



CROSSROADS ADOPTION SERVICES

a licensed, non-profit, child-placement & assistance agency

PLEASE MAKE A PHOTOCOPY OF COMPLETED APPLICATION FOR YOUR HOME FILE

For Office Use Only Case#	Date Sent: Date Received:
------------------------------	------------------------------

OTHER AGENCY APPLICATION and ADOPTION SERVICES CONTRACT

APPLICANTS

Adoptive Father: _____
 Last First Middle

Adoptive Mother: _____
 Last First Middle Maiden

Address: _____
 Street City State Zip County

Telephones: Home: () E-Mail: _____
 Adoptive Father Work: () Cell: () E-Mail: _____
 Adoptive Mother Work: () Cell: () E-Mail: _____

GENERAL INFORMATION

Adoptive Father: Age Birthdate Birthplace / /
 Adoptive Mother: Age Birthdate Birthplace / /

Date of Marriage: / / Religious Affiliation: _____

Place of Marriage: City State _____

Children: Name in the order of birth; please include children from previous marriages/relationships.

Name (First/Last)	Sex	Birthdate	Racial Identity/ Nationality	School/Grade	Living in Home Yes/No	Adopted Yes/No
		/ /				
		/ /				
		/ /				
		/ /				
		/ /				

Others living in your home: Name Age Relationship _____

FINANCIAL INFORMATION

EMPLOYMENT: Adoptive Father

Occupation/Job Title: _____ Date Employed: / / _____ Annual Salary: _____

Present Employer Name: _____ Telephone Number: _____

Address: _____

Street _____ City _____ State _____ Zip _____

ADDITIONAL EMPLOYMENT

Occupation/Job Title: _____ Date Employed: / / _____ Annual Salary: _____

Employer Name: _____ Telephone Number: _____

PREVIOUS EMPLOYMENT: (Please cover 10 years; use additional paper if necessary.)

Employer	Dates of Employment	Reason for Leaving
	/ /	
	/ /	
	/ /	

EMPLOYMENT: Adoptive Mother

Occupation/Job Title: _____ Date Employed: / / _____ Annual Salary: _____

Present Employer Name: _____ Telephone Number: _____

Address: _____

Street _____ City _____ State _____ Zip _____

ADDITIONAL EMPLOYMENT

Occupation/Job Title: _____ Date Employed: / / _____ Annual Salary: _____

Employer Name: _____ Telephone Number: _____

PREVIOUS EMPLOYMENT: (Please cover 10 years; use additional paper if necessary.)

Employer	Dates of Employment	Reason for Leaving
	/ /	
	/ /	
	/ /	

SAVINGS AND INVESTMENTS

Savings \$ _____ Stocks \$ _____ Bonds \$ _____

Retirement/401K \$ _____ Equity in Home \$ _____ Other \$ _____

INDEBTEDNESS

Description	Monthly Payment	Balance
Home Mortgage.... <input type="checkbox"/> Rent.... <input type="checkbox"/> (check one)	\$ _____	\$ _____
Mortgage on other Real Estate	\$ _____	\$ _____
Bank/Personal Loans	\$ _____	\$ _____
Credit Cards	\$ _____	\$ _____
Medical Bills	\$ _____	\$ _____
Child Support / Alimony	\$ _____	\$ _____

PERSONAL INFORMATION: Adoptive Father

Name: _____ Social Security Number: _____
 Drivers license number: _____ Country of Citizenship: _____ Racial Identity (optional): _____

PREVIOUS MARRIAGE(S)

I have had NO previous marriages:

To Whom	Place: City/State	Date of Marriage	Date of Divorce	Date of Death
		/ /	/ /	/ /
		/ /	/ /	/ /
		/ /	/ /	/ /

Other names by which you have been known: _____

EDUCATION

Name of School	City/State	Dates of Attendance	Area of Study/Degree
		/ /	
		/ /	
		/ /	

FAMILY HISTORY

Parents: _____ Father _____ Mother _____
 Name: _____
 Address: (City/State) _____
 Parent is: Birth Adoptive Step Birth Adoptive Step
 Date of Birth: / / _____ / / _____
 If deceased: Date/Cause: / / _____ / / _____

Siblings *(Please list oldest to youngest, including yourself. Use additional paper, if necessary.)*

Name	City/State	Occupation	Age	Marital Status	Number Of Children

PERSONAL INFORMATION: Adoptive Father – continued

HEALTH HISTORY

An answer of yes to any of the following health issues does not necessarily prevent you from adopting a child.

