

# Explanation of CCAI Bulgaria Adoption Program Fees For Families in Florida, Georgia, Texas & Wyoming

## 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 US, Bulgaria, 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.

### **Adoption Orientation & Consultation**

## FIRST PROGRAM FEE

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 CCAI's Bulgaria Adoption Dossier Guide.

### **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 Bulgaria; 2) travel expenses associated with the interviewing and visiting process; 3) staff time spent collecting and verifying references and state child abuse records; 4) child placement supervisor's time spent supervising the home study process and approving the assessment report; and 5) professional insurance.

### **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 PAPs (prospective adoptive parents) 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**

The Bulgarian Central Adoption Authority, The Ministry of Justice (MOJ) approves and matches a child to you based upon your qualifications as presented in your adoption dossier. Therefore, a complete and high-quality dossier is extremely important. A part of your Program Fee covers: 1) CCAI staff time organizing and providing online Dossier Orientation; 2) assisting you throughout the dossier compilation process; and 3) 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 US governmental agencies, your social worker performing the home study, and the Bulgaria Embassy and consulates. This is done through phone, fax, internet, regular and express mail. A part of your First Program Fee covers the cost of providing these vital services.

### **Hague-Required Adoption & Parent Training**

As required by the Hague Convention, each prospective adoptive parent must complete 12 hours of parent training on the adoption process and issues unique to international adoption before traveling to Bulgaria. 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**

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 and Second 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, 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 20% of our overall agency expenses. A part of your 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 routine operational activities.

## **SECOND PROGRAM FEE**

### **Child Match 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 in Bulgaria.

### **Bulgaria Adoption Trip Training**

Traveling to Bulgaria is a major part of the Bulgaria adoption process. Adequate preparation is crucial to ensure your trips to Bulgaria are successful. A part of your Second Program Fee covers: 1) Bulgaria adoption travel training packets and information; 2) adoption travel orientation following child referral; and 3) training on paperwork for the Bulgaria local government and for the USCIS/US Consulate in Sofia.

### **USCIS & Hague Monitoring**

Assisting families to maintain valid USCIS approval and meet USCIS requirements at all times demands constant effort. A part of your Program Fee covers the cost of: 1) monitoring waiting families' USCIS approval status; 2) assisting waiting families with USCIS re-filing and/or new filing; and 3) coordinating with USCIS, the National Visa Center, & the US Consulate in Sofia.

### **International Communication**

A successful Bulgaria adoption requires international communication on multiple levels and in large quantity. A part of your Program Fee covers the ongoing communication regarding an adoptive family's dossier, child referral, and adoption Travel Approval, as well as communication with your in-country legal team, and US Consulate through phone, fax, internet, and express mail.

### **Post Adoption Support**

After families return to the United States, 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 Second Program Fee covers the costs of: 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 four times and writing progress reports, including travel expenses related to post adoption home visits and interviews; 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) Sending the reports to Bulgaria; 6) Contacting the family should the Ministry of Justice ask any questions and/or request additional information after their review of the post adoption reports; 7) Providing additional training, counseling, support, and referral services on parenting, bonding, attachment, child development, etc. if needed.

## **REFUNDABLE POST ADOPTION DEPOSIT**

There are State and USCIS (United States Citizenship and Immigration Services) requirements regarding the child's US citizenship and other issues related to adoption finalization. Upon receipt of the child's adoption decree, birth certificate, and the child's Certificate of Citizenship, the deposit will be refunded to the family.