

# Explanation of CCAI China Adoption Program Fees For International Families

## APPLICATION FEE

### **Application Review & Assessment**

The well-being of adoptive children is CCAI's ultimate concern and main focus; their needs dictate which applicants we can assist. By reviewing the completed "Application for Adoption," CCAI will determine if families meet the qualifications set by the United States, China, and this agency as stated on the Qualifications page in this packet. Your application fee covers: 1) printing, sending, and receiving the application packet; and 2) staff time spent assessing the application and contacting applicants and their references, etc.

## FIRST PROGRAM FEE

### **Adoption Orientation**

Upon receipt of your signed Service Agreement, Fee Policy/Agreement, and First Program Fee, an orientation packet will be made available to you containing an introduction to the USCIS process and instructions to access CCAI's copyrighted [Adoption Dossier Guide](#). A part of your First Program Fee covers the cost of staff time spent on communicating with approved family and family's social worker.

### **Adoption Assessment/Home Study**

No adoption can occur through CCAI without an approved home study/adoption assessment. A part of your First Program Fee covers the cost of: 1) social worker's time spent conducting individual and family interviews and counseling, visiting the family's residence, writing, typing, and editing the home study reports for the United States Citizenship and Immigration Services (USCIS), and China; 2) staff time spent collecting and verifying references and child abuse records; 3) child placement supervisor's time spent supervising the home study process and approving the assessment report; and 4) professional insurance. **Please note:** If the social worker has to travel to a different city to complete your home study, then it will be your responsibility to pay for her travel expenses, including; airfare, bus, car or train, room and board, etc.

### **Background Check**

Any American citizen who desires to adopt internationally must be cleared by the state child abuse registers in any state and/or country in which the applicant has resided since the age of 18. A part of your First Program Fee covers CCAI staff time spent: 1) communicating with related state or county registers for child abuse and sex offender's records; and 2) coordinating with the individual State related Department for approval of the home study report.

### **USCIS (I-800A) Filing**

American citizens wishing to adopt internationally must also be approved by the USCIS. A part of your First Program Fee covers CCAI staff time spent: 1) guiding Prospective Adoptive Parents (PAPs) in collecting and submitting related USCIS filing fee and documents; and 2) communicating with the USCIS office to assist with USCIS approval.

### **Dossier Assistance/Review & Assessment Sealing**

The China Center for Children's Welfare and Adoption (CCCWA) approves and matches a child to families based upon their qualifications as presented in the adoption dossier. Therefore, a complete and high-quality dossier is extremely important. A part of your First Program Fee covers: 1) CCAI staff time spent organizing and providing online Dossier Orientation; 2) assisting families throughout the dossier compilation process; 3) sealing of the adoption assessment through notarization, certification, and authentication; and 4) reviewing the completed dossier for quality control.

### **Dossier Compilation**

In addition to all other services provided by the CCAI Dossier Team, a part of your First Program Fee\* covers: 1) a thorough review of all dossier items prior to completion; 2) sealing of the some of the adoption dossier documents including notarization, certification, and authentication; and 3) compilation of all finished items to complete the dossier and prepare it for submission to China.

*\*Should your dossier consist of foreign documents that require legalization by another country, an additional fee (\$250 per foreign document) is required.*

### **Domestic Communication**

The process of providing international adoption services requires constant communication between CCAI and relevant US governmental agencies, and the Chinese Embassy and consulates through phone, fax, internet, intranet, newsletter, regular, and express mail. A part of your First Program Fee covers the cost of providing these vital services.

### **Hague- and CCCWA-Required Adoption & Parent Training (12 hours)**

As required by CCCWA and the Hague Convention, each prospective adoptive parent must complete 12 hours of parent training on the China adoption process and issues unique to international adoption before traveling to China. A part of your First Program Fee covers staff time spent: 1) producing and providing the online training material; and 2) tracking training and issuing a certificate of completion.