I have a history of...	Yes	No		Yes	No		Yes	No
AIDS/HIV Positive	<input type="checkbox"/>	<input type="checkbox"/>	Convulsive Disorder.....	<input type="checkbox"/>	<input type="checkbox"/>	Infertility	<input type="checkbox"/>	<input type="checkbox"/>
Allergies	<input type="checkbox"/>	<input type="checkbox"/>	Depression	<input type="checkbox"/>	<input type="checkbox"/>	Kidney/Urinary Disorders	<input type="checkbox"/>	<input type="checkbox"/>
Anxiety.....	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Marital/Sexual Problems	<input type="checkbox"/>	<input type="checkbox"/>
Bone/Joint Disease	<input type="checkbox"/>	<input type="checkbox"/>	Disabling Condition	<input type="checkbox"/>	<input type="checkbox"/>	Multiple Sclerosis	<input type="checkbox"/>	<input type="checkbox"/>
Cancer	<input type="checkbox"/>	<input type="checkbox"/>	Emotional/Mental Health	<input type="checkbox"/>	<input type="checkbox"/>	Obesity	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Dependency/Abuse ..	<input type="checkbox"/>	<input type="checkbox"/>	Gastro-Intestinal Disorders	<input type="checkbox"/>	<input type="checkbox"/>	Respiratory Disease	<input type="checkbox"/>	<input type="checkbox"/>
Chronic Pain	<input type="checkbox"/>	<input type="checkbox"/>	Heart/Circulatory Disease	<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>
Congenital Abnormality	<input type="checkbox"/>	<input type="checkbox"/>	Hypertension	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had counseling and/or therapy? Yes <input type="checkbox"/> No <input type="checkbox"/>			Have you ever been hospitalized? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Have you ever had surgery? Yes <input type="checkbox"/> No <input type="checkbox"/>			Are you currently on any medication? Yes <input type="checkbox"/> No <input type="checkbox"/>					

If “yes” to any of the above, please describe in greater detail. List the condition, give the approximate date of onset, length and types of medication, treatment, and current status. If you have any physical, language, sight or hearing needs which Crossroads should accommodate, please describe.

ARREST RECORD

Have you ever been arrested? Yes No Convicted of a crime? Yes No

Federal and state law requires that pre-adoptive parents complete criminal background checks. If you have ever been ticketed, charged, arrested for and/or convicted of a crime, please indicate below the approximate date(s) and nature of record. A police record will not necessarily prevent you from adopting a child; however, it is important that your adoption counselor be fully informed of any such factors in your background.

Have you ever been the subject of an investigation by a law enforcement agency for:

Domestic violence?	Maltreatment of a child?	Maltreatment of a vulnerable adult?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If “yes” please explain:

PERSONAL INFORMATION: Adoptive Mother – continued

HEALTH HISTORY

An answer of yes to any of the following health issues does not necessarily prevent you from adopting a child.

