



HOLSTON UNITED METHODIST  
HOME FOR CHILDREN

**Adoption Service Fee Agreement -Philippines Adoption Program**

This contract is made on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, between Holston United Methodist Home for Children and \_\_\_\_\_.

Holston United Methodist Home for Children (HUMH) is a non-profit child placement agency that works directly with Inter-Country Adoption Board (ICAB) of the Philippines. The fees involved to complete an adoption through this program include:

**Primary Program Fees and Services**

Service	Fee	Description
Application Fee	\$500.00	Due with application. This fee includes \$150 <i>eAdopt</i> fee for online software file management and notifications
Hague Monitoring and Oversight Fee	\$500.00 per child # of children expected _____	Due upon acceptance into program with contract/service plan for primary services; this fee covers a mandatory fee which will be paid to the agency’s accrediting entity, IAAME. If seeking to adopt more than one child, fee increases \$500 per child. Non-refundable.
Program Fee	\$3,500.00	Prior to sending dossier to ICAB. Includes ICAB application fee of \$200.
Placement Fee	\$7,500 (Relative) \$8,500 (traditional program- one child) +\$1,000 (for siblings) Total _____	Due at acceptance of match. Includes \$2,000-\$3,000 ICAB program fee and \$1,000 child caring agency fee (not charged for relative applicants). The ICAB program fee portion is nonrefundable.
<b>Total Primary Program fees</b>	<b>\$ _____</b>	

### Home Study and Post Placement Fees and Services

	Service	Fee	Description
<input type="checkbox"/>	Home Study	\$1,925	Due upon acceptance into program/beginning home study for families in local TN service area <i>OR see supervised provider fee (Typically \$1,500-\$3,000)</i>
<input type="checkbox"/>	Home Study Update	\$600	Due upon home study update appointment for families in local TN service area <i>OR see supervised provider fee</i>
<input type="checkbox"/>	Post Placement Supervision	\$275 per report Total _____	Total amount due prior to initial post adoption report visit. 3-4 Post Placement visits and reports are required. 4th report typically only required for <i>Special Home Finding</i> placements. <i>See supervised provider fee if applicable</i>
<input type="checkbox"/>	Home Study Review and Post Placement Support	\$700	<i>ONLY for non-local families being served by a supervised agency.</i> Due upon contract/initiation of home study services with supervised provider in your state.
Total Home Study & Post Placement Fees	\$ _____		

### Third Party Fees

Third party service	Fee	When fees are due and party responsible for service/payment	
Pre-Travel Fees (Child's Philippine passport, Visa Medical exam and Visa Interview for child)	Covers passport and visa document costs and appointment travel costs; Averages around \$600-\$1100 per child	When requested by (ICAB) upon match and request for fee	Payable to Holston Home. Holston pays the fee directly to the child caring agency upon sending the ICAB processing fee.
Medical Examination and Psychological Evaluation	Determined by provider (\$500+ average)	During home study	Medical and psychologist provider or insurance, if applicable
Pre-Adoption Education and Training (10+ hours)	\$150	During home study	Payable to training education provider such as Adoption Learning Partners
Passport	\$100 per each person/ Renewal is \$75.00 Delivery is \$14.85	At application	United States Department of State
Other document fees for applicant birth certificates, marriage license, notary services	\$20-\$100	As needed	Varies depending on document, number requested, state/court providing the document
Travel and Accommodations	\$4,000- \$10,000 variable due to airline and accommodation choices and number in party traveling (Current average round trip cost \$1,400)	At time of scheduling of services	Airline and accommodation chosen
Attorney and Court Fee for Finalization	Typically between \$400-\$2,000	At finalization or prior	Attorney and/or Court
I-800A Filing with USCIS	\$775 plus \$85 fee for biometrics is required for the applicant, spouse, if any, and each person 18 years of age or older who is living with the applicant(s). In some cases, a second extension fee of \$385 is required.	At time of filing, immediately upon receiving home study	USCIS
Certificate of Citizenship (N-600) <i>*Not required but strongly recommended</i>	\$1,170 per child	After adoption finalization	USCIS

Program and Placement Fees cover the agency's costs to facilitate your adoption with agency and government officials (US and Philippine), including, but not limited to: personnel costs, administrative overhead, operational costs, staff training and education, communications, supervision of home study agency (when applicable), postage, and publications costs, insurance, and state and accrediting entity licensing and accreditation related costs. Program and placement fees also cover all Philippine program fees due to ICAB, including ICAB's application fee (\$200), placement fee (for one child \$2,000, two or more children \$3,000) and child caring agency fee (\$1,000) which is provided to the child's agency to support their care of the child.

