

CCAI Ukraine Service Agreement

For Families in Georgia, Florida, Texas, and Wyoming

This CCAI Service Agreement effective as of the date last signed (“Effective Date) is entered into between CCAI and _____ and _____, a married couple (hereafter collectively referred to as the “Adoptive Family” or “We” “you” “your” “our” “us”) (the “Service Agreement”) for the purpose of ensuring mutual understanding between CCAI (the “Primary Provider”) and the Adoptive Family.

Background

The **Hague Convention** on the Protection of Children and Co-operation in Respect of Inter-Country Adoption (known as the “**Hague Convention**”), an international agreement to establish safeguards to ensure that inter-country adoptions take place in the best interests of the child, identifies **six adoption services**. While Ukraine is not a Hague country, the Universal Accreditation Act (UAA) implemented on July 14, 2014 requires a service plan be established as defined by the Hague Convention. CCAI will act as your Primary Provider, ensuring that these six adoption services are provided by the multiple entities (each a “Provider”) involved in your adoption process as outlined in the following Service Plan:

	Adoption Service	Provider	When Service is Provided
1	Identifying a child for adoption and arranging an adoption	Identifying a child for adoption: The Regional Children’s Services (RCS) , who holds legal guardianship, makes the initial decision to place a child for adoption and prepares the child’s adoption file, including medical and social information, and forwards to Ukraine’s Adoption Authority, the National Social Service of Ukraine (NSSU) The NSSU registers the child into the adoption database. After 14 months in the database, children are available for international adoption	Commences at RCS’s and NSSU’s discretion (unrelated to the specific Adoptive Family’s adoption process timeline); prior to Adoptive Family initiating adoption
		Arranging an adoption: CCAI US employees and its Foreign Supervised Provider _____ provide services as outlined in the Service Agreement, in conjunction with: the NSSU (reviews and approves dossier, issues permission for family to meet child, verifies and approves adoption paperwork for submission to court, etc.) and Regional Children’s services (verifies adoption paperwork and submits to NSSU) and Regional foreign authority Regional Court (issues adoption decree to finalize adoption)	Commencing at time of execution of this Service Agreement and continuing until adoption finalization
2	Securing the necessary consent to termination of parental rights and to adoption	The RCS submits a petition after investigation requesting termination of parental rights to the Regional Court. In cases where parents have given consent for full adoption, the local RCS submits paperwork to the Regional Court. In all cases the Regional Court issues final termination of parental rights.	Prior to child becoming legally available for adoption
3	Performing a background study on a child or a home study on prospective adoptive parent(s), and reporting on such a study	Background study on a child: The RCS prepares background information for a child’s adoption file for submission to the NSSU .	Prior to child becoming legally available for adoption
		Home study on prospective adoptive parent(s): CCAI social service employee or contract worker (an “exempted provider” under Hague)	Prior to dossier submission to the NSSU
4	Making non-judicial determinations of the best interests of a child and the appropriateness of an	CCAI US employees via Child-Specific Training, with ultimate authority of the NSSU via review and approval of the adoption dossier, direct approval from NSSU , and by review of the Regional Children Services.	At such time following dossier submission prospective adoptive parent(s) meet at the NSSU after meeting the child, at Regional Court

	adoptive placement for the child		
5	Monitoring a case after a child has been placed with prospective adoptive parents until final adoption	Not applicable; children are placed with adoptive parents after adoption finalization	Not applicable
6	When necessary because of a disruption before final adoption, assuming custody of a child and providing or facilitating the provision of childcare or any other social service pending an alternative placement	Not applicable; children are placed with adoptive parents after adoption finalization	Not applicable

Agreement

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. **Duties of the Primary Provider:** Based on the information in the Adoptive Family’s application, **CCAI as the Primary Provider** agrees to do the following for the Adoptive Family:

