
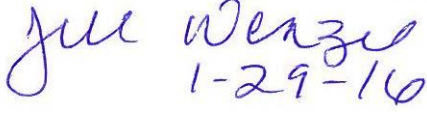




Policy Title: Adoption Related Payments	Effective Date: 1/04
Policy Type: Adoption	Revision Dates: 2/04; 3/08; 1/16
 2-1-16 Chief Executive Officer	 1-29-16 Secretary, Board of Directors

Policy Statement

The Adoption Program shall promote the adoption of children in a manner consistent with the Caritas Family Solutions Code of Ethics. Caritas has a flat rate fee scale for domestic and international adoption services. Caritas will facilitate all adoptions equally regardless of the amount charged to a client.

Policy Rationale

To assure the best possible services for individuals and families in accordance with Caritas' mission statement. And, to assure Caritas does not discriminate based on a family's income, providing the family has the ability to pay for the adoption services provided.

Procedures

- A) The client agrees to pay a fee for the services provided under the Caritas Family Solutions Fee Agreement at the rate determined according to the due dates set forth in the Adoption Fee Schedule.
- B) The services designated on the Adoption Fee Schedule are anticipated services to be provided based on the client's needs at the time the document is signed. The client(s) and worker sign the document. A copy is given to the client(s). The original is kept in the client(s) file.
- C) If there is a need to change program services to facilitate the adoption process, the Adoption Specialist and the client(s) will execute an updated Adoption Fee Schedule.
- D) All fee exceptions are to be approved by the Adoption Specialist's supervisor.
- E) Should services be provided by Caritas that are not currently anticipated, the client will be responsible for any additional fees associated with the additional services, as long as the client has been appropriately apprised of the additional services and costs prior to the services being performed.
- F) The standard fees, paid to the agency according to the existing fee scale, are the only fees that Caritas or its employees are authorized to accept in relation to adoption services.
- G) Caritas prohibits charging or accepting any additional fees for providing expedited or preferential service.
- H) With respect to managing accounts receivable, after bills have been submitted, refer to the "Caritas Accounts Receivable Process and Write Offs to Bad Debt" procedure.