

CCAI Belize Adoption Fee Policy/Agreement For Families in Colorado

CCAI is a non-profit 501c (3) charitable organization. Our focus and our passion is on placing children in loving 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.” Additionally, no part of CCAI program fees will be used to fund programs or services that do not pertain to your adoption.

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 \$6,650	Adoption Orientation & Consultation, Child Abuse/Background Check, Adoption Assessment/Home Study, Dossier Assistance/Review, USCIS Filing, Domestic Communication, State- & Hague-Required Adoption and Parent Training, Child-Specific Training Consultation & Clinical Support, Accrediting Entity Monitoring & Oversight Coordination, Administration	After application approval
Second Program Fee \$3,550	Child Match Preparation & Coordination, Belize Adoption Travel Training, USCIS & Article 5 Hague Processing, International Communication, Accrediting Entity Monitoring & Oversight Coordination, Administration	At dossier submission to CCAI
Third Program Fee \$5,440	Post Placement Report Service/Submission, Post Placement Support & Consultation, Post Adoption Report Service/Submission, Post Adoption Support & Consultation, Administration	Prior to submission of the I-800 to USCIS
Refundable Citizenship Deposit \$200	Refunded upon CCAI's receipt of a copy of child's Certificate of Citizenship	Prior to submission of the I-800 to USCIS
Refundable Post Placement Deposit of \$500	Refunded when all post placement requirements are satisfactorily completed and CCAI receives all adoption finalization documentation	Prior to submission of the I-800 to USCIS

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, signed by both parents.
- C. Refund Policy and Schedule:
 CCAI 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.
 * 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 move to a different state or country, amended Fee and Service agreements may be required, possibly including additional service fees and/or deposits. Should additional adoptive, post placement, or post adoptive services be required, 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, USCIS, Belizean Department of Human Services or other authorities, Belizean orphanage, US 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 have been made; 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.

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 Belize adoption.

Key	Category	Expense	Amount	Pay to	Due
	B	Application Fee	\$300 – Personal Check/ACH Withdrawal	CCAI	App Submission
1	H	IAAME Monitoring & Oversight Fee*	\$850 per child – Check/ACH Withdrawal	CCAI (forwarded to IAAME)	After App Approval
2	H	Child Abuse Record Search	\$30 per person 17+ – Check	CDHS	After App Approval
3	H	CBI/FBI Fingerprinting	\$54.50 per person 17+ – Money Order/Credit Card	Colorado Bureau of Investigation	After App Approval
	B	1st Program Fee (includes home study)	\$6,650 – Check/ACH Withdrawal	CCAI	After App Approval
	A	<i>Home Study Fee (INCLUDED in 1st Program Fee above)</i>	<i>(\$2,200)</i>	<i>CCAI</i>	<i>After App Approval</i>
4	C	1 st In-Country Fee*	\$2,030 (wiring fee included) – Check/ACH Withdrawal	CCAI (wire to Belize)	After App Approval
5	H	Lutheran Family Services Rocky Mountains (CO State Contractor)	\$300 - Check	LFSRM via CCAI	When home study is approved by CCAI
6	H	USCIS Filing & Fingerprinting	\$775 plus \$85 per adult in the home – Check/Money Order	US Department of Homeland Security	When home study is completed
7	E	Dossier Preparation	Approx. \$250 – Check/Money Order	Secretary of State(s)	As preparing Dossier
	B	2nd Program Fee	\$3,550 – Check/ACH Withdrawal	CCAI	Submission of Dossier to CCAI
	B	3rd Program Fee* (includes post adoption service)	\$5,440 – Check/ACH Withdrawal	CCAI	Prior to filing I-800
	G	<i>Post Adoption Fee (INCLUDED in 3rd Program Fee above)</i>	<i>(\$3,440)</i>	<i>CCAI</i>	<i>Prior to filing I-800</i>
	B	Citizenship Deposit	\$200 - Check	CCAI	Prior to filing I-800

