



# Family Connections Christian Adoptions

A non-profit full-service adoption agency for waiting children ♥ Adoption License Number 500318113 ♥ [www.fcadoptions.org](http://www.fcadoptions.org)

## ADDENDUM TO ADOPTION SERVICES AGREEMENT

(Domestic Adoption Services)

This Addendum incorporates by reference and supersedes any conflicting terms in the Adoption Services Agreement and any Addendum previously entered into between Family Connections Christian Adoptions (“FCCA”) and Type names (“Family”). FCCA’s duty to provide services is contingent upon Family’s prepayment of all service fees. **ESTIMATED TOTAL: \$0.00.** This amount is expected but not guaranteed to cover the following services and expenses in this case: list services. If Family is switching programs within FCCA, or has a credit due to a previous case, this amount includes any offsets for fees previously paid. If FCCA deems any additional services to be necessary, Family agrees to pay all additional fees billed by FCCA in accordance with the fee schedule set forth herein. The Estimated Total is due upon the signing of this Addendum, payable via check or via wire transfer, as follows:

**Recipient name and address:** Family Connections Christian Adoptions, 1120 Tully Road, Modesto CA 95350

**Bank name and address:** Bank of Stockton, 1302 J Street, Modesto, CA 95354

**Routing number:**

**Account number:**

### SERVICE DESCRIPTIONS AND FEES

**Domestic Home Study or Preplacement Evaluation Services: \$2200.** This fee is for a completed adoption home study with written report. FCCA will list Family’s profile in each branch office for viewing by prospective Placing Parents, at no additional charge to Family. Family is also free to hire independent professionals (attorneys or matching agencies) to provide such services, with the understanding that FCCA does not work with certain matching entities based on past experience. FCCA recommends that Family check with FCCA before paying any fees to or signing any contracts with any matching entities. If Family receives a match through FCCA, Family agrees to pay a matching fee and additional Placing Parent service fees in accordance with this Agreement.

**Match Fee: \$2,500 NON-REFUNDABLE.** Match fee includes FCCA’s screening, evaluation, and match with potential placing parents, plus storage and presentation of Family’s profile for consideration by potential placing parents. Fee is due upon agreement of Placing Parent and Family to enter into an adoption plan. This fee is non-refundable unless the match is canceled within 24 hours, or before birth of child, whichever is sooner.

**Background Clearances: \$64 per person.** Every adult who lives in the home (whether full-time or part-time) must submit fingerprints for background clearances, and must authorize out-of-state child and international abuse clearances (if applicable). No refunds are given on fingerprint fees unless Family returns the unused forms to FCCA. The fee listed above does not include any “rolling fees” Family is required to pay directly to the third-party LiveScan vendor at the time of the scanning appointment. FCCA will also request a DMV printout directly from the Department of Motor Vehicles at a cost of approximately **\$10 per adult in the home.**

### **Notarization/Expedite Fee/Express Delivery/Process Server/Publication/Translation**

**Service/Contract Worker/ Mileage/Travel Time: \$10 - \$2000.** Estimated mileage at the then-current IRS rate will be charged for all travel by agency staff, as well as \$25 per hour for social worker travel time that exceeds 60 minutes for any single trip. Family agrees to pay for all additional services listed, except that FCCA will provide notary services at no charge whenever Family utilizes FCCA’s employee/notary at the FCCA office during regular office hours. Expedite fees are charged only if expedited services are provided at FCCA’s sole discretion. FCCA will obtain a quote prior to incurring any translation expenses, which cannot be estimated at the time of signing this Addendum. Family may approve the quote, pay directly to a certified translator of Family’s choosing, or decline to proceed with the match.

**Processing of Arrest Records, Child Abuse Reports, Addendum, Update, or Rewrite: \$100 – \$1,500.**

Fee will vary with the level of service provided.

**Independent Legal Counsel for Placing Parent: \$1500 estimated fee.** Upon Placing Parent's request for representation, Family will pay for these services per Family's guarantor agreement directly with that counsel.

**Post-adoption Contact Agreement Services: \$750.** Includes FCCA's assistance with negotiating a post-adoption contact agreement, and Family's registration with AdoptConnect to manage the post-adoption contact.