- Provide the Adoptive Family with personalized service throughout the adoption journey.
- Maintain confidentiality of all the Adoptive Family’s identifying information according to CCAI’s Confidentiality Policy.
- Provide the Adoptive Family with accurate and current information about how to prepare for the adoption process, compile the dossier, prepare for child match and travel, and provide guidance for completing all United States Citizenship and Immigration Services (USCIS) paperwork, advice on completing post adoption requirements, and access information regarding current paperwork processing and travel timelines.
- Perform the Hague-identified adoption service of “Performing a home study on prospective adoptive parent(s) and reporting on such a study.” The home study will be prepared by a qualified social worker (considered an exempted provider under Hague) and will meet requirements of the State of _____, the USCIS, and the NSSU.
- Guide the Adoptive Family through USCIS requirements, which includes reporting any changes to the USCIS office
- Provide information and services to the Adoptive Family regarding the state’s pre-adoption requirements.
- Provide the Adoptive Family with at least 10 hours of online adoption and parent training as required under the Universal Accreditation Act (UAA), CCAI and Ukraine with 12 hours of additional live face-to-face Zoom training.
- Review the Adoptive Family’s completed dossier and prepare it to be sent to the in-country FSP
- Act as the Adoptive Family’s liaison to the in-country FSP between dossier submission and child match at the NSSU
- In conjunction with Ukraine’s Adoption Authority, the NSSU, and FSP, performing the Hague-identified adoption service of “Arranging an adoption.”
- In conjunction with Ukraine’s Adoption Authority, the NSSU,, perform the Hague-identified adoption service of “Making non-judicial determinations of the best interests of a child and the appropriateness of an adoptive placement for the child”.
- Provide ongoing post adoption support services to the Adoptive Family and adopted child(ren) if challenging issues arise during post adoption, including referrals, counseling resources, support, and/or coordination with the social worker.
- Provide one post adoption report, completed by the adoptive family’s social worker following the adoption

finalization, within the first 6 months home with adopted child.

- At all times comply with ethical standards prescribed by the social work profession, IAAME, and applicable State/federal law, and treat the Adoptive Family in a personal, professional, respectful, and ethical manner.

Agency Initial _____(CCAI Representative

2. **Duties of the Adoptive Family:** During the adoption journey we, the **Adoptive Family**, agree to:

- Provide CCAI with the needed documents and participate in the home study visits and process.
- Discuss with our social worker realistic expectations of the Ukraine adoption process as well as expectations regarding the physical and developmental conditions of our future adopted child(ren).
- Submit the necessary forms and documents to the USCIS in a timely manner according to USCIS regulations and CCAI's instructions.
- Work with CCAI to ensure that our USCIS approval form approves our family for the age, gender, and medical needs of the child(ren) we are open to accepting.
- Where applicable, complete additional Older Child (age 5+), Out of Birth Order, and Adopting Multiple Children adoption preparation requirements
- Compile our adoption dossier for submission to Ukraine within nine months of submission of this Service Agreement. CCAI reserves the right to close our file and/or charge an additional dossier service fee if we do not complete the dossier process in the specified time frame, following a 30-day written notification.
- Notify CCAI within five business days of any changes in our personal or family situation including but not limited to job change, change of address, change of telephone numbers/email address, separation, divorce, pregnancy, placement of foster or adopted child(ren), efforts to adopt a child through any person or entity other than CCAI, changes to household members/family composition, significant changes in physical or mental health status, significant change in financial status, criminal or neglect charges brought against any member of the household, complaint made to or by any child protection agency or investigation relating to allegations of child abuse or neglect, or any other significant events that materially impacts our family's ability to be considered for a child placement.
- Comply with the 10 hours of adoption parent training required under the UAA , Ukraine and CCAI and also complete online testing to confirm training completion prior to home study approval. Additionally, complete 12 hours of CCAI's required live face- to- face Zoom training prior to adoption finalization.
- Stay informed about current match and travel timelines and other important information by reading all agency- issued information including CCAI's newsletters, informational memos, website updates, etc.
- Prior to adoption finalization, complete Child Specific Training Assessment Packet and participate in child-specific training with a CCAI social service employee.
- Comply with the post adoption requirements of the NSSU and our state.
 - Register our child within 30 days of arrival in the United States at the Ukraine Embassy/Consulate that has jurisdiction for our State
 - Submit to Ukraine annual self-reports during the first three years following the adoption and once every three years thereafter, until the child's 18th birthday.
 - If only one parent completed the adoption, start the re-adoption process in our state within 6 months.
 - After re-adoption in our state, apply for US citizenship for our child.
- Comply with the post adoption reporting requirements of CCAI and the State of _____ including: 6-month post adoption report from the adoptive family's social worker
- In the event of dissolution, take sole responsibility and assume all costs associated with services related to the dissolution and subsequent placement of the child.
- Obtain a Certificate of US Citizenship for the adoptive child as soon as the child is eligible.
- At all times treat CCAI employees, contractors/FSPs, and volunteers, and the personnel of cooperating agencies, with respect, refraining for communicating with such persons in any manner that is threatening or abusive.

