

Services & Fee Agreement

Domestic Adoptions

Family Services, Inc.
 1200 S. Broad Street
 Winston-Salem, NC 27101
 336-722-8173



This Services & Fee Agreement between Family Services, a North Carolina licensed, non-profit child placing agency, and _____ (clients), serves as a written agreement regarding the responsibilities of Family Services and of the client family. This Agreement also serves as a schedule of expected total fees and estimated expenses which will be charged, and the circumstances where fees would be waived, reduced, or refunded, and of when and how the fees must be paid. This agreement should be acknowledged and returned along with other documents in the application packet.

We look forward to working with your family through the adoption process. We have checked the appropriate service areas for your family and all potential fees for those services, current and future, are documented. There may be some areas that are not applicable to your situation so do not hesitate to ask questions about any area of concern.

FAMILY SERVICES INFANT PLACEMENT PROGRAM

Application/Home Study Fee	\$2,100
Due with application	
Program Fee – 20% of annual gross family income at time of adoptive placement.	Min. \$18,000: Max. \$25,000
Includes services to birth parents, temporary care for child, placement services to child and adoptive parents, post placement supervision, and NC Report to Court for finalization of child’s adoption & post adoption services. Families who accept placement of twins are assessed an additional Program Fee of \$7,000	
Home Study for families going through their 2nd placement with Family Services	\$1275
Due with application	

RELATIVE & STEP-PARENT ADOPTION

Post-placement Supervision (fee due with application)	\$ 800
Includes: 2 post-placement visits	
“Report on Proposed Adoption” for NC finalization	
“Report on Proposed Adoption” for additional children	\$ 250 per report
Mileage Reimbursement Fee – over 30 miles/visit	federal rate

DOMESTIC HOME STUDY SERVICES

(For families adopting independently or through another licensed agency)

Application Fee Must accompany all Family Services Part 1 Adoption Applications	\$ 150
Home Study Fee Due upon submission of Part 2 Application	\$1850
Home Study for 2nd etc. adoption or Expired Study	\$1275
If earlier study completed by Family Services	
Fee due upon submission of application; Application Fee applies	
Home Study for 2nd etc. or Expired Study, when earlier study by another agency	\$1700
Fee due upon submission of application; Application Fee applies	
Update* – for expiring Family Services home study @ 18 months or for change in residence	\$ 575
or other situations requiring social worker home visit.	

Applicant 1 Initials _____ Applicant 2 Initials _____

Update* - for the purpose of modifying a Family Services Home Study due to changes in family situation. These updates do not require social worker home visit. **\$ 175 - \$325**

Update* – expiring (but not yet expired) home study by another agency **\$ 675 - \$1700**
 Fee determined upon Family Services review of previous home study and depends on quality and comprehensiveness of that report. Requires home visit(s) by social worker.

* Update fees due prior to interview for same

Additional contacts/documentation (phone consults/in person interviews) **\$ 100/hour**
 Fees charged only with prior written approval of client family for unusual additional services

Mileage Reimbursement Fee – over 30 miles round trip/visit **federal rate**

DOMESTIC POST PLACEMENT SERVICES (WHEN HOME STUDY SERVICES WERE PROVIDED BY FAMILY SERVICES; WILL BE INVOICED, AS APPLICABLE, LATER IN THE ADOPTION PROCESS; MAY NOT BE REQUIRED IN CASES WHERE CHILD/REN TO BE ADOPTED ARE ALREADY IN THE HOME WHEN INITIAL SOCIAL WORKER VISITS TAKE PLACE [E.G. - IN STEPPARENT AND RELATIVE ADOPTIONS]; HOWEVER, THE ADOPTION MUST THEN BE FINALIZED ON A TIMELY BASIS OTHERWISE ADDITIONAL SOCIAL WORKER VISITS MAY BE REQUIRED BY THE COURT)

Post-placement Supervision Visits/Reports **\$ 300/visit/report**
 Total fee will be assessed prior to service, based on # visits required; payment due prior to each visit. **If more than one child & separate reports required, an additional \$100 per child will be assessed per visit/report; if more than 1 child and combined reports, fee is \$325 per visit/report.**

North Carolina Report to Court or other State Finalization Report **\$ 250/child**
 Payment due prior to submission of Report to Court by Family Services.