**Placing Parent Relinquishment Services: \$5,500.00 Base Fee.** The Base Fee includes only the services listed in this section. Family agrees to pay FCCA for these additional services if provided as set forth in the following paragraph, or to obtain such services from the licensed adoption agency or attorney of their choice. One-half of the Base Fee will be refunded to Family if Placing Parent terminates the adoption plan prior to signing the relinquishment documents. No part of this fee will be refunded after Placing Parent signs consents or relinquishments. The Base Fee covers the following:

- One pre-placement counseling meeting with each Placing Parent, including collection of background information and ICWA questionnaires, subject to Placing Parent cooperation;
- One post-birth meeting with each Placing Parent to witness non-ICWA adoption consents or relinquishment paperwork prepared by FCCA;
- One meeting with each cooperative birth father in California to witness his signature on a Denial of Paternity form or Waiver of Right to Further Notice form, and to collect background information;
- Administration of pre-birth expenses for Placing Parent, including housing arrangements if needed;
- Arrangement for transportation to medical appointments and hospital as needed, at Family's expense;
- Hospital support for Placing Parent and Family during and after birth of baby;
- Discharge support/arrangements for Placing Parent, baby, and Family;
- Participation with the parties' negotiation of a post-adoption contact agreement, if requested.
- Post-relinquishment adoption counseling and resource referrals for Placing Parent(s) upon request;
- Assistance with completing and filing rescission or revocation documents upon request of any Placing Parent, as required by state laws and regulations;
- Filing of relinquishment and termination documents with CDSS to obtain issuance of Acknowledgement to confirm termination of parental rights to free child for adoption.

**Termination of Parental Rights: \$1,000 per petition.** This fee includes filing an **uncontested** petition for termination of parental rights. In some cases, separate petitions may be required for each parent. To the extent required for each case, Family agrees to pay any costs incurred by FCCA for service of process, court investigations, court filings, court hearings, or publication of notice. Should the case become contested, or if the child is detained by CPS, Family agrees to hire independent legal counsel at Family's sole expense. If requested by Family or their legal counsel, FCCA in its sole discretion may participate in a contested case at the rate of \$350/hour for attorney time and \$100/hour for paralegal time, plus out-of-pocket costs, payable by Family to FCCA in advance or upon billing, as requested by FCCA.

**Indian Child Welfare Act (ICWA) Compliance: \$500 - \$1500.** California law requires written notification to any federally-recognized tribe of which the child might be a descendant. If applicable, FCCA will charge **\$500** to complete ICWA notice forms with each cooperative Placing Parent, and to issue required tribal notices to request clearances. Family understands that FCCA has no control over tribal responses, or lack thereof. If a child is an "Indian Child," Family agrees to pay a **\$1000** appearance fee for an FCCA social worker to accompany Placing Parent to court and provide all the documentation for the judge to witness the relinquishment in court as required by ICWA. Family also agrees to pay the court reporter fee (estimated \$1000) for this hearing.

**ICPC Preparation and Processing: \$500.** If a Placing Parent or Child resides outside of California, this service will be required and includes assistance with preparation of the initial packet; review of the incoming or outgoing packet as the designated California ICPC Compact Administrator; issuance of approval to travel (for incoming cases); and completion of 100B forms when applicable. Family agrees and understands that FCCA does not provide advice or assistance with immigration matters, including but not limited to authorization for the child to leave the United States or to enter any other country. Family accepts sole responsibility for obtaining these services at Family's own expense and initiative, except to the extent that Family has prepaid for FCCA assist with obtaining a court order to allow Family to apply for a passport for the child, as outlined below.

**Adoption Subsidy Application Assistance, Authorization for Passport Application, or Special Immigration Juvenile Application: \$500 each.** Includes FCCA's assistance with filing for and obtaining the applicable court orders. For subsidy cases, if Family resides in California, FCCA's fee also includes assistance with completing and filing the application with the appropriate California county. For SIJ cases, Family agrees to retain an immigration specialist attorney to file Child's immigration application. For passport authorization cases, Family is responsible to complete the passport application and submit it to the passport office with appropriate payment and documentation. Because the legal determinations in these cases will be made by the court and responsible public entity, payment of these fees does not and cannot guarantee that Family's application will be granted, or how long it may take for the court or public entity to issue a decision.

