



Family Connections Christian Adoptions

A non-profit full-service adoption agency for waiting children ♥ Adoption Lic.# 500318113 ♥
www.fcadoptions.org

ADDENDUM TO ADOPTION SERVICES AGREEMENT

California Waiting Child (Fos-Adopt) Resource Family Approval (RFA) Program

This Addendum is an essential component of the Adoption Services Agreement between Family Connections Christian Adoptions (“FCCA”) and type names here (“Resource Family”, “RF”, or “Family.” FCCA’s duty to provide services is contingent upon Family’s signature on the Adoption Services Agreement and this Addendum, as well as payment of all fees, and compliance with all program terms.

Fee Payment Schedule

Installment #1 Due with Application: - \$ 100
Installment #2 Due at Intake: - \$ 500 + fingerprint fees + arrest record processing fee (if appl.)
Installment #3 Due before SW is assigned: - \$ 900 + all other applicable fees.

SERVICE DESCRIPTIONS AND FEES:

(NOTE: Due to state and federal funding, some -- but not all -- fees are waived. Please carefully read the following).

Resource Family Assessment Services: \$1500.00. This fee is for a full resource family assessment (aka “home study”) and a written report. Child search and referral services are included at no charge if the assessment is approved and Family qualifies for RFA certification.

Post-Placement Services: Fees Waived. To comply with state law, FCCA will supervise the placement; make monthly in-home visits (along with the county social worker) during the pre-adoptive placement period; complete one in-home visit after adoptive placement; and provide written visit reports to the placing county.

Finalization Services: Services Fees Waived; Estimated Birth Certificate + e-filing fee is \$25. Unless completed by the placing county, FCCA will complete the court report, prepare and file in pro per California finalization documents, and set a hearing date for Family to appear *in pro per*.

Mileage/Travel, Translators, Express Delivery Fees, Expedite for Emergencies: \$50-\$750 approx. Mileage is not included with any other service fees. Mileage will be charged at the current IRS rate for all travel by agency staff on Family’s behalf prior to assessment approval; all mileage fees after approval will be waived. Family agrees to pay any third-party service fees upon billing by FCCA.

Background Clearances: Approx. \$64 per person. Every adult residing in the home must submit fingerprints for background clearances and a signed authorization for out-of-state clearances, if applicable. Because the reporting agency bills FCCA for each clearance submitted, refunds for fingerprint fees are issued only if Family returns unused fingerprint forms to FCCA. FCCA will also request the DMV printout directly from the Department of Motor Vehicles.

Fingerprint Scanning Fees: \$10-\$50 per form. Also known as the “rolling fee,” each Live Scan vendor requires Family to pay a per-form fee directly to that vendor at the time scanning service is rendered.

Processing of Arrest Records, Child Abuse Reports, Addendum, Update, or Rewrite: \$100 – \$500. This fee will vary with the level of service provided.

Reactivation Fee: \$200. With agency approval, inactive applicants may return to active status no later than twelve months after original application. Previously submitted documents may need to be resubmitted to comply with laws and regulations.

PERSONAL RIGHTS AND CORPORAL PUNISHMENT: California law prohibits violation of the personal rights of any foster child, including any corporal punishment of any foster child. This includes spanking, hitting, swatting, slapping, pinching, shaking, pulling ears, pulling hair, pushing, biting, washing a child’s mouth out with soap, forced exercise, denying food, denying any of the bodily functions such as bathroom use or sleeping, locking a child in a room, employing behavioral restraints (such as devices to confine a person to a bed, chair, or any object), or depriving a child of the use of arms, hands or feet. The proper use of high chair restraints, car seats, and seat belts is acceptable and expected in order to comply with the law.

Violation of a foster child’s personal rights, or violation the law against corporal punishment of foster children, can result in the revocation of Family’s approval/certification, and possibly a permanent record on the Child Abuse Index. This record would negatively affect Family’s ability to qualify for employment, a day care license, an RF approval/certification, and other activities requiring a background clearance or contact with children. FCCA social workers are required to document and report any incidents of corporal punishment to foster children. If the punishment rises to the level of leaving marks or causing any injury, no matter how slight, FCCA must also report this as suspected child abuse.