Mileage Reimbursement Fee – over 30 miles/visit **federal rate**

DOMESTIC POST PLACEMENT SERVICES ONLY (WHEN HOME STUDY SERVICES WERE PROVIDED BY ANOTHER AGENCY; WILL BE INVOICED, AS APPLICABLE)

Application and Document Review Fee **\$ 150**

Post-placement Supervision Visits/Reports **\$ 300/visit/report**
 Total fee will be assessed prior to service, based on # visits required; payment due prior to each visit. **If more than one child & separate reports required, an additional \$100 per child will be assessed per visit/report; if more than 1 child and combined reports, fee is \$325 per visit/report.**

North Carolina Report to Court or other State Finalization Report **\$ 250/child**
 Payment due prior to submission of Report to Court by Family Services.

Mileage Reimbursement Fee – over 30 miles/visit **federal rate**

THIRD PARTY FEES: Fees Typically Paid by Families Directly to Third Party Providers as Part of Meeting Requirements for an Adoption Home Study and/or Finalization of Adoption Include but May Not Be Limited to the Following (AS APPLICABLE TO YOUR CASE AND AS DETERMINED UPON APPROVAL OF YOUR APPLICATION; FEES SUBJECT TO CHANGE)

Background Clearance Fees: Required for adoption home study &, as applicable, for finalization of an adoption.

- FBI Fingerprint Clearance** (per adult household member, age 17 and older, if applicable) **\$18**
- NC SBI Fingerprint Clearance** (per household adult 18 & over) **\$ 14**
- Fingerprint Cards for SBI/FBI** (no fee to ~\$10) **(varies)**
- NC Certified County Background Clearance** (per household adult 18 & over) **\$ 25**

Out of State Child Abuse Registry Clearances - As applicable; these clearances fees **vary** by state and country from no cost to ~\$25 per clearance.

Medical Reports (varies depending on health insurance coverage) **(varies)**
Adoption Education (paid directly to Adoption Learning Partners or other provider) **\$ 95 - 200 (varies)**

Applicant 1 Initials _____ Applicant 2 Initials _____

NC Court Adoption Petition Filing Fee (required for NC Adoption)
Attorney Fees for NC Adoption (if family chooses to engage an attorney)

\$120
(varies)

Additional Terms (Please read carefully):

- Refunds: I/We understand that our application may not be approved and that the application fee is non-refundable if my/our application is not approved by Family Services staff. I/We understand that monies paid to Family Services are non-refundable, that payment of these fees ensures only that a thorough, professional study will be conducted and does not guarantee an outcome. Although unlikely, a home study may be discontinued at any point during the process at the request of the family, or at the discretion of Family Services according to its professional judgment. In that situation, reimbursement of part of the home study fee will be negotiated on a case by case basis. Post Placement fees are refunded, upon request, for any reports which are not completed by Family Services, most often if family moves out of NC during post placement period.
- I/we understand that Family Services will complete a home study and any required post-placement reports in compliance with state, USCIS, Hague, and agency regulations, as applicable. I/We understand and agree that we must provide true, complete, and timely information to Family Services throughout the home study and adoption process. I/We understand that home studies are generally completed within 90 days of receipt of a complete application; however that time frame may be extended if the supporting documentation for the home study has not been submitted, if the family is not available for the required in person interviews necessary for study approval or if the placing entity requires an extended amount of time in order to complete their review of the home study. I/We understand that adoption home studies are currently considered valid in North Carolina for 18 months from date of approval and, in the instance of home studies for international adoption, are considered valid by USCIS for about 15-18 months from date of USCIS approval for adoption. I/We further understand and agree that to continue eligibility for a particular adoption process, a home study may need to be updated within applicable time frames. I/We understand that other US States and foreign countries may have different validity periods for home studies. I/We understand that it is our responsibility to be mindful of home study and /or USCIS expiration dates and will contact Family Services 3 months in advance of expiration if our home study will need to be updated.
- I/We understand that a home study will not be submitted to any international or other domestic placing agency and post placement visits will not be conducted until all fees are paid to date, according to this Services and Fee Agreement payment schedule.
- Change in Fees: I/We understand that the THIRD PARTY fees listed in this agreement are subject to change and not under the control of Family Services. Other fees are considered binding and will be honored at rate listed for duration of a single adoption process or until this agreement is terminated by one or both parties.
- Fee Waivers: Family Services does not customarily grant fee waivers. However the agency's direct placement domestic *Infant Adoption Program Fee* range is based on the family's annual income at time of child placement.
- I/We understand that post-placement services are required and that it is customary practice for Family Services to be the agency to provide post placement supervision services for those families for whom Family Services has conducted the home study/update. I/We agree to submit post-placement fees and to participate in the required post-placement process on a timely basis.
- All fees should be mailed directly to Adoption Program, Family Services, Inc., 1200 S. Broad St., Winston-Salem, NC 27101. Money order, personal checks and major credit card payments are accepted.
- I/We have read, understand and agree to the above information regarding the responsibilities of Family Services, my/our responsibilities, adoption program fees and payment schedules.