**Post-Placement Services: \$600 for the first visit and report; \$200 for each additional visit with report.** To comply with state law, and unless Family qualifies for expedited supervision and finalization, the home study agency will supervise the placement with a minimum of four visits over six or more months, with a written report for each visit. Most California cases will require 5-6 visits. At least one visit will take place in the Family home after adoptive placement, with all household members present.

**California Finalization Assistance: \$525 (includes \$20 birth certificate fee, plus \$5 for e-filing and postage fees).** Includes FCCA's assistance with preparation and filing of California adoption forms in California court, and setting hearing date for Family to appear in pro per. An additional **\$100 video appearance fee** will be charged if Family's telephonic or video appearance that requires FCCA's presence in court.

**I/We agree the terms listed above, and the Service Plan and Review Schedule set forth below.**

### **SERVICE PLAN FOR DOMESTIC ADOPTION**

*(completed by FCCA staff and **subject to revision as case progresses**)*

Child desired: # of children: \_\_\_\_\_ Gender(s): \_\_\_\_\_ Age range: \_\_\_\_\_

Acceptable special needs: \_\_\_\_\_

Identified child:  No  Yes, list name/DOB: \_\_\_\_\_

Identified birthparent(s):  No  Yes, list name(s): \_\_\_\_\_

Family's attorney or co-operative agency: \_\_\_\_\_

**EXPEDITE APPROVED AND FEE PAID:**  No  Yes

**1. INITIAL CONTACT** *(completed by Administrative Assistant, Branch Manager, or Social Worker):* Provide information about FCCA's history programs, processes, and fees. Send written information via email or US Mail, as requested by Family. Follow up as needed to discern interest, assist with paperwork, or answer additional questions. Family normally receives an application after attending Info Session, but may receive it sooner if Info Session is waived (e.g., adoption of identified child).

Date Completed: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**2. INITIAL EDUCATION CLASSES (Information Session, AP1 and Panel)** *(Completed by class trainers and volunteers):* Provide more in-depth information about programs, processes, and fees, through group meetings and exercises designed to assist Family with selecting the right program, determining Family strengths, and matching with correct type of child. Panel volunteers share real-life adoption stories, with Q&A time for AFs. After completion of these sessions, AFs who wish to proceed may sign up for an Intake Interview. *Anticipated time frame: within six months of submitting initial application, subject to class availability, and Family's availability to attend classes as scheduled. \*Note: these classes may be waived for families completing domestic infant adoptions, guardianship conversions, or other identified placements.*

WAIVED? \_\_\_ Yes \_\_\_ No - Date Completed: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**3. INTAKE INTERVIEW** *(Completed by Branch Manager or Social Worker):* Family meets with Intake Interviewer to determine whether FCCA can help the Family with their adoption plans. Interviewer explores all issues disclosed by Family's paperwork submitted to date. Family signs fee agreement and service agreement, and receives fingerprint forms and additional paperwork for completion. *Anticipated time frame: within 3 weeks after Family submits a complete application with the requested fees.*

Date Completed: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**4. ADOPTION PREPARATION CLASSES 2 AND 3** *(Completed by Class Trainer):* Led by TBRI-trained social workers, education is the emphasis in these group sessions, which may include from two to seven families. Classes are held on two separate dates for a total of ten hours, and will focus on assessment requirements, issues specific to children placed for adoption, building healthy emotions and behaviors in special needs children, coming to term with an adopted child's past, and dealing with separation, loss, grief, bonding, and attachment. *Anticipated time frame: within six months of submitting initial application, subject to class availability, and Family's availability to attend classes as scheduled. \*Note: these classes may be waived for families completing domestic infant adoptions, guardianship conversions, or other identified placements.*

WAIVED? \_\_\_ Yes \_\_\_ No - Date Completed: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**5. ASSIGNMENT OF SOCIAL WORKER, INDIVIDUAL INTERVIEWS AND HOME VISIT** *(Completed by assigned social worker):* When FCCA assigns a social worker to the Family. The social worker contacts the Family within three days of assignment to set up separate interviews with each applicant at the office during regular working hours, followed by a visit to the home when all household members are present. The interviews will cover each applicant's life history, past/current relationships, Family strengths, Family challenges and adoption goals. The home visit will include a health and safety check to comply with state requirements. *Anticipated time frame: within one week after Family turns in all paperwork, completes all required training, pays all fees, and receives all fingerprint clearances. Anticipated date for completion of interviews and home visit: within 3 weeks of social worker assignment, subject to Family's availability and cooperation to schedule interviews and visits during regular working hours.*

