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**Service and Fee Agreement**

**Fee Explanation**

**Application: $250** Includes adoption application screening processing and mailings**,** preparation of Home StudyPacket tailored to clients’ needs, administrative services, and application review.

**Home Study Fee (Original): $2500** Includes collection, processing, and review of all pertinent information and paperwork for Home Study, joint and individual interviews, as required, administrative and support services, collaboration contacts, and completion of Home Study document. A home study is typically completed in 120 days and a rush home study fee will be required if a family is requesting a home study completed in less time. A decision will be made on a case-by-case basis for rush home studies depending on the social worker’s caseload. *The pre-adoptive family will provide the required documentation in a timely manner, complete all documentation accurately, fulfill the required pre-service training and annual training, be available and cooperate at family consultations.* ***Families that are delayed in the process, taking longer than 6 months to complete, will be charged an hourly fee in addition to the $2500 fee due to the added work to the agency.***

**Home Study addendum or Revision Fee**: **$75 hourly** for annual update of Home Study information as required by licensing regulations and/or for minor changes in the original Home Study (job change, moving to a new residence, etc.) performed prior to child’s placement.

**Fully Updated Home study: $1300**: Home study for another child; or if Agency is updating another agency’s home study that is not a SAFE home study or does not meet the domestic program home study guidelines. Includes all items stated above for original Home Study with the ability to use the family’s last approved home study with necessary updated information.

***Transfer Fee:******$675*** *includes all costs related to a transfer from another program or agency, such as a domestic home study or licensed foster home study into the Caritas Adoption Program. This covers all the cost of a revised home study, preparation, case management and home study approval for the Caritas Domestic Adoption Program. Note, this is only applicable to the transfer of SAFE home studies; all non-SAFE homes studies will require an original home study and fee.*

**Adoption Placement with Caritas**: This fee is assessed on a one-time basis regardless of how long a client remains enrolled in the program, as long as the home study remains current. This fee allows the Agency to conduct the necessary case management and program administration work, personnel, client support, coordination of a hospital plan, coordination of a post-adoption agreement, coordination and facilitation of meetings and contacts between the adoptive family and birth family pre-placement and post-placement, file compliance as well as assists with the Agency’s advertising costs, which includes community outreach, and trainings. It also includes emergency response services –staff on-call 24 hours per day, and presentation of profiles to expectant parents identified by the Agency. The Agency uses a sliding scale based on the adoptive family’s gross worth/earning at application or during the home study process. (See sliding scale on next page)*.* ***This fee does not include possible birth parent expenses, which may include medical, housing, food, transportation, utilities, and will be shared with the pre-adoptive family during the match process and paid to the agency with monthly invoices detailing the expenses before, during and after the placement; nor does it include legal fees paid to the attorneys representing the termination of parental rights for the birth parents and representation for the child (Guardian Ad Litem), and the adoptive family.***

***Matching fee for Caritas domestic program– If a birth parent and adoptive family are considered “matched” (birth parent/s and pre-adoptive parent/s are in agreement to go forward with a possible placement), while waiting on Caritas’ domestic adoption list, the adoptive family will pay $2000, which will be deducted from their final fee at placement. Please note, this matching fee is non-refundable for each time a family is considered “matched”; however, if the “match” fails, the $2000 will be applied to the final adoption placement.***

Sliding fee scale per schedule outlined below. Based on the most recent 1040 tax return at the time of initial home study application.

|  |  |
| --- | --- |
| **If your adjusted gross income is:** | **Your Fee:** |
| $50,000 and under | $12,000 |
| $50,000 - $60,000 | $13,500 |
| $60,001 - $70,000 | $15,000 |
| $70,001- $80,000 | $16,500 |
| $80,001 – $90,000 | $18,000 |
| $90,001 - $100,000 | $19,500 |
| $100,001 - $110,000 | $21,000 |
| $110,001 - $120,000 | $23,500 |
| $120,001 - $130,000 | $25,000 |
| $130,001 - $140,000 | $26,500 |
| $140,001 - $150,000 | $28,000 |
| $150,001 and above | $29,000 |

**Interstate Compact Processing Fee:** All interstate adoptions must comply with the ICPC, an

agreement between all 50 states, Washington, D.C., and the U.S. Virgin Islands that regulates

interstate adoption placements. If you are adopting across state lines, Your ICPC paperwork

must be approved before you can leave the state where the baby is born and will need to be

completed by an adoption agency and/or attorney.

**Foster Care Fee:** For the care of infants or child in Caritas agency-licensed foster home post-delivery until placement for self-networking or independent situations when foster homes are available.