Applicant 1 Signature

Date

Applicant 2 Signature

Date

FAMILY SERVICES Adoption Staff

Date

Return this form with the application. A copy of this fee schedule, signed by FAMILY SERVICES staff, will be returned to the family.

Applicant 1 Initials _____ Applicant 2 Initials _____

Services & Fee Agreement International Adoption

Family Services, Inc.
1200 S. Broad Street
Winston-Salem, NC 27101
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We look forward to working with your family through the adoption process. We have checked the appropriate service areas for your family and all potential fees for those services, current and future, are documented. There may be some areas that are not applicable to your situation so do not hesitate to ask questions about any area of concern.

Please note that expenses to be determined by and paid to your Primary Provider (Placing) Agency, or to the parties they direct payment to, are listed in this document and should be discussed by you with your Primary Provider.

INTERNATIONAL ADOPTION HOME STUDY SERVICES

(For families adopting through a Hague-accredited international adoption provider agency)

Application Fee Must accompany all Family Services Part 1 Adoption Applications	\$ 150
Home Study Fee Due upon submission of Part 2 Application	\$ 1850
Home Study for 2nd etc. adoption or Expired Study If earlier study completed by Family Services Fee due upon submission of application; Application Fee and Hague/International Doc Fees apply	\$ 1275
Home Study for 2nd etc. or Expired Study , when earlier study by another agency Fee due upon submission of application; Application Fee and Hague/International Doc fees apply	\$1700
International Study Hague Compliance, Country Summary, International Docs. These studies require an extensive amount of additional work by the agency.	\$ 200
Update* – for expiring Family Services home study @ 18 months or for expiring USCIS approval or for change in residence. These updates require social worker home visit.	\$ 575
Update* - for the purpose of modifying a Family Services Home Study due to change in family situation. For situations not requiring a social worker home visit.	\$ 175 - \$325
Update* – expiring (but not yet expired) home study by another agency Fee determined upon Family Services review of previous home study and depends on quality and comprehensiveness of that report. Requires social worker home visit(s).	\$ 675 - \$1700
*Update fees due prior to interview for same	
Additional contacts/ documentation (phone consults/in person interviews) Fees charged only with prior written approval of client family for unusual additional services	\$ 100/hour
Mileage Reimbursement Fee – over 30 miles round trip/visit	federal rate

Applicant 1 Initials _____ Applicant 2 Initials _____

INTERNATIONAL POST PLACEMENT/ADOPTION SERVICES (WHEN HOME STUDY SERVICES WERE PROVIDED BY FAMILY SERVICES; WILL BE INVOICED, AS APPLICABLE, LATER IN THE ADOPTION PROCESS)

Post-Placement/Adoption Supervision Visits/Reports **\$ 300/visit/report**

Total fee will be assessed prior to service, based on # visits required as determined by your Primary Provider agency and/or your child's country of origin; payment due prior to each visit. **If more than one child & separate reports required, an additional \$100 per child will be assessed per visit/report; if more than 1 child and combined reports, fee is \$325 per visit/report.**

North Carolina Report to Court or other State Finalization Report **\$ 250/child**

Payment due prior to submission of Report to Court by Family Services.

Mileage Reimbursement Fee – over 30 miles round trip/visit **federal rate**

INTERNATIONAL ADOPTION POST PLACEMENT/ADOPTION SERVICES ONLY (WHEN HOME STUDY SERVICES WERE PROVIDED BY ANOTHER AGENCY; WILL BE INVOICED, AS APPLICABLE)

Application and Document Review Fee **\$ 150**

Post-placement Supervision Visits/Reports **\$ 300/visit/report**

Total fee will be assessed prior to service, based on # visits required as determined by your Primary Provider agency and/or your child's country of origin; payment due prior to each visit. **If more than one child & separate reports required, an additional \$100 per child will be assessed per visit/report; if more than 1 child and combined reports, fee is \$325 per visit/report.**

North Carolina Report to Court or other State Finalization/Re-Finalization Report **\$ 250/child**

Payment due prior to submission of Report to Court by Family Services.