	B	Post Placement Deposit	\$500 - Check	CCAI	Prior to filing I-800
8	C	2nd In-Country Fee*	\$2,030 (wiring fee included) – Check/ ACH Withdrawal	CCAI (wire to Belize)	When Provisional Adoption Order is granted
9	I	US Domestic & International Airfare	\$500 - \$800 by coach per adult plus child's one way ticket – Credit Card	A travel agency or airline of your choice	Approximately 4 weeks prior to departure
10	I	Room & Board (approx. 2 week stay)	Approx. \$1,500 - \$3,500 (\$100-\$250 per night accommodations) plus food \$100 - \$150/day) – Cash, Credit Card	Hotel(s), Restaurant(s)	In Belize
11	C	U.S. Embassy Medical Exam	\$155 – Cash, Credit Card	Clinic	In Belize City, Belize
12	C	Child U.S. Entry Visa	\$325 – Cash, Credit Card	US Embassy in Belmopan	In Belmopan, Belize
13	H	Court Finalization Fee	\$167 – Cash, Credit Card	Local County Court	After U.S. return
14	H	State Birth Certificate	\$37.75 – Cash, Credit Card	CO Vital Statistics Office	After U.S. return
15	H	Certificate of Citizenship	\$1,170 – Check, credit card	U.S. Department of Homeland Security	After adoption finalization

**TOTAL ESTIMATE: \$28,770 – \$32,370 for a couple adopting one child
(not including refundable deposits)**

A. Home study	\$2,200	D. Care of the child	\$0	G. Post-adoption reports	\$3,440
B. Adoption expenses in the United States	\$10,300	E. Translation and document expenses	\$250	H. Third party fees	\$3,640
C. Foreign country program expenses	\$4,540	F. Contributions	\$0	I. Travel and accommodation expenses	\$4,400-\$8,000

* Additional IAAME Monitoring & Oversight Fee, In-Country Fees, CCAI Fees, and child-specific in-country fees will apply for multiple placements, plus additional travel costs.

Adoption timelines are variable. Due to unpredictable wait times, you may need to re-file your immigration application, which includes a new I-800A form or Supplement 3, re-fingerprinting, and a home study update, along with translation/processing service fees to submit to DHS. The overall cost for each re-filing can be an additional \$800 - \$2,500.

The "Total" above does not include the refundable \$200 citizenship validation deposit or \$500 Post Placement deposit.

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, post placement, or post adoptive services are required by Belize), 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

Wife's Printed Name

Husband's Signature

Wife's Signature

Date

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 four-page document is not valid unless both pages are initialed/signed and returned to CCAI.

Rev. 1/2024 IS

SAMPLE

CCAI Belize Service Agreement

Colorado Families

This CCAI Service Agreement effective as of the date last signed (“Effective Date) is entered into between CCAI and _____ and _____, a married couple [or a single woman], (hereafter collectively [individually] referred to as the “Adoptive Family” or “We” “you” “your” “our” “us” and, sometimes individually as “I” “my”) (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**. 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: <ul style="list-style-type: none"> ▪ When the Department of Human Services (DHS), Belize’s Central Authority, has removed a child from the birth family due to abuse/neglect/etc., a temporary court order is issued to place the child in emergency care. If reunification is not possible, DHS subsequently applies for and obtains legal custody over the child through the Family/Magistrate Court. ▪ DHS determines the adoptability of a child based on their records of whether they have legal custody over the child. ▪ A potential Adoptive Family may become aware of a specific child via travel to Belize, or DHS may propose a child referral based on the Adoptive Family’s characteristic preferences. 	Commences at DHS’s discretion (unrelated to the specific Adoptive Family’s adoption process timeline); may be prior to or after Adoptive Family initiates adoption
		Arranging an adoption: <ul style="list-style-type: none"> ▪ CCAI US employees and local Belize attorney (CCAI’s Foreign Supervised Provider, Melissa Balderamos Mahler) provide services as outlined in the Service Agreement, in conjunction with: ▪ DHS issues formal referral, processes and approves adoption dossier for submission to the High Court of Belize, and ▪ The High Court of Belize issues provisional adoption order and 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	<ul style="list-style-type: none"> ▪ Parental rights are terminated by any Court (Family, Magistrate or High) by granting the same to DHS, or by the written consents signed by the birth parent(s) and filed in the adoption proceedings. ▪ FSP will prepare consents, while execution of consents varies by case; may be executed independently in the presence of a Commissioner of the High Court, or a third party (often the child’s temporary caregiver) assists in arranging the same, or if required the FSP may assist in attending and ensuring the execution of consent. 	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: DHS compiles background information for a child’s adoption file for submission to the High Court of Belize .	Prior to child becoming legally available for adoption
		Home study on prospective adoptive parent(s): CCAI social service employee or contract worker (a “supervised provider” under Hague)	Prior to dossier submission to DHS
4	Making non-judicial determinations of the best interests of a child and the appropriateness of an	CCAI US employees via the home study and Child-Specific Training, with approval of DHS via child referral, and by review and approval of the adoption dossier for submission to the High Court of Belize	At such time a potential referral becomes available from DHS (variable)