By initialing below, we acknowledge and agree that we have read and understand the above Duties of the Adoptive Family.

Adoptive Family Initials _____

3. Adoptive Family's Acknowledgment of Other Providers' Respective Duties:

A. We acknowledge and understand that USCIS, National Visa Center (NVC) and U.S. Consulate (in Kiev, Ukraine), **U.S. Government Authorities**, are responsible for:

- Receiving our initial USCIS filing and inviting us to be fingerprinted.
- Reviewing all our USCIS documents, including the home study, and issuing the Approved Form I-600A which allows us to adopt an orphan from Ukraine.
- Issuing our I-600 approval after we submit our matched child information; issuing our adopted Ukraine child's visa to enter the United States through the US Consulate in Kiev, Ukraine, at the end of our final adoption trip.

B. We acknowledge and understand that the **NSSU** is responsible for:

- Setting the standards for qualified adopters and dossier requirements for Ukraine adoptions.
- In conjunction with CCAI and the FSP, performing the Hague-identified adoption service of "Identifying a child for adoption and arranging an adoption."
- Receiving, reviewing and accepting our dossier documents.
- Issuing an appointment for purposes of a child match
- Matching us with a child in person at the NSSU office in Ukraine, based on their requirements, USCIS approval, adoption petition, dossier documents, and our home study approval.

C. We acknowledge and understand that the **Regional Children's Services and the NSSU** are responsible for:

- Performing the Hague-identified adoption service of "Performing a background study on a child and reporting on such a study" as well as ensuring accuracy and completeness of such information.
- Performing the Hague-identified adoption service of "Securing the necessary consent to termination of parental rights and to adoption"
- In Conjunction with CCAI, performing the Hague-identified adoption service of "Making non-judicial determinations of the best interests of a child and the appropriateness of an adoptive placement for the child"
- At such time that a prospective child referral becomes available, transmitting to the Adoptive Family in person in Ukraine, all of the medical and background information available from the NSSU and Regional Children's Services (including photos, medical records, and videos, if any); however, CCAI cannot guarantee or verify the accuracy and completeness of the information contained in a child's adoption file, as this information is compiled and provided by the Regional Children's Services legally placing the child for adoption.

By initialing below, we acknowledge and agree that we have read and understand that the above duties of other Providers known as the **U.S. Government Authorities, NSSU and the Regional Children's Services** are outside of the control of CCAI.

Adoptive Family Initials _____

D. In the event of potential dissolution (relinquishing a child at any point after adoption finalization in Ukraine), CCAI will:

- Inform the Adoptive Family of the legal process in our state
- Provide counseling services and support during the decision process
- In the event of actual dissolution, provide referrals to professional services
- Where possible, assist in locating an appropriate domestic placement for the child

By initialing below, we acknowledge and agree that we have read and understand the services to be provided by CCAI in the event of adoption dissolution.

Adoptive Family Initials _____

4. Additional Adoptive Family Acknowledgements and Hold Harmless Statements:

A. We, the Adoptive Family, have selected CCAI as our inter-country adoption agency and understand that the goal of our relationship is to have a legally adoptable Ukrainian child placed with our family. We understand that there are certain risks involved in international adoption and such a placement is not guaranteed. While CCAI will assist us with the entire adoption process, some unpredictable problems and/or events which are beyond CCAI's control may nevertheless occur. These unpredictable problems and/or events include but are not limited to: sudden changes in the adoption requirements or policies promulgated by the Ukraine or U.S. governments and changes in international relations between Ukraine and the U.S. CCAI makes no warranty, either express or implied, and CCAI is not responsible for the long-term outcome of the adoption. We acknowledge that ultimate success or failure of the adoption process may depend on factors beyond the control of CCAI and/or the Adoptive Family, and any failure of the adoption process is not necessarily caused by fault or breach of CCAI or the Adoptive Family.