Re-Adoption Only **Varies**

Application fee, Post-Placement Visit/Report fee, and NC Court Report fee apply. Number of visits with social worker required will depend on the specific case and will be determined prior to service.

Mileage Reimbursement Fee – over 30 miles round trip/visit **federal rate**

THIRD PARTY FEES: Fees Typically Paid by Families Directly to Third Party Providers as Part of Meeting Requirements for an Adoption Home Study and/or Finalization of Adoption Include but May Not Be Limited to the Following (AS APPLICABLE TO YOUR CASE AND AS DETERMINED UPON APPROVAL OF YOUR APPLICATION; FEES SUBJECT TO CHANGE)

Background Clearance Fees: Required for adoption home study &, as applicable, for finalization of an adoption.

FBI Fingerprint Clearance (per adult household member, age 17 and older, if applicable) **\$18**

NC SBI Fingerprint Clearance (per household adult 18 & over) **\$ 14**

Fingerprint Cards for SBI/FBI (no fee to ~\$10) **(varies)**

NC Certified County Background Clearance (per household adult 18 & over) **\$ 25**

Out of State Child Abuse Registry Clearances **(varies)**

As applicable; child abuse registry clearances **vary** by state and country from no cost to ~\$25 per clearance.

Medical Reports (varies depending on health insurance coverage) **(varies)**

Adoption Education (paid directly to Adoption Learning Partners or other provider) **\$ 95 - 200 (varies)**

U.S. Citizenship and Immigration Services Application & Biometrics Fee **\$ 860**

(Applicable to international adoption process only, per person; additional fees to USCIS will be required later in the process)

NC Court Adoption Petition Filing Fee (required for NC Adoption) **\$120**

Attorney Fees for NC Adoption (if family chooses to engage an attorney) **(varies)**

Applicant 1 Initials _____ Applicant 2 Initials _____

PRIMARY PROVIDER (International Adoption Placing Agency) FEES: These types of fees are paid by client families directly to their primary provider agency. Families can expect to receive a detailed fee schedule and are strongly encouraged to review and discuss all fees with that agency prior to initiating international adoption services. Fees include but may not be limited to the following

Adoption Expenses in the U.S. including but not limited to: personnel costs, administrative overhead, operational costs, training and education, legal services, communications, publication costs, and any other costs relating to providing adoption services in the U.S. To be determined by Primary Provider

Foreign Country Program Expenses for all adoption services that will be provided in the child's country of origin including but not limited to: personnel costs, administrative overhead, training and education, legal services, communications, and publication costs. To be determined by Primary Provider

Care of the Child fees and expenses for the care of the child in the country of origin prior to adoption including but not limited to: food, clothing, shelter, medical care, foster care, orphanage care, and any other services.

Translation and Document Expenses for obtaining any necessary documents and for translation of documents related to the adoption, along with information on whether the prospective adoptive parents will be expected to pay costs directly or to third parties either in the U.S. or in the child's country of origin, or through the agency or person. This category includes, but is not limited to: costs for obtaining, translating, or copying records or documents required to complete the adoption, costs for the child's court documents, passport, adoption certificate and other documents related to the adoption, and costs for notarizations and certifications. To be determined by Primary Provider

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 country of origin 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. To be determined by Primary Provider

Third party fees. The expected total fees and estimated expenses for services that the prospective adoptive parent(s) will be responsible to pay directly to a third party. Such third party fees include, but are not limited to, fees to competent authorities for services rendered or Central Authority processing fees. To be determined by Primary Provider

Travel and accommodation expenses. The expected total fees and estimated expenses for any travel, transportation, and accommodation services arranged by the agency or person for the prospective adoptive parent(s). To be determined by Primary Provider

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Rev 1119; Services and Fee Agreement, Intl, MG

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Applicant 1 Signature

Date

Applicant 2 Signature

Date

FAMILY SERVICES Adoption Staff

Date

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