All the fees are non-refundable and due in advance of service.

If services are terminated or a family withdraws from the program, a partial refund will be considered. Administration fees will be withheld along with other costs for services and administrative oversight. All refunds will be processed within 60 days of the withdrawal/closure of the adoption file. Refunds of placement fees (if an applicant withdraws from the program after accepting a match and prior to travel) are considered on a case by case basis and based on the services already provided and availability of ICAB fee refunds.

To ensure proper credit to your adoption fees, please make all checks payable to Holston United Methodist Home for Children & note "Adoption" in the memo field (Tina Brobeck, Director of Accounting, PO Box 188, Greeneville, TN 37744). There is a returned check charge of \$50 for each returned check.

There is a 3.5% convenience fee for paying by credit or debit card. Please inform your Adoption Specialist if you would like to receive a secure online link to pay your services fees by card.

If you have not paid outstanding fees for the above services that you have received, you are responsible for all collection costs, including: attorney fees, court costs, and collection fees.

### **Home Study Updates**

A home study update(s) will likely be required during your adoption process. For Tennessee residents, your home study may need to be current (approved or updated within the last 12 months) at the time of your adoption finalization.

The Home Study is also required to be updated prior to expiration of your USCIS I-800-A and submitted with your extension request on your I-800A. I-800A extensions are required at least every 15 months until achieving placement of a child and a home study update is required to be submitted with each extension. Some adoption processes require more than one home study update.

If a significant change occurs in your household prior to your travel to the Philippines, you must submit an updated home study to USCIS. Significant changes include circumstances such as marital status change, residence or financial change, new household members, etc.

**Agreement**

I/We have read the Philippine Adoption Fee Agreement carefully and understand that it is my/our responsibility to pay all the fees on time to receive child placement from HUMH. I/We agree to the purchase of services indicated and at the established rates as noted herein. I/We understand the Refund Policy which indicates that funds for services that have not been rendered or begun will be refunded by check within 60 days of the request. All fees are to be via check, money order made payable to Holston United Methodist Home for Children or by card payment service. We understand the policy of ICAB to seek any communication or updates on the case through Holston United Methodist Home for Children.

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Applicant's Name(s) (Please Print)

Applicant's Name(s) (Please Print)

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Applicant's Address (Please Print)

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Applicant Signature

Date

Applicant Signature

Date

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Agency Representative Signature

Date

**RELEASE FROM LIABILITY**

Philippine Adoption Services Contract \_\_\_\_\_ Family

Client understands and agrees that Holston Home for Children is under no obligation to make positive reports with respect to the results of its investigation/home study/supervision; and, in fact, client understands and agrees that Holston Home reports could be negative in nature and could form the basis for dismissal of an application, or a Petition for Adoption and/or denial of an adoption by the court.

As such, Client hereby releases and forever discharges Holston Home, its officers, directors, employees, attorneys, and agents from any and all claims, causes of action, or claims for relief or liability of any nature whatsoever arising, or which may arise, as a result of the activities engaged in to fulfill its obligation herein or under Virginia law or Tennessee law or as a result of the reports or contents of the reports which are made to the Court or other third parties.

Client's sole remedy shall be the right to terminate this contract with Holston Home, but Client will remain liable for all work done by Holston Home up to the point of termination. This release from liability shall be considered a portion of the consideration received by Holston Home in return for fulfilling its obligations under a Contract.