Adoptive Family Initials _____

B. In addition, a child may be placed with us with physical, mental, behavioral, social and/or emotional problems, minor or major, and/or a history of trauma or physical, emotional and/or sexual abuse, that have remained partially or totally undiagnosed/undisclosed and which were unknown to CCAI. We acknowledge that CCAI is not and cannot be responsible for such conditions or problems. We further acknowledge that CCAI's inability to provide all child information which may eventually be obtained by the Adoptive Family does not indicate any fault or negligence on the part of CCAI. We release CCAI and hold CCAI harmless from any and all responsibility or liability for any type of injury, harm, damage, or loss in any way relating to or arising out of the physical, psychological, or emotional condition, or medical, psychological, historical, or other records, data, or information of any child assigned to, placed with, or adopted by us, regardless of when such injury, harm, damage, or loss is known or discovered.

Adoptive Family Initials _____

C. We further understand that CCAI does not and cannot guarantee or verify, and makes no warranty or representation, express or implied, concerning the accuracy and completeness of the information contained in a child's adoption file, as this information is compiled and provided by the Regional Children's Services legally placing the child for adoption. Translation of foreign-language documents may be inaccurate. We acknowledge that it is possible that the Regional Children's Services may not be aware of medical, developmental, or behavioral issues of a child; may overlook or fail to note signs or symptoms or to provide a child's relevant history; may unknowingly or carelessly provide erroneous information; may not be able to provide information or observations about medical, developmental, or behavioral issues that become apparent only after the child's placement with the Adoptive Family; and/or may not be aware of aspects of a child's history that have not been disclosed prior to placement (and may be disclosed by the child only after placement). We understand that CCAI has no authority or permission to conduct direct or indirect independent Regional Children's Services investigation or information verification. We therefore agree to hold harmless and release CCAI from all liability relating to the accuracy or completeness of our child's adoption file.

Adoptive Family Initials _____

D. We understand that CCAI's listing of any cooperating agency or vendor does not constitute an endorsement by CCAI of that agency or any warranty by CCAI of such agency's services. We further understand other governmental and/or private agencies' service quality and refund policy is out of CCAI's control, and we will not hold CCAI accountable should we have any complaint against those agencies. Those agencies include, but are not limited to, IAAME, USCIS, Secretary of State, State Departments, Ukraine and American Consulates/Embassies, hospitals, doctors, and local Ukraine authorities, travel agencies, and Regional

Children's Services and the NSSU, etc. We further understand that the fees charged by such entities are out of CCAI control, and we will not hold CCAI liable for such cost or refund.

Adoptive Family Initials _____

- E. We, the Adoptive Family, have read the "Basic Steps and Timeline" document which was sent to us with the Information Packet. We understand that the estimated timelines are not guaranteed and are subject to change during our adoption process depending on factors such as the speed of dossier preparation, how quickly the USCIS processes our application, the acceptance of our dossier in the Ukraine by the NSSU, the current child match, political and international events, and other unforeseen circumstances. We acknowledge that we are solely responsible for keeping track of expiration dates and for ensuring that USCIS approval and other required documents are current. CCAI makes no warranty as to the time it may take to complete the adoption.

Adoptive Family Initials _____

- F. We further understand that the timeframe in which we may be invited to Ukraine to review child files is not guaranteed and is directly affected by the availability of children in correlation to our openness to age, gender and medical condition(s).

Adoptive Family Initials _____

- G. We acknowledge and understand that pregnancy/birth/additional adoptive placement of a child in my/our family may delay or even halt the current adoption process, depending on the timing and the requirements of Ukraine. We understand our responsibility to notify CCAI within 5 business days of such a change to our/my family status and to discuss the situation with the Program Coordinator. CCAI reserves the right to place our adoption case "on hold," which may include withdrawing our dossier/home study from consideration by foreign agencies/officials and/or withdrawing any pending referral, as applicable/required by Ukraine.

Adoptive Family Initials _____

- H. We understand that all correspondence from CCAI, including but not limited to phone calls, emails, text messages, agency agreements/statements, informational/instructional packets, and the copyrighted Dossier Guide are intended for the sole use of my/our CCAI adoption. We agree not to post such information on any social media platform or transmit this information to any other individuals and/or agencies. CCAI reserves the right to close my/our adoption file if this agreement is breached.