FCCA requires all applicants to the California Waiting Child Program to refrain from all corporal punishment of children in the home. This requirement will continue throughout the assessment process and any placement, until court finalization has occurred. If Family cannot commit to this policy throughout the adoption process, FCCA may be unable to work with Family. Family acknowledges that this policy has been fully explained, and Family agrees to abide by this policy as a condition of receiving services from FCCA.

FOS-ADOPT RISK ACKNOWLEDGEMENT: Most children in the California Waiting Child program are not legally freed for adoption at the time they are placed with Family. Thus, Family’s home must be certified, and Family must comply with all state regulations during the placement. Family accepts and understands the legal risk that, at any time before finalization, the child may be returned to the birth family or moved to another resource family home at the discretion of the placing county or court. Family understands that FCCA has no legal authority to contest the removal of a child from Family’s home, and that Family shall be solely responsible for hiring legal counsel at Family’s sole expense should Family believe that is in their best interests.

CHILD SEARCH AGREEMENT: _____ (Initials)
Family is aware that the definition of a “waiting child” changes over time, varies by office location, and depends on many factors outside of FCCA’s control. Family’s initials on this paragraph indicate that Family has requested FCCA to complete an assessment and provide child search services from the CA Waiting Child Program, even though the child desired by Family is not a “waiting child” as defined by FCCA. If a match has not been made within six months after assessment approval, Family understands that although the file will remain open, FCCA will no longer conduct any child search services for Family, unless Family agrees to consider “waiting children” as defined by FCCA. Family may also elect to keep the file open and hire an outside professional to conduct child search at Family’s sole expense.

SERVICE PLAN FOR CA-WAITING CHILD (Fos-Adopt) RFA PROGRAM

Child desired: # of children: _____ Gender(s): _____ Age range: _____

Acceptable special needs: _____

Identified child: ___ No ___ Yes, name/relation/DOB: _____

Placing County (when known): _____

EXPEDITE APPROVED AND FEE PAID: ___ No ___ Yes

1. INITIAL CONTACT *(completed by Administrative Assistant, Branch Manager, or Social Worker):* Provide information about FCCA’s history programs, processes, and fees. Send written information via email or US Mail, as requested by prospective adoptive family (RF). Follow up as needed to discern interest, assist with paperwork, or answer additional questions. RF normally receives an application after attending Info Session, but may receive it sooner if Info Session is waived (e.g., adoption of identified child).

Type of contact (check all that apply): ___ telephone ___ email ___ website inquiry ___ drop-in visit ___ attend Info Session

DATE COMPLETED: _____ Staff Initials _____

2. ADOPTION PREPARATION CLASS 1 AND PANEL *(Completed by class trainers and volunteers):* These sessions provide more in-depth information about programs, processes, and fees, through group meetings and exercises designed to assist family with selecting the right program, determining family strengths, and matching with correct type of child. Panel volunteers share real-life adoption stories, with Q&A time for RFs. After completion of these sessions, RFs who wish to proceed may sign up for an Intake Interview.

AP COMPLETED: _____ PANEL COMPLETED: _____ Staff Initials _____

3. INTAKE INTERVIEW *(Completed by Branch Manager or Social Worker):* RF meets with Intake Interviewer to determine whether FCCA and RF can work together on an adoption plan. Interviewer explores all issues disclosed by RF’s paperwork submitted to date. If FCCA and RF agree to work together, RF signs the Adoption Services Agreement and Addendum, and receives additional paperwork to complete and turn in.

DATE COMPLETED: _____ Staff Initials _____

4. ADOPTION PREPARATION CLASSES 2 AND 3 *(Completed by Class Trainer):* Led by TBRI-trained social workers, education is the emphasis in these group sessions, which may include from two to seven families. Classes are held on two separate dates for a total of ten hours, and will focus on approval requirements, issues specific to children placed for adoption, building healthy emotions and behaviors in special needs children, coming to term with an adopted child’s past, and dealing with separation, loss, grief, bonding, and attachment.

DATE COMPLETED: _____ Staff Initials _____

5. ASSIGNMENT OF SOCIAL WORKER, INDIVIDUAL INTERVIEWS AND HOME VISIT

(Completed by assigned social worker): After RF has turned in all paperwork, paid all fees, and received all fingerprint/background clearances, FCCA will assign a social worker to RF. The social worker contacts RF within three days to set up separate interviews with each applicant at the office during regular working hours, followed by a visit to the home when all household members are present. The interviews will cover the life history, past/current relationships, family strengths, family challenges, and adoption goals of each applicant. The home visit will include a health and safety check in accordance with state requirements.