Date Completed: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**6. HOME STUDY ASSESSMENT REPORT** *(Completed by assigned social worker):* After completion of the home visit, the social worker writes up the assessment, which is reviewed for accuracy by the social work supervisor and the Processing Department before release. *Anticipated time frame: within eight weeks of social worker assignment, subject to Family's cooperation with response to information requests.*

Date Completed: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**7. ADOPTION PREPARATION CLASS 4** (Completed by class trainer): Family completes this class after assessment approval and during the child search process. The training is based on the DVD, "Trust Based Parenting: Creating Lasting Changes in Your Child's Behavior." The six-hour class focuses on proven practical skills and strategies for applying the TBRI principles to everyday life, in order to build strong parent-child connections and healthy behaviors in children from hard places. *Anticipated time frame: within six months after home study approval, subject to class availability, and Family's availability to attend classes as scheduled. \*Note: this class may be waived for families completing domestic infant adoptions, guardianship conversions, or other identified placements.*

WAIVED?  Yes  No, then fill in: Date Completed: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**8. CHILD SEARCH AND MATCHING** (Completed by assigned social worker **OR** by Family's selected child referral entity): Child search and matching or referral of a child in a domestic adoption can take several months to several years. In addition to keeping Family's information available for prospective Placing Parents, FCCA will cooperate with Family's chosen child-search entity to make the referral and placement. *Anticipated time frame: 3 to 48 months after approval of assessment, subject to Placing Parent selection and Family's search parameters.*

Date(s) Matched: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**9. PLACING PARENT SERVICES** (Completed by FCCA social worker assigned to placing parent **OR** by Family's selected entity): This will include all Placing Parent services listed in the Addendum, above, and will take place at the time of match through the placement of the child. *Anticipated time frame: One to 6 weeks after birth (for newborns) or after the match (for children already born) and placement, subject to Placing Parent's availability and cooperation.*

Dates of BP Meetings: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**10. PLACEMENT** (Completed by assigned social worker **OR** by Family's selected child referral entity): Placement of a child in a domestic adoption can take several months to several years, depending on Family's search parameters and the selection by a Placing Parent. Physical or pre-adoptive placement typically occurs some time before formal adoptive placement. *Anticipated time frame: physical placement can occur as early as the day of the match. Adoptive placement can occur up to 2 years after the match depending on the ability to free the child for adoption.*

Pre-adoptive Placement Date: \_\_\_\_\_ Adoptive Placement Date: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**11. ICPC SERVICES** (Completed by FCCA **or** Family's Legal Counsel in cooperation with the other state's receiving/sending ICPC administrator). For outgoing cases, FCCA will prepare and approve the initial packet; forward it to the receiving state's ICPC administrator; and complete 100B forms as applicable. For incoming cases, FCCA will review the incoming packet as the designated California ICPC Compact Administrator; issue approval to travel; and complete 100B forms as applicable. *Anticipated time frame: approximately two weeks after a complete packet is submitted to the outgoing ICPC administrator, subject to approval by the incoming ICPC administrator.*

DATES: Submitted: \_\_\_\_\_ Received: \_\_\_\_\_ Approved: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**12. UNCONTESTED TERMINATION OF PARENTAL RIGHTS** (Completed by FCCA's legal counsel or Family's legal counsel): The necessary documents will be filed with the court shortly before or after birth, as

appropriate. Completion date depends on court schedules, the ability to locate and serve the birth parent(s), whether any party contests the termination, and many other unknown variables. *Anticipated time frame: 1-3 months after birth and placement, subject to Placing Parent's availability and cooperation, and the ability to locate and serve any non-placing parents. This timeline will be significantly extended, up to several years, if any parent contests the termination. If these services are completed by Family's legal counsel, then Family agrees to rely solely on the information and timelines provided by their legal counsel regarding this service.*