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Applicant Signature                      Date                                      Applicant Signature                      Date

**ADOPTION RIGHTS AND GRIEVANCES PROCEDURE**

All prospective adoptive families have the right to express his/her grievance(s) with regard to the agency's practices, personnel, or policies. Per Hague standards and regulations, the following grievance procedures are provided to all applicants for services at the time of application and to persons served at the initiation of a grievance. There will be no retaliation against any person filing a grievance.

In the event of a misunderstanding or complaint during the course of your home study or any other adoption or post-adoption service being provided by Holston United Methodist Home for Children (HUMH) or any provider providing services under the supervision of HUMH, the following grievance procedure should be followed. This procedure applies to prospective adoptive parents and to children who may have concerns about their adoptive placement, the agency's compliance with the Convention, the IAA, or its regulations. This procedure shall be discussed with the prospective adoptive parents (and the adopted child if age appropriate when the child becomes available) and must be signed at the time of contracting for services by the prospective adoptive parents. They must be given a copy of the contract with the procedure on it and a copy of the grievance form at the time of contracting. All adoption grievances submitted and the resulting action at any and all steps of the procedure will be made available to the Department of State and to the Council on Accreditation upon request. HUMH will provide a list of complaints to the Accrediting Entity (IAAME) and to the department of State every six months.

#### STEP 1

Discuss the concern with the Adoption Specialist. Often, discussing the concern with the Adoption Specialist results in an agreeable resolution. If the Director of Adoptions is serving in the role of Adoption Specialist, discuss the concern with the Director of Adoptions.

#### STEP 2

If the complainant(s) is/are unable to talk with their Adoption Specialist or if the problem is not resolved, they are encouraged to write a summary of their concern or complaint and submit it to the Director of Adoption. The Director will schedule a meeting with the complainant(s) and the assigned Adoption Specialist to attempt to resolve the issue. The complainant(s) will receive a written response to this meeting within three working days of the meeting with the Director of Adoptions. A copy of the written complaint will be forwarded to the Director of Best Practices for tracking. If the Director of Adoptions is serving as the Adoption Specialist, and the concern or complaint has already been discussed with them, then follow STEP 3.

Director of Adoption contact information: Trista Herren, Adoption Director:

Email: [tristaherren@holstonhome.org](mailto:tristaherren@holstonhome.org) Address: P.O. Box 5532 Johnson City, TN 37602

#### STEP 3

If the complainant(s) are not satisfied with the resolution by the Director of Adoptions; the grievance, along with the written response to the previous meeting, will be submitted to the Administrator of Family Services. The Complainant(s) will receive a written response within three working days.

#### STEP 4

If the complainant(s) are not satisfied with the resolution by the Administrator of Family Services, the grievance and the other written responses will be submitted to the Vice President of Program Services. The complainant(s) will receive a written response within three working days.

#### Step 5

If the complainant(s) are not satisfied with the resolution by the Vice President of Program Services, your grievance and all previous written responses will be submitted to the CEO/President for final resolution. The complainant(s) will receive a written response within three working days.

#### Step 6

At the point of resolution, a summary will be submitted to the Director of Best Practices for tracking.

A Hague Convention on Intercountry Adoptions Complaint Registry is also available for any prospective adoptive family that has any concerns or complains regarding the ethical standards, professional practices, and principles of the Hague Adoption Convention, the Intercountry Adoption Act (IAA), the Universal Accreditation Act (UAA), and their implementing regulations regarding the services of Holston United Methodist Home, or the family's placing agency, The US central authority, US Department of State, maintains the complaint registry at: <https://adoptionusca.state.gov/HCRWeb/Welcome>

The agency will provide to the Accrediting Entity and the State Department the following information on a semi-annual basis or upon request:

1. A summary of the complaints
2. The agency's response to the complaint
3. Any discernible patterns with the complaints
4. Any changes the agency has made or plans to make in response to the complaints.

At no point may the agency or any person take any action to discourage a client or prospective client from, or retaliate against a client or prospective client for: making a complaint; expressing a grievance; providing information in writing or interviews to the Complaint Registry on the agency or person's performance; or questioning the conduct of or expressing an opinion about the performance of an agency or person. This grievance procedure has been discussed with me and I have been given a copy of it.

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Applicant Signature

Date

Applicant Signature

Date