**Counseling Fee for Birthparent(s) and/or Adoptive Family via an independent or attorney-assisted adoption:** For all clients who want a Caritas

Birthparent and/or Adoption Counselor to provide counseling and adoption planning services to

the birthparent(s) and/or adoptive parent (s). Includes all activities performed by Caritas

Birthparent Counselor and/or adoptive counselor with the Birthparent(s) and/or adoptive

parent (s) to achieve an adoption plan for their child i.e. all contacts pre/post-delivery with

birthparent(s) and/or adoptive parent (s), hospital coordination and support in the hospital

setting, data collection, TPR referral process and legal fees for TPR, profiling and

correspondence facilitation for the birthparent(s) and or adoptive parents.

**Post-Placement Supervision Fee(s):** Per interview for each individual child being supervised.

Includes support services following placement of a child, supervision interviews required by Missouri statute, and written reports for the placement agency. An additional charge per court appearance i.e. Transfer of Custody hearing or Finalization hearing for independent adoptions.

**Check out the many ways to finance an adoption:** [**https://adoptionfinancinginformation.com/**](https://adoptionfinancinginformation.com/)

**https://adoptioncouncil.org/article/adoption-financial-resources/**

**https://bothhands.org/how-it-works/**

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Description automatically generated **FEE SCHEDULE**

**Family’s Name:**

**Adoption Fees:** This fee schedule summarizes the variety of services offered by Caritas Family Solutions. If the fees and expenses change for any reason all clients will be notified. The client will be charged actual fees at the time of billing. Please note fees are non-refundable and are due upon request for services. Payments are accepted in the form of a personal check or a credit card. Clients are responsible for the processing fees associated with the transaction. Those fees are typically 2% of the total transaction amount.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service(s) Provided** | **Usual Fee/Range** | **Timing** | **Amount Owed** | **Amount Paid** |
| Application fee | $250 | Upon submitting application for review |  |  |
| Home Study Fee (relative, stepparent, independent, domestic, or other agency); does not include fingerprints completed and paid by family. | $2500 | Onset of home study |  |  |
| Fully updated home study | $1300 | Onset of home study |  |  |
| Mileage for services outside of a 30-mile radius from Caritas offices | .60 per mile | Onset of services |  |  |
| Transfer Fee to Caritas Domestic Program from other domestic adoption program with SAFE approved home studies. | $675 | Onset of Services |  |  |
| Home Study Addendum (required yearly or a life change such as a new job, move, etc.). | $75 per hour (billed in 15-minute increments) | Onset of services |  |  |
| Home Study Rush Fee- completed in less than 6 weeks  (if applicable) | 20% of home study fee | Onset of home study |  |  |
| Home study services not completed within a 6-month time frame by pre-adoptive family | $75 per hour (billed in 15-minute increments) | 6 months after application for home study |  |  |
| Adoption Webinars (required with home study) | $60-$160 for Adoption Learning Partners | Paid to Adoption Learning Partners |  |  |
| Hospital Coordination for independent or attorney-assisted adoptions | $75 per hour  $30 per hour for travel (billed in 15-minute increments) | Upon contract for service |  |  |
| ICPC paperwork | $75 per hour (billed in 15-minute increments) | Upon contract for service |  |  |
| Birth Mother and/or Birth Father counseling/report/case management for independent or attorney-assisted adoptions | $75 per hour  $30 per hour for travel (billed in 15-minute increments) | Upon contract for service |  |  |
| Court Report/Appearance- when applicable | $75 per hour (billed in 15-minute increments) | Upon contract for service |  |  |
| Foster Care | $25 a day, when applicable | Due at placement |  |  |
| Post-Placement Adoption Services | $300 each (includes one visit and one report) | Due at placement |  |  |
| Adoptive Parent case management/ Matching/Support/  Counseling for independent, attorney-assisted | $75 per hour  $30 per hour for travel  (billed in 15-minute increments) | Upon contract for services |  |  |
| **The sliding scale range is $12,000 to $29,000 and is based on the pre-adoptive family’s home study 1040 tax income. The program fee is due at placement.**  **A match fee of $2000 is due when matched with an expectant parent and is deducted from the final placement fee. This fee is due each time a family is matched with an expectant parent and is non-refundable.**  **The remaining balance is due at placement.**  **The agency domestic program fees include: birth parent support/counseling, hospital coordination, foster care if applicable, post-placements, and court appearances. This fee does not include home study services, birth parent or attorney expenses.** | $12,00 to $29,000 assessed at time of application. |  |  |  |

**If Applicable, Family’s Adjusted Gross Income:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Amount Due to The Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Description automatically generated**SERVICE AGREEMENT**

Caritas Family Solutions (hereafter referred to as Caritas), a non-profit licensed child placement agency with the main office located at 8601 West Main St., Suite 201 | Belleville, IL 62223, is licensed in Illinois as a child placement agency, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (hereinafter referred to as “Client”), is entered into as of the date this Agreement is fully executed. Client desires to utilize Caritas for adoption services and the compensation paid to Caritas is for professional services and not to purchase a child.