I have a history of...	Yes	No		Yes	No		Yes	No
AIDS/HIV Positive	<input type="checkbox"/>	<input type="checkbox"/>	Convulsive Disorder	<input type="checkbox"/>	<input type="checkbox"/>	Infertility	<input type="checkbox"/>	<input type="checkbox"/>
Allergies	<input type="checkbox"/>	<input type="checkbox"/>	Depression	<input type="checkbox"/>	<input type="checkbox"/>	Kidney/Urinary Disorders	<input type="checkbox"/>	<input type="checkbox"/>
Anxiety	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Marital/Sexual Problems	<input type="checkbox"/>	<input type="checkbox"/>
Bone/Joint Disease	<input type="checkbox"/>	<input type="checkbox"/>	Disabling Condition	<input type="checkbox"/>	<input type="checkbox"/>	Multiple Sclerosis	<input type="checkbox"/>	<input type="checkbox"/>
Cancer	<input type="checkbox"/>	<input type="checkbox"/>	Emotional/Mental Health	<input type="checkbox"/>	<input type="checkbox"/>	Obesity	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Dependency/Abuse ..	<input type="checkbox"/>	<input type="checkbox"/>	Gastro-Intestinal Disorders	<input type="checkbox"/>	<input type="checkbox"/>	Respiratory Disease	<input type="checkbox"/>	<input type="checkbox"/>
Chronic Pain	<input type="checkbox"/>	<input type="checkbox"/>	Heart/Circulatory Disease	<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>
Congenital Abnormality	<input type="checkbox"/>	<input type="checkbox"/>	Hypertension	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had counseling and/or therapy? Yes <input type="checkbox"/> No <input type="checkbox"/>			Have you ever been hospitalized? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Have you ever had surgery? Yes <input type="checkbox"/> No <input type="checkbox"/>			Are you currently on any medication? Yes <input type="checkbox"/> No <input type="checkbox"/>					

If “yes” to any of the above, please describe in greater detail. List the condition, give the approximate date of onset, length and types of medication, treatment, and current status. If you have any physical, language, sight or hearing needs which Crossroads should accommodate, please describe.

ARREST RECORD

Have you ever been arrested? Yes No Convicted of a crime? Yes No

Federal and state law requires that pre-adoptive parents complete criminal background checks. If you have ever been ticketed, charged, arrested for and/or convicted of a crime, please indicate below the approximate date(s) and nature of record. A police record will not necessarily prevent you from adopting a child; however, it is important that your adoption counselor be fully informed of any such factors in your background.

Have you ever been the subject of an investigation by a law enforcement agency for:

Domestic violence ...	Maltreatment of a child?	Maltreatment of a vulnerable adult?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If “yes” please explain:

ADOPTION SERVICES CONTRACT

This contract for services defines the relationship between Crossroads Adoption Services (Crossroads) and the prospective adoptive parents. It includes agency information, policies and practices, service and fee disclosure and requirements of state, federal and international laws with regard to adoption.

AGENCY INFORMATION:

Crossroads Adoption Services was founded and operates on the premise that every child deserves a home of his/her own regardless of the child's age, race, sibling status, health status, disability or geographic location. Since 1976, when Crossroads was first licensed, over 3,400 children have been placed in permanent homes. They have come from more than 33 different countries and more than 25 states within the U.S. Information about the number of applications received, available waiting children, number of placements per year, number of disrupted or dissolved adoptions per year, is available upon request. Crossroads' goal is to bring children and parents together. However, neither the acceptance of an application for adoption services, the completion of the assessment (pre-adoptive home study) nor the payment of agency service fees guarantees that a child will be found or placed with the applicant(s).

Crossroads strives to be flexible so that we can meet the needs of children and families on an individual basis. Crossroads has no arbitrary restrictions and does not discriminate based on age, income, race, background, sexual orientation, marital status, religion or family size. However, Crossroads works collaboratively with agencies in the U.S. and internationally, which may have specific prerequisites for adoptive families.

Crossroads provides information regarding adoption in general, agency procedures, policies, eligibility criteria and fees. Crossroads views its delivery of services as a collaborative process with prospective adoptive parent(s). Procedures for all services are in compliance with state, federal and international law. Crossroads abides by agency policies, social work professional ethics, and state, federal and international standards. Crossroads is licensed to conduct home studies in the states of Minnesota and western Wisconsin. All home studies in our licensing area are prepared by qualified employees, authorized by Crossroads to conduct adoption home studies. Crossroads is accredited by the Council on Accreditation to provide adoption services, including placement of children from other Hague Convention countries.