Date Filed: \_\_\_\_\_ Date Of Order: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**13. AUTHORIZATION FOR PASSPORT APPLICATION** *(Completed by FCCA's legal counsel or Family's legal counsel):* The necessary documents will be filed with the court to request authorization for Family to apply for a passport for the child. Family understands that the timing and outcome of this Application cannot be guaranteed. *Anticipated time frame: Up to eight weeks after application is filed, subject to case facts and court schedules. However, if these services are completed by Family's legal counsel, then Family agrees to rely solely on the information and timelines provided by their legal counsel regarding this service.*

NA \_\_\_\_\_ Date Filed: \_\_\_\_\_ Date Of Order: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**14. SPECIAL IMMIGRANT JUVENILE APPLICATION** *(Completed by FCCA's legal counsel or Family's legal counsel):* The necessary documents will be filed with the court prior to finalization of the adoption. Completion of the matter depends on the ability to locate and serve any Placing Parents (if applicable), court hearing schedules, whether any party contests the application, and many other unknown variables. Family understands that the timing and outcome of this Application cannot be guaranteed. *Anticipated time frame: Court findings are typically issued 3-8 months after initial filing. For any services that are completed by Family's legal counsel, including the CIS application and any proceedings related thereto, Family agrees to rely solely on the information provided by their legal counsel regarding the process, timeline, and costs for those services.*

NA \_\_\_\_\_ Date Filed: \_\_\_\_\_ Date Of Order: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**15. POST-PLACEMENT SERVICES** *(Completed by assigned social worker):* Unless Family qualifies for expedited finalization, the social worker will complete a minimum of four visits in a six-month period, with a final written report after the last visit. At least one visit must take place in the home, with all household members present. Estimated number of visits for this case: \_\_\_\_\_. *Anticipated time frame: 6-8 months after adoptive placement.*

Date(s) of Report(s): \_\_\_\_\_ Staff Initials \_\_\_\_\_

**16. ADOPTION SUBSIDY APPLICATION ASSISTANCE** *(Completed by assigned social worker):* If Family lives in California and has paid for these services in advance, and if the child appears likely to qualify for an adoption subsidy, then the assigned social worker will assist Family with filing out and submitting the adoption subsidy application. If Family lives outside of California, they must rely solely upon the information provided by their out-of-state adoption agency or legal counsel regarding the timelines, cost, and process for subsidy application in their home state. *Anticipated time frame: application is typically completed 1-2 months after signing of adoptive placement paperwork; subsidy determination is usually issued 2-6 months after application submission, but this is outside of FCCA's control and takes significantly longer in some cases due to the public entity's time for issuing the decision.*

WAIVED by Family? \_\_\_ Yes \_\_\_ No - Date Completed: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**17. FINALIZATION** *(Completed by FCCA paralegal, with Family's cooperation, or by Family's legal counsel):* If Family will finalize the adoption in California and has paid FCCA for these services, then upon fulfillment of all post-placement requirements, FCCA will complete and file finalization documents with the court to set the finalization date. Family may also elect to hire independent legal counsel at their sole expense for a California finalization. If Family will finalize the adoption outside of California, Family must obtain finalization assistance in that state at their own expense. *Anticipated time frame: 1-3 months after completion of post-placement services, SIJ status adjustment (if applicable), and issuance of subsidy determination (if applicable). This is subject to cooperation of Family (and that of their attorney or other agency as applicable) with completion of final documents necessary to set hearing, and court calendars at the time of setting. If these services are completed by Family's legal counsel, or if the adoption is finalized outside of California, then Family agrees to rely solely on the information and timelines provided by their legal counsel or out-of-state agency regarding the cost, process, and timelines for this service.*

Finalization date: \_\_\_\_\_ Staff Initials \_\_\_\_\_

### SERVICE PLAN REVIEWS

**Changes at 3-month review:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SW Initial \_\_\_\_\_ Provided to Family on \_\_\_\_\_ via \_\_\_\_\_

**Changes at 6-month review:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SW Initial \_\_\_\_\_ Provided to Family on \_\_\_\_\_ via \_\_\_\_\_

**Changes at 9-month review:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SW Initial \_\_\_\_\_ Provided to Family on \_\_\_\_\_ via \_\_\_\_\_

**Changes at 12-month review:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SW Initial \_\_\_\_\_ Provided to Family on \_\_\_\_\_ via \_\_\_\_\_

*(Add additional pages as needed for additional reviews)*