Adoptive Family Initials _____

- I. We understand that if we do not accept a child referral at the NSSU at our first appointment, we may request another appoint to view additional child files. We further understand that after 3 appointments we have not accepted a child referral, our dossier will be returned to us by the NSSU and our adoption registration closed.

Adoptive Family Initials _____

- J. We understand that CCAI reserves the right and we therefore grant CCAI perpetual permission to communicate with our social worker at any point in our adoption process. Should the social worker or CCAI determine that psychological evaluation of the adoptive parent(s), an updated assessment of our family's suitability and preparation to adopt a child, and/or additional counseling for the adoptive parent(s), is necessary, or in CCAI's sole discretion should a notable change in our home, behavioral, financial or employment conditions occur at any time in the adoption process or circumstances otherwise warrant the same, we agree to undergo such evaluation, update, or counseling at our own expense, within 30 days of notification of such a request. Should we fail to facilitate CCAI's receipt of the requested information and/or an unfavorable report is determined, we understand that CCAI will close our adoption file.

Adoptive Family Initials _____

- K. By signing this Service Agreement each spouse authorizes CCAI to disclose to and discuss with the other spouse any confidential information CCAI may learn or obtain concerning either spouse. Each spouse hereby

releases CCAI from all legal responsibility or liability that may arise from the release of information authorized herein. Each spouse acknowledges that the information to be released may include confidential information which could not be released without this specific consent, including information that is specific to adoption counseling, family planning, marital history, criminal history, child abuse, employment, drug, alcohol or psychiatric treatment, and/or HIV testing and diagnosis, etc.

Adoptive Family Initials _____

- L. We acknowledge that CCAI cannot guarantee that we will be accepted or qualify as adoptive parent(s) in Ukraine. CCAI shall not be liable if, for any reason other than intentional or reckless conduct by CCAI, we fail to be accepted or qualify as adoptive parent(s). Should at any point in our adoption process we cease to qualify for Ukrainian adoption according to the Ukrainian Adoption Law, current Ukraine government policies and practices, and/or US immigration laws, as may be amended from time to time, and even subsequent to our initial application, we understand that the Ukrainian government may return our dossier and CCAI may close our adoption file.

Adoptive Family Initials _____

- M. We acknowledge that under the Hague Convention, an adoption in Ukraine is considered final after registration in the local province. From such time our child will be afforded the same rights as if he/she had been born to us. We further understand that should our child require any services following adoption finalization, including but not limited to medical treatment/testing, psychological and/or psychiatric services/counseling/therapy, private education/academic support, etc., the procurement and cost of such services is our family's sole responsibility.

Adoptive Family Initials _____

- N. While most intercountry adoptions are historically "closed," in that birth families may be unknown or uninvolved in the adoption process and contact information is not typically exchanged between birth and adoptive families, we acknowledge that the advent of DNA testing and more widespread access to and global use of the internet has resulted in the possibility that a birth family member could conceivably locate an adoptee and/or adoptive family in future. CCAI will never share the Adoptive Family's information with an outside party without written permission; however CCAI has no control over the actions of a foreign Central/Adoption Authority, orphanage/Regional Children's Services, court, or other local authority.

Adoptive Family Initials _____

- O. We understand that the U.S. Department of Health and Human Services (HHS)/Centers for Disease Control and Prevention (CDC) regulations and U.S. immigration law require that adopted children (and all other immigrants) receive certain vaccinations before they can be granted an immigrant visa to enter the U.S. Where possible, this includes a vaccination for COVID-19, unless it is "not routinely available" in the child's country of origin, not "age-appropriate," and/or "not medically appropriate."