ADOPTION PROCESS:

Crossroads locates children in countries where it has established inter-country adoption programs. Families wishing to locate a child through one of Crossroads' programs must obtain an approved home study from a qualified adoption service provider in their state of residence. Most often the adoption service provider is a licensed agency that is familiar with home study and visa requirements for international adoption. Crossroads may be able to suggest one or more in-state adoption agencies if one has not been identified. Crossroads reserves the right to decline to collaborate with an adoption service provider that does not meet international adoption requirements according to the Hague Convention on International Adoption.

When a family completes and submits an application to Crossroads, Crossroads contacts the family's home study agency to determine that it is qualified to provide services for international adoption. We then enter into an agreement with the home study agency to work together so that all services needed to complete the adoption are identified. The agreement spells out which services will be provided by each agency. Typically the home study agency conducts adoptive parent training; assesses the family and writes the home study report; and provides post placement services. Crossroads provides the family information on children available from a country; assists with paperwork, known as the dossier, needed to apply to a country to identify a child; provides counseling, child-specific training and child referral information; and arranges for the in-country legal process to link a child to his/her adoptive parent(s). The cooperative agreement between Crossroads and the in-state agency must be signed by both agencies, and the home study report must be written according to the requirements of the country, state, federal and international laws prior to putting together the paperwork to locate a child.

Prospective adoptive parents are required to inform Crossroads and their in-state agency of any previous and or current associations with other adoption agencies, and any criminal, medical, psychological or other significant information. The duty to provide current information extends throughout the adoption process. Prospective adoptive parents understand that if they have not provided such information, Crossroads has the right to discontinue adoption services. Prospective adoptive parents may choose not to participate in recommended evaluation, counseling, training or education; however, non-participation may result in the agency's discontinuation of adoption services.

CHILD REFERRAL INFORMATION:

Upon the referral of a child, Crossroads will allow the family adequate time, up to two weeks, to decide whether to accept the referral. Prospective adoptive parents have the right to accept or not accept the referral of a specific child. Prospective adoptive parents who have questions Crossroads cannot answer or concerns about medical or psychological health should consult medical or developmental experts before accepting a referral. Crossroads will make all reasonable efforts to obtain any existing accurate information on the child. Crossroads agrees to share all available non-identifying information it receives about the child, including genetic history, health and social history, and circumstances leading to the need for an adoptive home. Crossroads has the responsibility to provide information, to the best of its knowledge, on the probable experiences that may affect the future development of the child and the child's relationship with parents and others. Prospective adoptive parents understand that Crossroads cannot guarantee the accuracy and completeness of the information on the child or his or her background. Prospective adoptive parents have the responsibility to become knowledgeable about how that child's past experiences and genetic heritage may affect the child's present and future well-being.

POST-PLACEMENT SERVICES:

As outlined in the collaborative agency agreement, the family's in-state adoption agency provides post placement supervision when the child's country of origin does not issue a final adoption decree. The agency also forwards required reports to Crossroads so that they can be forwarded to the country. We, together with the in-state adoption agency, work with the family to help facilitate integration of the adoptive child and family, to assist with multi-cultural awareness, to be responsive to the child's and family's needs, and, if needed, to refer the family to support groups and adoption specialists. Crossroads does not provide in-depth psychotherapy as a part of its service, but may mandate that the adoptive parents and/or the child obtain professional services in counseling, education or training before legalizing the adoption when Crossroads believes that this activity is necessary to ensure the child's future health, security and well-being. Prospective adoptive parents understand that the success of a placement depends on a combination of factors involving interpersonal relationships and individual abilities, skills and temperaments. How a child will react/adjust to a change in his/her environment, once the child is placed, is not always predictable.

Prospective adoptive parents have the responsibility to provide accurate information to Crossroads regarding the adjustment of all family members, including the child. The family agrees to provide written post-placement reports to Crossroads as required. Prospective adoptive parents agree to use agency and other community resources to assist them in integrating the child into the family; and to obtain out-of-agency professional counseling as necessary if recommended by Crossroads. Prospective adoptive parents agree to proceed with court finalization as soon as allowable under the relevant state law. If delays occur which are not caused by adjustment problems, the client agrees to pay fees for additional unanticipated agency work required by their state.