	adoptive placement for the child		
5	Monitoring a case after a child has been placed with prospective adoptive parents until final adoption	High Court of Belize and CCAI Child Placement Supervisor	One year duration following provisional adoption order
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	High Court of Belize , CCAI employees, CCAI FSP , DHS , and the legal guardian adoptive parents jointly assume responsibility to develop and execute a plan to safely return the child to Belize and transfer legal guardianship/custody to DHS . If adoptive parents cannot/will not provide interim childcare, CCAI employees will seek respite care either with extended family members of the legal guardians, through a State-licensed foster care home, or other suitable respite provider agreed upon by CCAI and DHS. Responsibility for making an alternative placement rests solely with DHS .	At such time this service becomes necessary, within one year duration following provisional adoption order

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, complete the home study process, compile the dossier, prepare for child match and travel, fill out United States Citizenship and Immigration Services (USCIS) paperwork, complete post placement requirements, and access information regarding current paperwork processing and travel timelines.
- Via its Foreign Supervised Provider (FSP), assist in performing the Hague-identified adoption service of "Securing the necessary consent to termination of parental rights and to adoption," by preparing legal consent documents (execution of consent varies by case).
- 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 service contract worker (an "exempted provider" under Hague) or social service employee and will meet the requirements of the State of Colorado, the USCIS, and Belize.
- Guide the Adoptive Family through USCIS requirements, including reporting any changes to the USCIS office.
- Provide information and services to the Adoptive Family regarding Colorado pre-adoption requirements.
- Provide the Adoptive Family with at least 24 hours of adoption and parent training as required by the State of Colorado.
- In conjunction with relevant foreign authorities including DHS and (where applicable) the orphanage via CCAI's in-Belize Foreign Supervised Provider, perform the Hague-identified adoption service of "Arranging an adoption." CCAI will act as the Adoptive Family's liaison to the FSP and (where applicable) to the orphanage between/amongst dossier submission, child match acceptance letter, and post placement reports submission.
- In conjunction with DHS, 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." At such time that a prospective child referral becomes available, CCAI will transmit to the Adoptive Family all of the medical and background information available from DHS (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 DHS, the provider legally placing the child for adoption.
- Request additional/updated information on the Adoptive Family's matched child from DHS and forward when/if available.
- Review the Adoptive Family's completed dossier, prepare and send it to Belize.
- In conjunction with the High Court of Belize, perform the Hague-identified adoption service of "Monitoring a case after a child has been placed with prospective adoptive parents until final adoption."

- Provide quarterly post placement report services in compliance with the requirements of Belize and the State of Colorado.
- Provide ongoing post placement/adoption support services to the Adoptive Family if challenging issues arise during post placement/adoption, including referrals, counseling resources, support, and/or coordination with the social worker.
- 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 I/we, the **Adoptive Family**, agree to:

- Provide CCAI with the needed documents and participate in the home study visits and process.
- Discuss with my/our social worker realistic expectations of the Belize adoption process as well as expectations regarding the physical and developmental conditions of my/our future adopted child.
- Submit the necessary USCIS forms and documents to CCAI in a timely manner according to USCIS regulations and CCAI's instructions.
- Work with CCAI to ensure that my/our USCIS approval form approves my/our family for the age, gender, and medical needs of the child I/we have accepted or are open to accept.
- Compile my/our adoption dossier for submission to Belize.
- Comply with the 24 hours of state-required adoption and parent training, prior to official child match acceptance letter, as well as Child-Specific Training following our acceptance of an official child match.
- Stay informed about current process and travel timelines and other important information by reading all agency-issued information including CCAI's emails, informational memos, website updates, etc.
- At such time that a prospective child referral becomes available, seek out medical consultation (at my/our own cost) to the extent I/we believe necessary in the process of deciding to adopt a particular child.
- Notify my/our social worker as soon as I/we have been selected by DHS to receive a child referral and provide a copy of our matched child's adoption file to my/our social worker.
- Compose, sign, and return my/our written acceptance letter to CCAI in a timely fashion. Should I/we fail to communicate my/our decision regarding my/our child referral, DHS may withdraw my/our referral and close my/our file, and CCAI reserves the right to close my/our adoption file.
- Where applicable, complete additional Older Child (age 5+) and/or Adopting Multiple Children and/or Adopting Out of Birth Order adoption preparation requirements.
- Sign the Adoption Placement Agreement and Adoption Travel Release before travel to Belize.
- Finalize our adoption with the knowledge that according to Hague Convention regulations, to which the Belizean government abides, no relinquishment, rejection, or re-match shall be permitted following adoption finalization.
- Report to my/our CCAI local representative ANY concerns about our child, physically, mentally, or emotionally, during the initial period in Belize BEFORE we proceed to the provisional adoption order.
- Report to CCAI ANY concerns about our child, physically, mentally, or emotionally, during the post placement period.
- Obtain a Certificate of US Citizenship for the adoptive child as soon as the child is eligible.
- Comply with the post placement requirements of Belize and the State of Colorado. Post placement reports with photos and applicable supporting documentation are required quarterly for one year following the provisional adoption order for Belize, and additional monthly visits for the State of Colorado.
- Notify CCAI within five business days of any changes in my/our personal or family situation including but not limited to job change, change of address, change of telephone numbers/email address, marriage, separation, divorce, pregnancy, placement of foster or adopted child, 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 my/our family's ability to be considered for a child placement.
- In the event of disruption (relinquishing a child at any point between issuance of provisional adoption order and adoption finalization in Belize), provide appropriate care to the child, transport the child back to Belize, and accompany the child to Belize until the child is returned to DHS's custody. Assume all financial responsibility for transfer of custody in an emergency or in the case of impending disruption, for care of the child, and for costs associated with returning the child to Belize and transferring guardianship back to DHS.

- In the event of dissolution (relinquishing a child at any point after adoption finalization in Belize), take the sole responsibility and assume all costs associated with services related to the dissolution and subsequent placement of the child.
- At all times treat CCAI employees, contractors, 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, I/we acknowledge and agree that I/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. I/We acknowledge and understand that the USCIS, National Visa Center (NVC) and the US Embassy (in Belmopan, Belize), **U.S. government authorities**, are responsible for:

- Receiving my/our initial USCIS filing and inviting us to be fingerprinted.
- Reviewing all my/our USCIS documents, including the home study, and issuing the Approved Form I-800A which allows me/us to adopt an orphan child from Belize.
- Issuing I-800 approval after I/we submit my/our matched child's information.
- Collecting my/our adoptive child's referral documents, USCIS I-800 approval, NVC approval and my/our DS- 260, through the US Embassy in Belmopan acting as the US Central Authority.
- Assessing our family's and our matched child's adoption documents and issuing our Hague adoption's Article 5 following receipt of the NVC approval and our DS-260 filing.
- Issuing my/our adopted Belizean child's visa to enter the United States through the US Embassy in Belmopan, Belize, near the end of my/our adoption trip.

B. I/We acknowledge and understand that Belize's Central Authority (DHS) and the High Court of Belize, **local Belizean authorities**, are responsible for:

- Setting the standards for qualified adopters and dossier requirements for Belizean adoptions.
- Performing the Hague-identified adoption services of "Identifying a child for adoption," and in conjunction with CCAI and CCAI's FSP, "Arranging an adoption."
- In conjunction with CCAI's FSP, performing the Hague-identified adoption service of "securing the necessary consent to termination of parental rights and to adoption."
- 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.
- 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."
- Gathering, verifying, approving, and transmitting the entirety of adoptable children's information to CCAI via its FSP.
- Receiving, reviewing, and approving my/our dossier documents and selecting my/our family to be matched with a particular child based on these documents.
- Inviting us to travel to Belize to adopt our pre-matched child.
- In conjunction with CCAI's Child Placement Supervisor, performing the Hague- identified adoption service of "Monitoring a case after a child has been placed with prospective adoptive parents until final adoption."
- In conjunction with CCAI and its FSP, jointly assume responsibility to perform the Hague-identified adoption service of "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."
- In the event of disruption, assume legal responsibility (High Court of Belize) for transfer of custody in an emergency or in the case of impending disruption, and assume responsibility for making an alternative placement (DHS).