Adoptive Family Initials _____

- P. We agree to hold CCAI, including CCAI staff in the United States and CCAI representatives in Ukraine (FSP) harmless for any loss, damage, delay, or detention for the failure to perform any obligation under this agreement if such delay or failure results directly or indirectly from circumstances beyond the control of CCAI. Recognizing that the adoptions contemplated by this agreement are international adoptions involving governments of two countries, including all of the various local governments and governmental and/or private agencies, such circumstances shall include, but shall not be limited to: acts of God, acts of war, acts of terrorism, civil commotion, riots, strikes, acts of either government in a sovereign or contractual capacity, any delayed, changed, or missed flights, lost passports and/or other adoption/legal documents, lost luggage, accidents, fire, flood, earthquake, or other natural catastrophes, pandemics or other outbreak of disease, disruptions or relinquishment of adoption as a result of either parent's refusal to proceed with adoption or a

child's refusal to proceed with adoption, delays caused by the U.S. Consulate's system or process, or by any other cause that is unavoidable or beyond CCAI's control. Therefore, CCAI is not legally or financially responsible or liable for any of the above circumstances.

Adoptive Family Initials _____

5. Miscellaneous.

- A. Severability and Interpretation. If any provision in this Service Agreement is determined to be invalid, or unenforceable, the remaining provisions will remain valid and enforceable insofar as the primary purpose of this Agreement is not frustrated. The Service Agreement will not be construed against the drafting party.
- B. Survival. Terms of this Service Agreement that by their sense and context are intended to survive the termination of the Service Agreement will survive.
- C. Execution. The Service Agreement may be executed by facsimile copy and/or in any number of counterparts, all of which together will constitute one agreement.
- D. Automatic Termination. After execution by both parties, this Service Agreement shall terminate automatically, and without written notice, upon the completion of all post adoption reporting requirements by CCAI.
- E. Mediation. The parties to this Service Agreement agree to attempt in good faith to resolve any unresolved dispute, claim, or controversy via mediation. As used in this Agreement "mediation" shall mean a facilitated process in which the parties attempt to resolve the dispute or claim by submitting it to an impartial, professional neutral mediator who is authorized to facilitate resolution of the dispute but who is not empowered to impose any decision, judgement, suggestion, or settlement on the parties. The mediation process shall include at least one session in which the parties are in the same room and are able to directly address and listen to one another.
- F. Mediators. Any mediation required under this agreement shall be conducted by an experienced attorney or judicial office in Arapahoe County, Colorado, who is mutually agreeable to the parties. In the event the parties cannot agree on a mediator, each party will select a mediator and the two mediators will select a third mediator who is not associated or affiliated with either mediator; the third mediator shall act as mediator in the dispute or claim. Mediation will proceed under all policies and procedures of the mediator. The fees associated with mediation will be divided 50/50 between CCAI and the Adoptive Family.
- G. Limitation of Liability. Any liability of CCAI or its employees or agents, for any claim arising out of or relating to this agreement, including but not limited to claims arising out of alleged or actual negligence of CCAI or its employees or agents, shall be limited to the total amount of fees paid by the Adoptive Family to CCAI.

Both CCAI and the Adoptive Family sign this Service Agreement with the full understanding of their respective responsibilities as set forth above, as well as the responsibilities of other Providers known as the Home Study Agency, U.S. government authorities, the NSSU and local Ukraine authorities, who are not a party to this Service Agreement. The Adoptive Family acknowledges that it has had a full and complete opportunity to review this document, ask any questions, and to independently investigate to the extent necessary.

IN WITNESS WHEREOF, the Parties intending to be legally bound have executed this CCAI Service Agreement as of the Date noted below.

Husband's Printed Name Initials Husband's Signature Date

Wife's Printed Name Initials Wife's Signature Date

This document has been subscribed and affirmed before me in the County of _____

State of _____, this _____ day of _____, 20 _____. My Commission Expires: ____/____/20____

(Notary's Signature)

Agency Representative Name

Signature & Date

Note: This eight -page document is not valid unless all pages are initialed, signed, notarized and returned to CCAI. Any changes to this document will automatically void this agreement. The Service Agreement must be accompanied by the Fee Policy/Agreement.

Revision 08/2023

SAMPLE

CCAI Ukraine Fee Policy/Agreement

For Families in Florida, Georgia, Texas & Wyoming

CCAI is a non-profit 501c (3) charitable organization. Our focus and passion is on placing children in forever families. The purpose of this Fee Policy/Agreement is to outline all CCAI fees to adoptive families throughout the adoption process, our refund policies, and the consequences of non-payment. Your signature below signifies you understand and agree with these policies.