Adoptive parents may not terminate their parental rights to a legally adopted child for a reason that would not apply to a birth parent seeking to terminate rights to a child. The family understands that in most international adoptions, finalization of the adoption occurs in the foreign country and all of the legal rights and duties of parent and child are created before leaving the foreign country. A parent who receives guardianship of a child from a foreign country also assumes parental rights and responsibilities. It is the adoptive parent's responsibility to understand legal rights and responsibilities as parents according to state and federal laws.

It is the right of any child in a disruption situation to receive full protection and services and to be deemed as the primary client by Crossroads and the family. Crossroads will assist the family in seeking therapeutic intervention to assist in the attachment of parent and child and/or to resolve other adjustment issues. In the unlikely event that an adoption is dissolved, Crossroads will support and counsel the family, and, working with the in-state agency, offer referrals (counseling services) as necessary. In those cases where it is in the best interest of the child, Crossroads will assist in locating and arranging for a new adoptive placement when possible. The family is responsible for and shall assume full financial responsibility for any such services, promptly paying or arranging for payment of all expenses incurred meeting the child's needs as well as placing the child in another adoptive home, or in foster care, and in following the requirements of the state, DOS and foreign country regarding the care and disposition of the child.

PROHIBITION ON CHILD BUYING:

Crossroads provides adoption services with expertise and integrity, drawing from core values and standards of the social work profession, and in accordance with The Hague Convention principles to ensure that the best interest of each child are met, and to prevent the abduction, exploitation, sale or trafficking of any child. Crossroads prohibits its employees and agents from giving money or other consideration, directly or indirectly to a child's birthparents, other individuals or entities, as payment for the child or as an inducement to release the child.

PROHIBITION OF PREFERENTIAL TREATMENT:

Board service, volunteer work or charitable donations (monetary or in-kind) to Crossroads Adoption Services will not result in preferential treatment for the donor nor will it influence child placement decisions in any way.

PRIVACY PRACTICES (TENNESEN WARNING):

Personal data collected by Crossroads will be used for the sole purpose of assessing the eligibility of prospective adoptive parents and completing all stages of the adoption process. Your signed application authorizes staff at Crossroads to gather information. The information you provide may be shared with other staff in state, federal and international systems whose jobs require access, and with staff in this or other agencies as provided by law. You can refuse to furnish requested information; however, this may prevent Crossroads from finishing the adoption process. You will have access to the information Crossroads gathers—with some exceptions. For example, persons who provide references are promised privacy and these documents are not available for review. Some medical and mental health information gathered contains statements prohibiting further disclosure. Also, in domestic adoptions, state law prohibits disclosure of child, birth parent, and adoptive parents identifying information—unless the affected parties agree in writing. Documents gathered during the adoption process become the property of Crossroads Adoption Services. If you have special needs or language differences Crossroads will provide this information in another appropriate form.

ADOPTION RECORDS:

Crossroads maintains a permanent file for each person/family served. Crossroads ensures that all personal data gathered and transmitted in connection with an adoption is used only for the purposes for which information is gathered. Privacy laws are followed and confidentiality is maintained for all information gathered. Upon request by the adoptee or adoptive parent, Crossroads provides all non-identifying information in the file related to the adoptee's health history and background. Crossroads follows all applicable state, federal and international laws with regard to disclosure of information from adoption records.

GRIEVANCE POLICY AND PROCEDURE:

Any consumer of Crossroads' services may file a grievance against Crossroads without fear of retaliation. Crossroads' grievance policy and procedures shall be made available to all clients in writing at the time the adoption services contract is signed, and shall incorporate the standards set forth in applicable state, federal and international laws and rules.

