

# Explanation of CCAI Haiti Program Fees

## For Families in Florida & Georgia

### APPLICATION FEE

#### **Application Review & Assessment**

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

### FIRST PROGRAM FEE

#### **Adoption Orientation**

Orientations are held to prepare adoptive parents in the areas of understanding international adoption procedures, our agency's policies and practices, requirements of the home study, and Haiti adoption-related paperwork, etc. Upon receipt of your signed Service Agreement, Fee Policy/Agreement, and First Program Fee, you will be provided CCAI's copyrighted Adoption Dossier Guide for HAITI and a CCAI social worker will contact you about your home study. A part of your First Program Fee covers the cost of: 1) preparing materials and packets; and 2) staff time spent conducting orientation and training through packets and consultations.

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

No adoption can occur through CCAI without an approved Hague compliant home study/adoption assessment. A part of this fee covers: 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 Haiti; 2) travel expenses associated with interviewing and visiting process; 3) staff time spent collecting and verifying references and state child abuse records; 4) child placement supervisor's time and effort on supervising the home study process and approving the assessment report; and 5) professional insurance.

#### **USCIS Filing**

Any American citizen who desires to adopt internationally must be approved by the United States Citizenship Immigration Services (USCIS). A part of this fee covers: 1) collecting and submitting related USCIS filing documents and fee; and 2) communicating with the USCIS office to assist with your USCIS approval.

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

The Institut du Bien Etre Social et de Recherches (IBESR) approves you based upon your qualifications as presented in your adoption dossier. Therefore, a complete and high-quality dossier is extremely important. A portion of this fee covers CCAI staff time and resources assisting you throughout the dossier compilation process, reviewing your final dossier items, sending various dossier documents to the Haitian Consulate for legalization, and reviewing the completed dossier for quality control.

#### **Domestic Communication**

The process of providing international adoption services requires constant communication between CCAI and the adoptive family, relevant U.S. governmental agencies, the family's social worker performing the home study, and Haitian Consulates through phone, fax, internet, regular and express mail.

#### **Dossier Translation**

Translation of French documents into English for adoptive parents, various government organizations, and for the courts where the adoption validation will occur is provided as well. A portion of the First Program Fee covers the wages paid to CCAI's professional translators for translating your adoption-related documents throughout the adoption process into French.

#### **Child Match Coordination**

CCAI makes every effort to stay connected with families as a source of support before and after receiving their official child referral. CCAI regularly works with the Haiti orphanage/crèche staff regarding the health and well-being of each child available for adoption. A portion of this fee covers the costs of: 1) coordination with the orphanage/crèche regarding the adoptive family's referred child; 2) communication regarding the child's situation, including quarterly updates; and 3) staff time spent supporting the adoptive family throughout the wait.

### **Hague Required Parent Training**

As required by the Hague Convention, each prospective adoptive parent must complete a minimum of 10 hours of parent training on issues unique to international adoption. A portion 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.

### **Administration**

As a non-profit charitable 501(c)(3) agency, we are 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 10% of our overall program expenses. This fee partially covers necessary administrative expenses such as office building expenses, office equipment and insurance, office supplies, printing materials, public relations, office management, maintaining and managing adoption files, and routine operational activities.

## **SECOND PROGRAM FEE**

### **International Communication**

A successful Haiti adoption requires international communication on multiple levels and in large quantity. A portion of this fee covers the ongoing communication regarding an adoptive family's dossier, child updates, as well as communication with the Haiti staff, the orphanage/crèche in Haiti, and U.S. Consulate through phone, fax, internet, and express mail.

### **Parenting Preparation & Adoption Trip Training**

In addition to orientation and parent training, CCAI provides important information on parenting preparation, Haitian culture, and the Haiti adoption trip. A portion of this fee covers: 1) training on paperwork for the Haitian local government and for the USCIS/U.S. Consulate in Port-au-Prince; 2) travel plans and travel meetings/conferences; and 3) staff consultation on parenting, Haitian culture, and related issues.

### **CCAI In-Haiti Services**

The Haiti Program Coordinator will occasionally travel to Haiti in order to meet with CCAI's in-country representatives, partner crèches, and IBESR as well as receive updates about in-process files.

### **USCIS Filing Assistance**

CCAI's Haiti Team will provide you with information on how to file the I-800A and I-800.

## **POST ADOPTION FEE**

After families return to the United States with their adopted child(ren), CCAI will maintain regular contact with them and their children for the purpose of helping with the development of the parent-child relationship, resolving problems, and evaluating the placement. A part of this fee covers the costs of: 1) CCAI staff time spent calling and visiting the family up to two times and writing progress reports; 2) travel expenses related to the post adoption home visits and interviews; 3) CCAI staff services assisting the adoptive family with adoption court validation, state-issued birth certificate, and applying for the adopted child's social security number and citizenship certificate; 4) CCAI representative's participation at the court for adoption validation, if necessary; 5) providing additional training, counseling, and support on parenting, bonding, and attachment, if needed; and 6) professional insurance. Haiti currently requires seven total post adoption reports over a five-year period to be completed and submitted for each adopting family, per child/sibling group.