

# Explanation of CCAI Bulgaria Adoption 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 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.

## FIRST PROGRAM FEE

### **Adoption Orientation & Consultation**

Upon receipt of your signed Service Agreement, Fee Policy/Agreement, and First Program Fee, an orientation packet will be made available to you and instructions to access CCAI's [Bulgaria Adoption Dossier Guide](#). Your social worker will also be provided with a "Home Study Packet," outlining the Bulgaria and USCIS requirements for 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.

### **Home Study Agency Coordination & Supervision**

Since CCAI is not licensed in your state, we rely on the home study agency you selected to produce your home study report which must meet all the requirements of the Bulgarian government, US Federal and State governments. A part of your First Program Fee covers the cost of our training, coordination with and supervision of your home study agency and social worker to ensure your home study process meets immigration & country standards.

### **Home Study Consultation, Review & Clinical Support**

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

### **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.

### **Hague Adoption & Parent Training**

As required by Hague, each prospective adoptive parent must complete 10 hours of parent training on the adoption process and issues unique to international adoption before completing your homestudy. In addition, CCAI requires an additional 12 hours of live face to face training via Zoom before your adoption is completed. A part of your First Program Fee covers staff time spent: 1) producing and providing the online training material; 2) wages paid to guest speakers and training experts., and 3) tracking training and issuing a certificate of completion.

### **Dossier Assistance/Review**

The Bulgarian Central Adoption Authority, The Ministry of Justice 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, internet, newsletters, regular and express mail. A part of your First Program Fee covers the cost of providing these vital services.

### **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 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 in Bulgaria.

### **Child Specific Training & Clinical Support**

CCAI adoption professionals will provide child-specific training and consultation with adoptive parents 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 Second Program fee will cover our staff's consultation and support throughout your adoption process.

### **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, internet, and express mail.

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

After returning to the US, CCAI will assist you with various post adoption tasks. A part of your Second Program Fee will cover the costs of CCAI staff time spent: 1) Calling and consulting with the family, their post-adoption social worker, or their attorney, as applicable; 2) 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; 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) Assisting in the preparation of the documents needed for the child's adoption court validation/re-finalization; 8) Providing additional training, counseling, support, and referral services on parenting, bonding, attachment, child development, etc. if needed; and 9) professional insurance.

### **REFUNDABLE POST ADOPTION DEPOSIT**

Complying with all post adoption requirements is an important part of the adoption process. Bulgaria requires adoptive parents to supply information about the adopted child's living conditions and educational progress to the Bulgarian Ministry of Justice through a post adoption report, with photos attached, prepared by your agency's social worker every 6 months for 2 years from the anniversary dates of the adoption. 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 **\$1,000** refundable deposit is due at time of child referral. After CCAI has received a copy of the child's Bulgaria adoption decree and birth certificate, child's Certificate of Citizenship, and the timely submission of 4 post adoption reports, the deposit will be refunded to the family.