Please note that, in accordance with State and Federal law, as well as our own, strict ethical standards, CCAI does not accept any money or considerations to be received as payment for a child or inducement to release a child. Adoptive families are paying CCAI and other adoption service providers for services; families are not “paying for children.”

1. CCAI Program Fees

Because families will receive CCAI services over a period of many months during the adoption process, CCAI divides its program fees into two payments - collecting fees only when the family is ready to receive services at each phase.

Payment	What Services the Fee Covers	Due
First Program Fee of \$6,150	Adoption Orientation, Adoption Assessment/Home Study/Clinical Support, Background Check, USCIS (I-600A) Filing, Dossier Assistance/Review, Domestic Communication, Ukraine, UAA, and CCAI Required Adoption & Parent Training, Accrediting Entity Monitoring & Oversight Coordination, and Administration	After application approval
Second Program Fee of \$4,850	Child Match Preparation, Ukraine Adoption Trip Planning, International Communication, Child-Specific Training Consultation & Clinical Support, USCIS Monitoring, Post Adoption Consultation & Clinical Support, Accrediting Entity Monitoring & Oversight Coordination, and Administration	Due with Submission of Dossier
Refundable Citizenship Deposit of \$500	Refunded upon CCAI's receipt of a photocopy of your child's Adoption Decree, Birth Certificate, Certificate of Citizenship, 6-month post adoption social worker report and copy of 1 year post adoption report, submitted to the Ukraine Consulate. NOTE: If only one parent travels to Ukraine to complete the adoption, your child will arrive home on an IR-4 visa and will only receive a Permanent Resident Card, NOT US citizenship. After re-adoption, adoptive parents must apply for a Certificate of Citizenship through USCIS.	Due with Invitation to Travel First Trip

2. Payments, File Closure, Refunds, Reductions, or Changes

- A. All fees must be paid in full when they are due.
- B. Adoptive families are entitled to request for their adoption file to be closed at any time during the adoption process by submitting a written request/Close Letter, signed by both parents.
- C. Refund Policy and Schedule:
 - CCAI First Program Fee: 50% refundable within 30 calendar days, 30% refundable within 60 calendar days, and 0% refundable after 60 calendar days of receipt of full payment.
 - CCAI Second Program Fee: 50% refundable within 30 calendar days, 30% refundable within 60 calendar days, and 0% refundable after 60 calendar days of receipt of full payment.
 - Requests for a refund must be made in writing or via email and are dated as of acknowledged receipt by a CCAI representative. You may request that all or part of your refund be donated to the Children's Charity Fund. A tax-exempt letter will be provided. 90 days following closure of your file, all unclaimed refunds will be transferred to the Children's Charity Fund and a tax-exempt letter will be provided.

- D. The amount of your CCAI program fees will not change throughout your adoption. However, if during the adoption process you require a home study addendum, update or other home study services, move to a different state or country, amended Fee and Service Agreement(s) may be required, possibly including additional service fees and/or deposits. Should additional adoptive or post adoptive services be required by NSSU (National Social Service of Ukraine), additional fees and or deposit may be required. CCAI is not responsible for other non-CCAI service related adoption fees/costs that may change/fluctuate while the adoptive family is in process.
- E. CCAI is not responsible for adoption related fees and costs paid to other governmental and/or private agencies, such as IAAME (Intercountry Adoption Accreditation and Maintenance Entity), USCIS (US Citizenship and Immigration Services), NSSU, US and Ukraine Consulates, State Department, travel agencies, etc.

Initials _____

3. Consequences of Non-Payment

After notices at 30 and 60 days, if payment of the first fee is not received within 90 days of application approval, and no other written payment arrangements are accepted by CCAI, CCAI will close the adoptive family's file. Adoptive families should inform CCAI if they may not be able to make timely payments, as an alternative payment plan may be possible due to unforeseen circumstances not existing at the time of the application approval.

Initials _____

4. Expenses Necessary to Complete Your Adoption

Your initials below indicate that you have reviewed CCAI's estimated "Adoption Expense Chronology" (below) and are aware of the expenses necessary to complete your Ukraine adoption.

