

# Explanation of CCAI Haiti Program Fees

## 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 "Home Study Packet," outlining Haiti and USCIS requirements for your home study, to give to the local licensed, non-profit, home study agency that you indicated on your application. 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.

### **Home Study Consultation & Review**

No adoption can occur through CCAI without an approved Hague compliant home study/adoption assessment by a licensed, non-profit home study agency in your state. A part of this fee covers: 1) CCAI's regular and professional communication/consultation with your social worker; 2) and review of the home study/adoption assessment drafts before finalization to ensure it meets Haiti, Hague and USCIS requirements.

### **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.

### **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 Support**

Haiti requires seven post adoption reports on the child's adjustment to his/her new home and family. A portion of this fee covers: 1) translation of post adoption reports; 2) postage to send post placement reports to IBESR in Haiti; and 3) staff time spent collecting, translating, and sending post adoption reports.

**REFUNDABLE POST ADOPTION DEPOSIT**

Complying with all post adoption requirements is an important part of the adoption process. Haiti requires seven post placement 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 U.S. 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. This refundable deposit is due prior to filing the I-800. Upon timely completion of these requirements, the deposit will be refunded to the family.