By initialing below, I/we acknowledge and agree that I/we have read and understand that the above duties of other Providers known as the **U.S. government authorities and local Belizean authorities** are outside of the control of CCAI.

Adoptive Family Initials _____

4. In the event of potential disruption (relinquishing a child between issuance of provisional adoption order and adoption finalization), **CCAI** will:

- Together with the High Court of Belize, FSP, DHS, and the legal guardian Adoptive Family, jointly assume responsibility to perform the Hague-identified adoption service of "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.”

- Communicate with its FSP to arrange for and coordinate the child’s return to Belize.
- Via its FSP, communicate with the High Court of Belize and DHS to arrange for the child’s legal guardianship to be transferred back to DHS.
- If Adoptive Family cannot/will not provide interim childcare, seek respite care either with extended family members of the legal guardians, through a State-licensed foster care home, or other suitable respite provider agreed upon by CCAI and DHS.
- Notify the US Department of State via electronic mail of the disruption.
- Provide counseling services, referrals, and support during the disruption process.

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

- Inform the Adoptive Family of the legal process in Colorado
- 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
- Offer State-required relinquishment counseling (additional fee)

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

Adoptive Family Initials _____

6. Additional Adoptive Family Acknowledgements and Hold Harmless Statements:

A. I/We, the Adoptive Family, have selected CCAI as my/our intercountry adoption agency and understand that the goal of our relationship is to have a legally adoptable abandoned/orphaned Belizean child placed with my/our family. We understand that there are certain risks involved in intercountry adoption and such a placement is not guaranteed. While CCAI will attempt to provide me/us with all available information about the prospective adoptive child made available by DHS and assist me/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 Belizean or US governments and changes in international relations between Belize and the US. CCAI makes no warranty, either express or implied, and CCAI is not responsible for the long-term outcome of the adoption. I/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. I/We acknowledge that CCAI is not and cannot be responsible for such conditions or problems. I/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. I/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 me/us, regardless of when such injury, harm, damage, or loss is known or discovered.

Adoptive Family Initials _____

C. I/We understand that CCAI will transmit to me/us all of the medical and background information received from DHS at such time a potential child referral becomes available (including photos, medical records, and videos, if any). CCAI staff are not medical professionals and do not assess or evaluate children’s adoption files, thus it is my/our responsibility as the Adoptive Family to seek out medical consultation to the extent I/we believe necessary in the process of deciding to adopt a particular child. Any costs associated with an independent medical consultation service are my/our voluntary investment in the adoption process. I/We further understand that CCAI 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 DHS, the provider legally placing the child for adoption. I/We acknowledge that it is possible that DHS 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). I/We understand that CCAI has no authority or permission to conduct direct or indirect independent investigation or information verification. I/We acknowledge that the only parties with which CCAI may communicate in terms of a child's medical/social information, care, and/or history of abuse when suspected, is DHS, the Belizean Central Authority, and the child's third-party caregiver. I/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. I/We further understand that CCAI will make good faith efforts to obtain additional and/or updated information on my/ matched child, but I/we acknowledge that such information is not guaranteed. Receipt and timeliness of additional and/or updated information is dependent on DHS and as such is beyond the control of CCAI.

Adoptive Family Initials _____

E. I/We, the Adoptive Family, have read the "Basic Steps and Timeline" document which was sent to me/us with the Information Packet. I/We understand that estimated timelines are not guaranteed and are subject to change during my/our adoption process depending on factors such as the speed of dossier preparation, how quickly the USCIS processes my/our application, how quickly the National Visa Center and the U.S. Consulate process my/our documents, political and international events, and other unforeseen circumstances. I/We acknowledge that I am/we are solely responsible for keeping track of expiration dates and for ensuring that USCIS approval and other required documents are current. I/We further understand that the timeframe in which I/we may receive an official child referral is not guaranteed and is directly affected by the availability of children in correlation to age, gender and medical condition(s) I/we would consider, as well as DHS's decision for match of any particular child available. CCAI makes no warranty as to the time it may take to complete the adoption.