### **Child-Specific Training Consultation**

CCAI adoption professionals will provide child-specific training and consultation with PAPs as well as additional insight, answers to questions, and further resources to support or expand the parent training and preparation process before an adoption is completed. A part of your First Program fee will cover our staff's consultation and support throughout your adoption process.

### **Accrediting Entity Monitoring & Oversight Coordination**

All agencies and individuals serving families to adopt internationally must be accredited according to the regulations and standards set forth by the Hague Convention on Protection of Children and Co-operation in Respect of Intercountry Adoption. The US Accrediting Entity and the US Department of State require a substantial amount of communication and data reporting as part of their monitoring and oversight requirements. A part of your First Program Fee covers CCAI staff time spent: 1) Communicating and coordinating with the Accrediting Entity as required under the Hague Convention; and 2) Compiling and reporting required data and information to the Accrediting Entity.

### **Administration**

As a non-profit charitable 501(c)(3) agency, CCAI is permitted to spend up to 25% of our program fees on administrative needs. However, we are able to keep our administrative costs at less than 20% of our overall agency expenses. A part of your First Program Fee partially covers necessary administrative expenses such as office building expenses, office equipment and insurance, bank fees, office supplies, printing materials, public relations, accounting, IT, office management, maintaining and managing adoption files, and other routine operational activities.

## **SECOND PROGRAM FEE**

### **Translation Part I**

According to the Adoption Law of the People's Republic of China and the requirements of the Chinese local governments and orphanages, most adoption documents need to be translated into Chinese for the Chinese central and local governments. A part of your Second Program Fee covers CCAI translators' time spent studying, translating, binding, mailing, and tracking the dossier.

### **CCAI In-China Services Part I**

CCAI has two offices (Beijing and Guangzhou) and 30+ bilingual representatives working in China. They play a crucial role as liaisons for CCAI, adoptive parents, adoptive children, and various government agencies in China. A part of your Second Program Fee covers: 1) CCAI Beijing staff's time spent reviewing, copying, filing, and delivering dossiers to CCCWA; 2) monitoring the dossier review process; 3) keeping CCAI informed of any changes concerning China adoption; and 4) CCAI China offices' operation and insurance cost.

### **Child Match Preparation & Coordination**

CCAI makes every effort to help our families prepare for their child match and to stay connected with families as a source of support before and after receiving their child referral. A part of your Second Program Fee covers the cost of: 1) producing online child match preparation packets; 2) providing online updates; 3) answering questions and supporting families during the wait; 4) coordinating with our Beijing office and the CCCWA regarding the status of child referrals; 5) updating the CCCWA regarding family status change(s); and 6) communicating regarding the child's situation, including updated information if possible.

### **China Adoption Trip Training**

Traveling to China to meet your child is a major part of the China adoption process. Adequate preparation is crucial for a successful adoption trip. A part of your Second Program Fee covers: 1) China adoption travel training packets I, II, & III; 2) online China adoption travel orientation following child referral; and 3) training on paperwork for the Chinese local government and for the USCIS/US Consulate in Guangzhou.

### **USCIS (I-800) and Article 5 Hague Processing**

Assisting families to maintain valid USCIS approval and meet Hague requirements at all times demands constant effort. A part of your Second Program Fee covers the cost of CCAI staff time spent: 1) monitoring waiting families' USCIS approval status; 2) assisting waiting families with USCIS re-filing and/or new filing of I-800A; and 3) guiding PAPs in collecting and submitting related USCIS I-800 filing documents; 4) communicating with the USCIS office to assist with USCIS I-800 approval; 5) coordinating with USCIS, National Visa Center, and the US Consulate in Guangzhou for Article 5, and 6) sending the PAP signed LOA, the Central Authority signed LSC and the Article 5 to the CCCWA for Travel Notice.

### **International Communication**

A successful China adoption requires international communication on multiple levels and in large quantity, especially in the case of serving families residing outside of the US. A part of your Second Program Fee covers the ongoing communication regarding an adoptive family's dossier, child referral, and adoption Travel Approval, as well as communication with the CCCWA, local Chinese governments, and US Consulate through phone, fax, internet and express mail.

