CCAi Bulgaria Service Agreement

This service agreement was entered into and between CCAI and __________________________ (hereafter referred to as the “Adoptive Family” for the purpose of ensuring mutual understanding between CCAI and the Adoptive Family.

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 involved in your adoption process as outlined in the following Service Plan:

<table>
<thead>
<tr>
<th>Adoption Service</th>
<th>Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identifying a child for adoption and arranging an adoption</td>
<td>The Ministry of Justice (MOJ), Bulgaria’s Central Authority</td>
</tr>
<tr>
<td>2. Securing the necessary consent to termination of parental rights and to adoption</td>
<td>Regional Social Assistance Directorate and the MOJ</td>
</tr>
<tr>
<td>3. Performing a background study on a child or a home study on prospective adoptive parent(s), and reporting on such a study</td>
<td>Background study on a child: Provided by the Regional Social Assistance Directorate to the Bulgarian Central Authority, the MOJ, which provides it to the prospective adoptive parents. Home study on prospective adoptive parent(s): The Adoptive Family’s chosen accredited home study agency (considered an exempt provider under Hague)</td>
</tr>
<tr>
<td>4. Making non-judicial determinations of the best interests of a child and the appropriateness of an adoptive placement for the child</td>
<td>The MOJ</td>
</tr>
<tr>
<td>5. Monitoring a case after a child has been placed with prospective adoptive parents until final adoption</td>
<td>n/a</td>
</tr>
<tr>
<td>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.</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td>The orphanage or Regional Social Assistance Directorate maintains the child’s guardianship until the finalization of the adoption.</td>
</tr>
</tbody>
</table>

Based on the information in your 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, choose a home study agency, compile the dossier, prepare for child match and travel, provide guidance for completing all United States Citizenship and Immigration Services (USCIS) paperwork, complete post adoption requirements, and access information regarding current match and travel timelines.
- Review and approve the home study prepared by the home study agency based on the USCIS and Bulgaria’s MOJ.
- Provide the Adoptive Family with at least 12 hours of adoption and parent training as required under the Hague Convention and MOJ.
- Review the Adoptive Family’s completed dossier and prepare it to be sent to the in-country facilitator.
- Act as the Adoptive Family’s liaison to the in-country facilitator between dossier submission and child match, referral acceptance and post adoption reports submission
- In the event of potential dissolution (relinquishing a child at any point after adoption finalization in Bulgaria), provide counseling service and support, and in the event of dissolution, provide referral services.

Agency Initial____________________(CCAi Representative)
During our adoption journey we, the Adoptive Family, agree to:
- Select a licensed, non-profit, Hague accredited home study agency within the CCAI exempt provider network.
- Provide our home study agency with the needed documents and participate in the home study visits and process.
- 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 we have accepted or are open to.
- Compile our adoption dossier for submission to Bulgaria within six 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.
- Comply with the post adoption requirements of Bulgaria and our state.
- Notify CCAI upon any changes in our personal or family situation including job change, change of address, marriage, separation, divorce, pregnancy, placement of foster or adopted child(ren), significant changes in physical or mental health status, significant change in financial status, criminal or neglect charges, or any other significant events that materially impacts our family’s ability to be considered for a child placement.
- Discuss with our social worker realistic expectations of the Bulgaria adoption process as well as expectations regarding the physical and developmental conditions of our future adopted child.
- Comply with the 12 hours of adoption parent training required under the Hague Convention and MOJ and complete the online testing to confirm training completion prior to traveling first trip.
- 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.
- Sign the Adoption Placement Agreement and the Statement of Understanding for Post Adoption Reports before first trip to Bulgaria.

Adoptive Family Initials

We acknowledge and understand that our non-profit, Hague accredited home study agency is responsible for:
- Performing 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 exempt provider under Hague) and will meet the requirements of our state, the USCIS, and the Bulgaria MOJ.
- Providing information and services to us regarding pre-adoption requirements of our state.
- Provide post adoption support to us and our adopted Bulgaria child in compliance with the Bulgarian MOJ requirements.

We acknowledge and understand that the USCIS is 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-800A which allows us to adopt an orphan from Bulgaria.

Issuing our I-800 approval after we submit our matched child information: issuing our adopted Bulgaria child’s visa to enter the United States through the US Consulate in Sofia, Bulgaria, at the end of our adoption trip.

We acknowledge and understand that the Bulgarian MOJ is responsible for:
- Setting the standards for qualified adopters and dossier requirements for Bulgaria adoptions.
- Receiving and reviewing our dossier documents.
- Performing the Hague-identified adoption service of “Identifying a child for adoption and arranging an adoption.”
- 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 “Making non-judicial determinations of the best interests of a child and the appropriateness of an adoptive placement for the child.”
- Matching us with a child based on their requirements, our adoption petition, and our home study approval.