Adoptive Family Initials _____

F. I/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. I/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 _____

G. I/We understand that, upon its completion, I/we have the opportunity to read and review my/our home study, excluding the confidential reference section, at the CCAI office.

Adoptive Family Initials _____

H. I/We understand that CCAI reserves the right, and I/we therefore grant CCAI perpetual permission, to communicate with my/our social worker and/or home study provider at any point in my/our adoption process, including the post adoption period. Should the social worker, home study provider or CCAI determine that psychological evaluation of the adoptive parent(s), an updated assessment of my/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 my/our home, behavioral, financial or employment conditions occur at any time in the adoption process or circumstances otherwise warrant the same, I/we agree to undergo such evaluation, update, or counseling at my/our own expense, within 30 days of notification of such a request. Should I/we fail to facilitate CCAI's receipt of the requested information and/or an unfavorable report is determined, I/we understand that CCAI will close my/our adoption file.

Adoptive Family Initials _____

I. I/We acknowledge that CCAI reserves the right to revoke or modify any home study approval or consent if, any time prior to adoption finalization, CCAI receives or obtains information that leads it to believe that a child's placement with the Adoptive Family would not be in the child's best interests.

Adoptive Family Initials _____

J. I/We acknowledge that even if we express written intent to adopt a specific child prior to dossier submission and should our dossier for ANY reason fail to be submitted to Belize prior to DHS's final deadline OR another adoptive family with a complete dossier approaches DHS for the same child, DHS may release the child to be matched with

another adoptive family. CCAI reserves the right to close my/our file and/or charge an additional dossier service fee if I/we do not complete the dossier process within nine months of submission of this Service Agreement, following a 30-day written notification.

Adoptive Family Initials _____

K. I/We understand that CCAI's listing of any particular cooperating agency or vendor does not constitute an endorsement by CCAI of that agency or any warranty by CCAI of such agency's services. I/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 I/we have any complaint against those agencies. Those agencies include, but are not limited to, IAAME, USCIS, Secretary of State, State Departments, Belizean and American Consulates/Embassies, courier services, travel agencies, hospitals, doctors, local Belizean authorities, DHS, and any orphanage. I/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 _____

L. If the Adoptive Family is a married couple, 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.

Adoptive Family Initials _____

M. I/We acknowledge that CCAI cannot guarantee that I/we will be accepted or qualify as adoptive parent(s) in Belize. CCAI shall not be liable if, for any reason other than intentional or reckless conduct by CCAI, I/we fail to be accepted or qualify as adoptive parent(s). Furthermore, should at any point in my/our adoption process I/we cease to qualify for Belize adoption according to current Belizean government and DHS policies and practices, and/or U.S. immigration laws, as may be amended from time to time, and even subsequent to my/our initial application, I/we understand that the USCIS may reject my/our I-800A, DHS may return my/our dossier, and CCAI may close my/our adoption file.

Adoptive Family Initials _____

N. We/I 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 Belize. We/I understand my/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/my adoption case "on hold," which may include withdrawing our/my dossier/home study from consideration by foreign agencies/officials and/or withdrawing any pending referral, as applicable/required by Belize.

Adoptive Family Initials _____

O. I/We acknowledge that that under the Hague Convention, an adoption in Belize is considered final after approval by the local Belizean court. From such time my/our child will be afforded the same rights as if he/she had been born to me/us. We further understand that should my/our child require any services following adoption finalization and placement, 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 my/our family's sole responsibility.

Adoptive Family Initials _____

P. I/We agree to hold CCAI, including CCAI staff in the United States 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 _____

7. 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.

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.

C. 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.

D. 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.

E. 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.

F. 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 well as the responsibilities of other Providers known as U.S. government authorities, the Belizean Department of Human Services (DHS), any orphanage, and local Belizean 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. **This Service Agreement** must be accompanied by the Fee Policy/Agreement.