DATE COMPLETED: _____ *Staff Initials* _____

6. RESOURCE FAMILY ASSESSMENT, aka “Home Study” *(Completed by assigned social worker):* After completion of the home visit, the social worker writes the report, which the social work supervisor and the Processing Department review for accuracy before releasing the signed report.

DATE COMPLETED: _____ *Staff Initials* _____

7. ADOPTION PREPARATION CLASS 4 *(Completed by class trainer):* RF completes this class during the child search process (after receiving an approved assessment). The training is based on the DVD, “Trust Based Parenting: Creating Lasting Changes in Your Child’s Behavior.” The six-hour class focuses on proven practical skills and strategies for applying TBRI principles to everyday life, in order to heal children from hard places.

DATE COMPLETED: _____ *Staff Initials* _____

8. CHILD SEARCH AND MATCHING *(Completed by assigned social worker in cooperation with placing county’s social worker):* Child search, referral and initial placement of a child can take several months to several years, depending on the child desired, the RF’s background, the geographic area of RF’s residence, and many other factors. When a referral is made, the FCCA social worker will participate in the matching meeting between RF and the county social worker, and gather as much information as possible prior to RF’s acceptance of a referral.

DATE OF REFERRAL: _____ *Staff Initials* _____

9. PLACEMENT AND SUPERVISION SERVICES *(Completed by assigned social worker):* The county social worker is responsible for completing all placement paperwork with the family, and providing all necessary documentation (insurance card, etc.). The FCCA social worker will assist with obtaining these items for RF to the extent possible. The FCCA and county social workers will make at least monthly in-home visits, with written reports of each visit. After the child is legally freed for adoption, and adoptive-placement paperwork is signed, the FCCA social worker will complete at least one additional in-home visit.

INITIAL PLACEMENT DATE: _____

Staff Initials _____

ADOPTIVE PLACEMENT DATE: _____

Staff Initials _____

POST-ADOPTIVE PLACEMENT VISIT DATE: _____

Staff Initials _____

10. FINALIZATION (Completed by FCCA paralegal, county social worker, **OR** RF's attorney): Upon fulfillment of all post-placement requirements, FCCA's paralegal, the county social worker, **or** the RF's attorney will complete and file finalization documents with the court to set the finalization date.

DATE COMPLETED: _____ Staff Initials _____

SUMMARY OF TIMELINES:

- a. Anticipated date of completion of training: *Usually within 3 months after Intake, subject to class availability, and RF's availability to attend classes as scheduled.*
- b. Anticipated date for assignment of social worker: *within one week after each applicant turns in all paperwork, completes all required training, pays all fees, and receives all fingerprint clearances.*
- c. Anticipated date for completion of interviews and home visit: *within 3 weeks of social worker assignment.*
- d. Anticipated date of completion of assessment: *within eight weeks of social worker assignment. This is subject to RF's availability and cooperation to schedule interviews and visits during regular working hours.*
- e. Anticipated date of initial placement: *3 to 18 months after approval of assessment for waiting child, subject to RF's child desired, geographical location, and many other factors.*
- f. Anticipated date of adoptive placement: *6-18 months after initial placement.*
- g. Anticipated finalization of adoption: *1-6 months after adoptive placement by placing county, subject to cooperation of county social worker to complete required paperwork, as well as court calendars at the time of request for hearing.*

I/We agree to all of the above, as well as the service plan review schedule below.

SERVICE PLAN REVIEWS

Changes at 3-month review: _____

SW Initial _____ Provided to RFA Family on _____ via _____

Changes at 6-month review: _____

SW Initial _____ Provided to RFA Family on _____ via _____

Changes at 9-month review: _____

SW Initial _____ Provided to RFA Family on _____ via _____

Changes at 12-month review: _____

SW Initial _____ Provided to RFA Family on _____ via _____

Changes at 15-month review: _____

SW Initial _____ Provided to RFA Family on _____ via _____

Changes at 18-month review: _____

SW Initial _____ Provided to RFA Family on _____ via _____

Changes at 21-month review: _____

SW Initial _____ Provided to RFA Family on _____ via _____

(Add additional pages as needed for additional reviews)