### **Child Information Update**

CCAI will forward to you every piece of information on your matched child available from the CCCWA, but we understand how important additional and more up-to-date information can be as you educate and prepare yourself for your adoption. A part of your Second Program Fee covers CCAI staff time spent: 1) communicating with the CCCWA to obtain additional and updated information on your matched child; 2) translation of any new/updated info available for your child; 3) communicating with PAPs regarding any new/updated info requested/received from China.

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## **THIRD PROGRAM FEE**

### **Translation Part II**

There is a large amount of translation work at the time of child referral, after referral, and during the post adoption period. A part of your Third Program Fee covers the cost of translating: 1) all child referral documents; 2) child referral update(s); and 3) documents required by local courts for adoption validation.

### **CCAI In-China Service Part II**

Between the time of child referral and while families are in China, CCAI's Beijing office, local representative(s), and Guangzhou office will spend many hours serving families. A part of your Third Program Fee covers the cost of: 1) CCAI Beijing office's communication with the CCCWA and CCAI on child referrals; 2) CCAI Beijing office communication with CCCWA for any possible child referral updates; 3) CCAI in-China staff travel expenses and time

spent gathering adoption-related information and arranging appointments with local governmental agencies for the adoption; 4) transmitting adoption and adoptive children's information and documents between Beijing and the local governments and between China and the US; 5) supporting and accompanying adoptive parents during their entire stay in China by providing adoption paperwork and language assistance; and 6) CCAI Guangzhou office's coordination with the US Consulate.

### **LOA to Adoption Travel Arrangements**

Between your signing of your Letter of Acceptance (LOA) of your child match to your China adoption trip departure, CCAI assists you with additional immigration and child visa application paperwork for the purpose of receiving your Travel Approval from the CCCWA. CCAI makes adoption travel arrangements to ensure, to the best of our ability, successful adoption travel to and in China. A part of your Third Program Fee covers: 1) providing post-referral immigration and travel consultation; 2) communicating with our Guangzhou office and Beijing office regarding families' acceptance letters and Travel Approvals issued by the CCCWA; 3) requesting adoption visa appointments with the US Consulate in Guangzhou; 4) working with local representatives to ensure local appointments and accommodations; 5) working with travel agencies as needed; 6) finalizing travel plans and conducting travel conferences; and 7) being on call during families' stay in China.

### **Post Adoption Support & Consultation**

After families return home, CCAI will maintain regular contact with our adoptive families and their children for the purpose of supporting the development of the parent-child relationship, resolving problems, and evaluating the placement. A part of your Third Program Fee covers the costs of CCAI staff time spent: 1) Reminding the family and their social worker of post adoption report due dates and related requirements, such as number of pictures, child's physical exam or school report, etc. for such reports; 2) Calling and visiting the family up to five times and writing progress reports; 3) Collecting and reviewing post adoption reports; 4) Contacting the family and/or their social worker regarding any concerns and/or additional requested documents/pictures after reviewing post adoption reports; 5) Uploading post adoption reports to the CCCWA's system and sending the reports to China; 6) Contacting the family should the CCCWA ask any questions and/or request additional information after their review of the post adoption reports; 7) Assisting the adoptive family with adoption court validation, Colorado birth certificate, and applying for the adopted child's social security number; 8) Participating at court for adoption validation, if necessary; 9) Providing additional training, counseling, support, and referral services on parenting, bonding, attachment, child development, etc. if needed; and 10) professional insurance.

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## **REFUNDABLE POST ADOPTION DEPOSIT**

Complying with all post adoption requirements is an important part of the adoption process. The CCCWA requires post adoption reports on the child's adjustment to his/her new home and family. There are also state and USCIS (United States Citizenship and Immigration Services) requirements regarding the child's US citizenship and other issues related to adoption finalization. It is in the best interest of the child and the family to comply with all post adoption requirements. The **\$1,500** refundable deposit is due any time before the family receives the child match. Upon completion of these requirements, the deposit will be refunded to the family.