We acknowledge and understand that the Regional Social Assistance Directorate is responsible for:
- Performing the Hague-identified adoption service of “Performing a background study on a child and reporting on such a study.”
- Performing the Hague-identified adoption service of “Securing the necessary consent to termination of parental rights and to adoption.”

We, the Adoptive Family, understand the responsibilities of our local home study agency, the USCIS, the Regional Social Assistance Directorate and the Ministry of Justice of Bulgaria are outside of the control of CCAI.

Adoptive Family Initials
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 timeframe referred to may change during our adoption process depending on factors such as the speed of dossier preparation, how quickly the USCIS processes our application, the current child match, political and international events, and other unforeseen circumstances.

Adoptive Family Initials

Should at any point in our adoption process we cease to qualify for Bulgarian adoption according to the Bulgarian Adoption Law, current Bulgaria 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 Bulgarian government may return our dossier and CCAI may close our adoption file.

Adoptive Family Initials

We understand the information provided in the CCAI’s Bulgaria Adoption Dossier Guide is intended for the sole use of our CCAI adoption. We agree not to transmit this information to any other individuals.

Adoptive Family Initials

We, the Adoptive Family, have selected CCAI as our intercountry adoption agency and understand that the goal of our relationship is to have an abandoned Bulgarian child placed with our family. We understand that there are certain risks involved in intercountry adoption. While CCAI will attempt to provide us with all available information about the prospective adoptive child and 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 Bulgarian or US governments and changes in international relations between Bulgaria and the US. In addition, a child may be placed with us with physical and/or emotional problems, minor or major, such as malnutrition and developmental delays, that have remained partially or totally undiagnosed and which were unknown to CCAI.

Adoptive Family Initials

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, USCIS, our home study agency, Secretary of State, State Departments, Bulgaria & American Consulates, travel agencies, the Regional Social Assistance Directorate and the Bulgaria Ministry of Justice.

Adoptive Family Initials

Both CCAI and the Adoptive Family sign this agreement with the full understanding of our responsibilities, as well as the responsibilities of our local home study agency, the USCIS, the Regional Social Assistance Directorate and the Bulgaria Ministry of Justice. The Adoptive Family has had a full and complete opportunity to review this document, ask any questions, and to independently investigate to the extent necessary.

Husband’s Printed Name ___________________________ Wife’s Printed Name ___________________________

Husband’s Signature ___________________________ Wife’s Signature ___________________________

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 three-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.

Rev. 07/2015 OS
CCAI Bulgaria Adoption Fee Policy Outline/Agreement

CCAI is a non-profit 501c (3) charitable organization. Our focus and our 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.” Additionally, no part of your CCAI 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.

<table>
<thead>
<tr>
<th>Payment</th>
<th>What Services The Fee Covers</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Program Fee – $3,900</td>
<td>Adoption Orientation &amp; Consultation, Home Study Agency Coordination &amp; Supervision, Home Study Consultation &amp; Review, Domestic Communication, USCIS Monitoring, Administration, Hague Adoption &amp; Parent Training (12 hours)</td>
<td>After application approval</td>
</tr>
<tr>
<td>Second Program Fee – $2,700</td>
<td>Child Match Preparation &amp; Coordination, Parent Preparation &amp; Bulgaria Adoption Trip Training, USCIS I-800 Filing Assistance &amp; Hague Processing, International Communication, &amp; Post Adoption Support</td>
<td>Due with Submission of Dossier</td>
</tr>
<tr>
<td>Refundable Post Adoption Deposit - $1000</td>
<td>To be refunded to the family when all post adoption requirements are satisfactorily completed.</td>
<td>At referral acceptance</td>
</tr>
</tbody>
</table>

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 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 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 or post adoptive services
be required by the SDA, 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 USCIS, Ministry of Justice, US and Bulgaria Consulates, State Department, travel agencies, etc.

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.

4. Non-CCAI Fees/Costs (Please refer to “Adoption Expense & Chronology” for details)

A. Your child abuse clearance report, police clearance report, ﬁngerprints, and ﬁling I-600A to USCIS.
B. Certiﬁcation/authentication of your dossier by the Secretary of State(s) and by the Bulgaria Embassy(s)/consulate(s).
C. Your passport(s) and visa(s).
D. Your international travel and accommodations.
E. In-Country fees that include dossier processing, child match, and adoption ﬁnalization and notarization.
F. Your child’s passport and visa, physical examination, and international travel for him/her to enter the USA.

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, 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 have included the CCAI program fee of $3,900 by check or money order made payable to CCAI.

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 & Date __________________________ Wife’s Signature & Date __________________________

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