglect. Some of the children are considered hard to place due to exposure to drugs, physical or sexual abuse, medical needs, age, or being part of a large sibling group. There are no Circles of Care service fees paid by the adoptive parents.

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6. **Additional Expenses**

a. **Legal Fees**

1. State Adoptions

Legal fees are minimal for state adoption and includes the adoptive parents having an attorney to file the petition for adoption. If the child qualifies for subsidy, Texas DFPS may cover a portion of the legal fees the adoptive parent may incur. However, the parent may still be required to cover filing fees for the filing of the petition.

2. Private Adoption

There are legal fees that adoptive parents would need to pay, which include:

Circles of Care Legal Fees: \$2,500-\$3,000

Finalization Consummation Legal Fees: Adoptive Parents will be required to obtain their own adoption attorney to finalize their adoption. This fee is paid directly to their attorney. Fees typically range \$2,000-\$4,000

Birth Parents Legal Fees: Circles of Care encourages all birth parents to have separate legal representation at time of surrender of their child for adoption. Adoptive parents will be responsible for the birth parent's attorney fees. Fees are paid directly to the attorney or through Circles of Care to maintain confidentiality. Fee range is typically \$1,000-\$3,000.

7. **Possible Additional Expenses**

a. ***Pass-through expenses for birth parents***

Pass-through expenses are expenses of the birth mother to provide for her basic needs. This ensures the safety and health of the birth mother and unborn child. Circles of Care will and may pass through birth parent expenses to adoptive applicants. Pass-through expenses will only be incurred when it is demonstrated that the basic health or safety of the birth mother or child is in imminent danger. If any of these needs are already being met, Circles of Care will not disrupt these services and then make expenditures to meet those needs. Pass through expenses are in addition to Circles of Care adoptive service fees.

Pass-through expenses to adoptive parents may include as necessary:

- Housing (rent and basic utilities of electricity/gas, water, and waste services);
- Household supplies such as cleaning supplies and hygiene supplies;
- Medical expenses related to pre-natal care.

Each adoption related expenditure passed through to the adoptive parents on behalf of the birth mother and child will be documented by receipt. Documentation will include the date, payee identification, and the purpose of the expense.

b. Mileage

Circles of Care charges a mileage surcharge for roundtrip travel to adoptive parents' home if more than 160 miles from Circles of Care location.

8. Refund Policy

The refund policy only applies to private adoption and not state adoptions.

Application Fee

The application fee is non-refundable.

Mileage

Non-refundable.

Birth Mother pass through Expenses

Any expenses occurred on behalf of the birth mother and child and passed through to adoptive parents will not be refundable.

Initial Program fee

The initial program fee is non-refundable.

Pre-Placement Services

A portion of the Fees charged for Pre-Placement Services may be refunded if a family withdraws from the agency or the agency finds it unable to work with a family prior to licensure or completion of the Training and Home Study preparation process. Pre-Placement Services payments are made in installments, and therefore based on timeline of process, no further payment would be required. Once placement is completed, no Pre-Placement Service fees are refundable.

Placement Services

Placement Service fee is non- refundable since the fee is paid at time the child is placed in the home. If the fee is paid in advance of the placement date, and the placement does not occur, placement services fee is refundable.

Post -Placement Services

Move-All or part the post placement service fee may be refunded if the family moves out of the State prior to completion of the post placement reporting period. The Post Placement fee will be prorated for the number of months the family received required services. The family must find a new agency to complete the post placement services and must also sign a release of information between the new monitoring agency and Circles of Care so that information can be exchanged.

Placement disruption- All or part of the post placement service fee may be refunded if the placement disrupts and the child is moved from the adoptive parent(s) prior to legal finalization. Post-Placement services fees will be prorated for refund based on the number of months post placement services were provided.