Expense	Amount	Pay To	Due
Application Fee	\$250 – Check/ACH	CCAI	App Submission
First Program Fee (includes Home Study)	\$6,150 – Check/ACH	CCAI	After App Approval
IAAME Monitoring & Oversight Fee (per child)	\$850 – Check/ACH	CCAI (forwarded to IAAME)	After App Approval (Additional IAAME fee due at time of referral for each additional child)
USCIS Filing & Fingerprinting	\$775 plus \$85 per adult for fingerprinting – Check/Money Order	USCIS	When filing I600a with USCIS
Dossier Preparation	Approx. \$350 – Check/Money Order	Secretary of State(s)	As preparing Dossier
Second Program Fee	\$4,850– Check/ACH	CCAI	Dossier submission to CCAI
In-Country Fee (3 separate payments); additional fees will apply if adopting more than one child	\$9,090 - \$12,090** (depending on facilitator used) – Check (wiring fee included)	CCAI (wired to Ukraine)	Dossier submission to CCAI
			First Trip
			Second Trip (Court)
Refundable Citizenship/ Validation Deposit	\$500 – Check/ACH	CCAI	First Trip Travel Invitation
US Domestic & International Airfare (3 trips)	\$1,300-\$1,800 per adult/per trip (economy) + Approx. \$1,000 child ticket (one-way) – Credit Card	A travel agency/airline of your choice	Approximately 10-14 days prior to departure

In-Ukraine Travel & Meals/Accommodations (total for all 3 trips, estimated 25 days)	\$2,285 - \$6,000 per couple adopting one child	Apartment Rental/ Transportation/ Restaurants/Etc.	In Ukraine
Child Passport	\$100 - \$150	Local Ukraine Agency	In Ukraine
Child Physical Exam	\$215	Embassy-Approved Doctor	In Ukraine
Ukraine Assistant (total for all 3 trips, estimated 14 days)	Estimated \$700 total (average \$50 per day)	Ukraine Assistant	In Ukraine
Child U.S. Entry Visa	\$325 – Cash	U.S. Consulate Kiev, Ukraine	In Ukraine
Orphanage fee	\$1,000 – Cash	Ukraine Orphanage	In Ukraine
Court Validation Fee	Varies by state/county	Your County Court	After U.S. return
State Birth Certificate	Varies by state	State Vital Statistics Office	After U.S. return
Certificate of Citizenship (where only one parent travels to complete adoption)	\$1,170 – Check/Credit Card	USCIS	After US Adoption
TOTAL ESTIMATE: \$35,910 - \$45,675 for a couple adopting one child, 3 trips (not including Certificate of Citizenship cost (if IR-4 Visa) and citizenship/validation deposit)			

** In-country fees are subject to an additional 1%-6% Ukraine bank fee, depending on facilitator's financial institution.

NOTE: If only one parent travels to Ukraine to complete the adoption, your child will arrive home on an IR-4 visa and will only receive a Permanent Resident Card, NOT US citizenship. After re-adoption, adoptive parents must apply for a Certificate of Citizenship through USCIS.

Initials _____

We have read the CCAI Fee Policy/Agreement carefully and understand that it is our responsibility to pay all fees on time in order to receive child placement services from CCAI. We understand that while CCAI's fees will NOT change throughout our adoption, (unless additional adoptive or post adoptive services are required by the NSSU, non-CCAI fees/costs may change/fluctuate while we are in process. We further understand that non-CCAI fees/costs paid throughout this adoption are our responsibility and are not refundable through CCAI should we discontinue the adoption.

We understand that this Fee Policy/Agreement must be signed, notarized, and returned to CCAI along with the signed/notarized Service Agreement, 1st Program Fee and IAAME fee (payable via ACH bank transfer, check or money order, or wire transfer).

We understand that signing this agreement indicates that we acknowledge and agree to pay the fees and costs of our adoption through CCAI.

Husband's Printed Name:

Husband's Signature

Date

Wife's Printed Name:

Wife's Signature

Date

This document has been subscribed and affirmed before me in the County of _____,
State of _____, this _____ day of _____, 20____. My Commission Expires:
____/____/____. Notary's Signature: _____

Note: This document is not valid unless all pages are initialed/signed and returned to CCAI. The Fee Policy/ Agreement must be accompanied by the Service Agreement.