The Parties Agree to The Following Terms:

Caritas will provide timely and accurate advice, insofar as possible, on the expeditious handling of documents required for a domestic adoption, the progress of the client’s application for the adoption program, and of availability of children. Caritas also agrees to keep the Client reasonably informed of the activities undertaken on their behalf;

AP will at all times treat Agency employees, representative, volunteers, agents, or others involved in the adoption process in a respectful and ethical manner and will refrain from communicating with such persons in any manner that is threatening, personally derogatory, abusive or profane. Any client who fails to meet this standard may be subject to sanction by Agency. Such sanction may include, in Agency’s sole judgement and discretion required counseling or treatment before proceeding with Services, suspension of Services, and/or termination of Services and of this Agreement.

The adoption process can proceed after an approved written Home Study Report is completed. Agency may decline to write or approve a Home Study Report for client if in the opinion of the Agency, in its sole discretion, client does not have the ability to care for a child or is otherwise unsuitable to adopt. If an Agency declines to write or approve a Home Study Report for client, no further Services will be rendered by Agency. Agency retains the right to revoke or modify any Home Study approval or consent at any time prior to an adoption being legally finalized, if in the opinion of the Agency, in its sole discretion, client does not have the ability to care for a child or is otherwise unsuitable to adopt. Client acknowledges that receiving an approved Home Study Report does not guarantee that a child will be placed with client or that an adoption will be legally finalized. Agency may, in its sole discretion and based on the best interests of potentially affected children, complete and provide any unfavorable Home Study Report or recommendations regarding client to other adoption professionals or governmental officials. Client hereby authorizes such disclosure by Agency and acknowledges that this authorization may not be revoked or withdrawn, notwithstanding any other provision in this Agreement.

Client will cooperate in the adoption process by providing all documents necessary for a domestic adoption when requested by Caritas in a timely manner. Client, will, at all times provide honest, truthful, and thorough knowledge to Caritas including the application, home study, and post-placement process. Client will complete the required adoption education required by Caritas. Client will complete a printed album or profile to agency, reviewed and approved by adoption staff, to be used for matching with expectant/birth parents. Client will provide the necessary documentation for the required post-placement reports when an adoption has occurred, according to Illinois law, in a timely manner. Client will meet with a Caritas representative when requested and will comply with all Caritas and the State of Illinois requirements throughout the adoption process. Client will immediately inform Caritas of any changes in their circumstances, including but not limited to any change in family structure as a result of death or divorce, and changes in financial, health (physical and mental), legal or employment conditions;

The client must complete the home study and be ready for a referral within 6 months of signing the original Service Agreement. If not, a new application and agreement, with payment, may be required to ensure the Applicant intends to proceed with the adoption. After the home study is completed, if the process is on hold, or there is no meaningful client activity for over 6 months, Caritas can request a new application, and if approved and accepted, the agency would move forward with a new service agreement and payment, to ensure the Applicant intends to proceed with the adoption.

Any Home Study Report prepared for client by Agency is the sole property of Agency and may not be copied or distributed without the express advanced written permission of Agency. Copies of the Home Study Report can be provided to other adoption professionals by Agency when appropriate upon the written request of the client.

If the client chooses to work with more than one adoption service provider, the Client will keep Caritas informed about the progress of their efforts. If the Client receives a referral through Caritas, the Client will terminate or suspend its outside adoption efforts. If the Client receives a child referral through any sources other than Caritas, the Client’s case will be put on hold or terminated and all fees previously paid will be retained by Caritas and no refunds will be issued;

If Client conceives during any part of the adoption process, they agree to advise Caritas immediately. Together with Client, Caritas will assess the impact on the prospective adoptive child and Client. If Caritas determines that the adoption should not proceed concurrently with the pregnancy, the adoption will be suspended. Client may reactivate the adoption process six months after the birth of the biological child;

In the event that the placement is contested, the Client will have the following options: 1. Return the child to the biological family, or 2. Assume responsibility for the legal defense of the placement. The fees of an attorney retained by the Client to represent the Client in a contested placement or for any service related to the placement must be paid by the client;

Clients are required to obtain post-placement supervision if an adoption takes place, each state has different requirements, and a post-placement agreement will be signed at the time of placement. The Client will follow through with the required amount of post-placement supervision and the reports will be written and provided to the appropriate lawyer and/or Family Court.

The Client has received, read, and had the opportunity to ask questions about the “Client Rights and Responsibilities” and “Adoption Fee Schedule and Explanation of Services”.

The Client understands that there will be additional costs associated with any adoption which may include attorney fees, temporary baby care, court costs, and birth mother expenses allowed by law, all that is non-refundable.

The Client is responsible for any medical costs incurred by the birth mother and the child not paid by Medicaid or any other medical provider or resource. All medical costs described must be paid in full prior to the adoption finalization;

The Client acknowledges that due to the intrinsic fluidity of the number of children available for adoption, as well as the highly personalized choice of birth parents regarding the placement of their children, Caritas cannot guarantee that clients in the adoption program will be provided with the opportunity to adopt a child. Furthermore, if a placement does happen, Caritas cannot guarantee the timeframe of the adoption process nor the physical or mental health of the adopted child. The client understands the adoption process requires updated and current documentation and thus, if the client chooses to put their adoption process on hold for over a year, the agency can request the client begin the process again, starting with an application, which may or may not be approved by the Caritas adoption staff;

The Client acknowledges that this Agreement does not obligate Caritas to provide adoption services if, in its judgment, it is no longer in the child’s best interests to do so. Caritas may also withhold its consent at any time during the adoption process if Caritas believes in its judgment, it is no longer in the child’s best interests for Caritas to consent to the adoption. In such events, the client agrees to cease all communication or contact with all clients being served by the agency. This Agreement also does not obligate the client to proceed with the adoption process, if the client decides not to do so;

The client understands, acknowledges, and agrees that once the child has been placed with them, they are fully and solely financially responsible for the child. In the event that the Client decides to terminate the placement, they will notify the agency immediately of their request so alternative plans can be made for the child, keeping the child safe and meeting the child’s needs until another placement is secured.

The Client understands that the domestic program fee has been assessed on a sliding fee scale according to the income at the time of the initiation of the home study;

An Adoption Specialist has satisfactorily explained the various adoption services available from Caritas and the associated costs of those services;

Payment is due *prior to the initiation of all services (including the placement of a child)* regardless of the ultimate outcome in the adoption process and even if Caritas ultimately withholds its consent to the home study or adoption. Fees for all services are *nonrefundable even* if placement does not happen; Caritas will only return funds when clients have paid for services that have not been rendered;

The client is responsible for paying all required payments in full and arranging any necessary financing to facilitate full payments of fees in one lump sum. If fees are not paid in full, Caritas reserves the right to not approve the finalization of the adoption until all fees are collected. CARITAS does not act as a finance agency, and as such *does not provide the option to make payments*;

The client agrees to pay a fee for the agreed-upon services provided under this Agreement at the rates set forth in the Adoption Fee Schedule attached to this agreement;

If there is a need to change program services to facilitate the adoption process, Caritas, and the client will execute an updated adoption fee schedule;

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 appraised of the additional services and costs prior to the services being performed;

The client also agrees and consents to providing financial information to Caritas as required to complete a home study and the sliding scale fee document. This information may include, but is not limited to, copies of tax returns, financial statements, and/or credit reports. The client further agrees and consents to execute the necessary documents in order to obtain financial information;

The parties agree that the meaning and interpretation of all the provisions of this Agreement shall be controlled exclusively by Illinois law. Any dispute arising out of or in any way related to this Agreement shall be controlled exclusively by Illinois law and the St. Clair County Circuit Court for the State of Illinois shall have jurisdiction to enforce the terms of this agreement;

This Agreement, together with the attached Adoption Fee Schedule and Explanation and the Client Rights & Responsibilities brochure, contains a full, complete, and integrated statement of each, and every term and provision agreed to by and among the parties and supersedes any prior writings or agreements between or among the parties.

IN WITNESS WHEREOF, the parties have signed this Agreement on the day and year first above written.

I/We have read the above and willingly agree to the terms set forth and request services listed from Caritas Children & Family Services and accept the Agreement as a statement of the conditions for working with and the policies of Caritas.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Date

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Client Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Caritas Family Solutions Date

Services Representative