Consumers of Crossroads services are informed of their right to complain to Crossroads about any services or activities of the agency that he/she believes raises an issue of compliance with The Hague Convention on Intercountry Adoption, the International Adoption Act (IAA), or regulations implementing the IAA. Crossroads serves as first responder to complaints related to Convention countries. Any unsatisfied client is encouraged to discuss the matter with the client's assigned Adoption Counselor. If the matter is not satisfactorily resolved, the client may send a written, dated and signed explanation of the grievance, and formally request a review by the Social Work Supervisor. The Supervisor has eight days from receipt of the complaint to resolve it; if unsuccessful, the grievance goes to the Executive Director. The Executive Director will then review the written grievance and, when appropriate, meet with the client to discuss the matter. The Executive Director responds with a written decision concerning the grievance no later than 30 days from receipt of the original complaint; an expedited decision is made if the situation is time-sensitive or the complaint contains allegations of fraud. If the consumer is dissatisfied with the decision of Crossroads, he/she may contact the Department of State Adoption Complaint Registry, details of which will be provided once made available from the DOS.

BEST INTEREST OF THE CHILD:

Medical Care: Adoptive parents are required to provide adequate medical care for all children placed with them in adoption by Crossroads. This medical care shall include regular physical examinations, recommended shots and immunizations, prescribed formulas and medications, and when indicated, diagnostic tests, blood transfusions, x-rays, surgery, and hospitalizations. Personal or religious convictions will not absolve parents from obtaining such care.

Corporal Punishment: Crossroads prohibits corporal punishment of pre-adoptive or placed children by staff, sub-contractors, foster parents, and pre-adoptive parents.

Birth Certificate: In the event that the child is adopted from an international source and obtains a full and final legal adoption from that country, adoptive parents are required to procure a local birth certificate for the child within one year of placement of the child in the home.

Legal Adoption/Citizenship: Adoptive parents are required to legally adopt a child within one year of the child's placement in the home (as required by Minnesota and Wisconsin statutes), unless unusual circumstances warrant not finalizing the adoption within this time period. A child adopted abroad who enters this country with an IR-3 visa automatically becomes a US citizen upon entry. A child who enters the country with an IR-4 visa becomes a citizen upon legal adoption in a local court. If adoptive parents wish to obtain an attorney to assist with finalization, a list of adoption attorneys is available from your local bar association.

The information contained in the *Service and Fee Disclosure Information* and the *US and International Program Information* is based on the latest information available to Crossroads. Crossroads Adoption Services cannot, however, guarantee the placement of a child or a time by which a child will be placed. (MN Statutes Sec. 259.37 subd. 2(3))

If the date in the upper right hand corner of the application is more than 6 months from the date of submission of application, applicant(s) will be required to sign current signature pages and provide additional information as requested in the current application. Current applications can be downloaded at www.crossroadsadoptions.com.

I/We understand that falsification or omission of information on this application form is grounds for termination of the adoption process. In such circumstances, no fees paid will be refunded.

I/We have received, read and understood the information and have had the opportunity to ask questions of Crossroads about the contents of the *Application and Adoption Services Contract*, as well as the *Crossroads Services, Fees and Program Disclosure Information (Attachment A)*.

I/We have had the opportunity to ask questions about the contents of the following:

- *Application*
- *Adoption Services Contract*
- *Crossroads Services, Fee and Program Disclosure Information (Attachment A)*

I/We understand that by signing this application I/we are confirming our understanding and willingness to abide by these policies and procedures. I/We understand this is a binding contract for services.

Adoptive Father Signature

Date

Adoptive Mother Signature

Date

PLEASE MAKE A PHOTOCOPY OF COMPLETED APPLICATION, ADOPTION SERVICES CONTRACT AND CROSSROADS SERVICES, FEES & PROGRAMS DISCLOSURE INFORMATION FOR YOUR RECORDS

When returning this application by e-mail (kids@crossroadsadoption.com), please print, sign and send all 14 pages by mail, along with your check for the application fee to:

**Crossroads Adoption Services
4600 West 77th Street, Suite 200
Minneapolis, Minnesota, 55435**

If you have any questions concerning the submission of the application or any of the information located within this document, please call (952) 831-5707 or e-mail: kids@crossroadsadoption.com.

ATTACHMENT A:

CROSSROADS SERVICES, FEES & PROGRAM DISCLOSURE INFORMATION

This fee information is provided to help families prepare for the possible fees and expenses involved in the adoption process. Please use the right side of this form as a worksheet to help you plan to start your process.

**Fee
Worksheet:**

Application Fee

This fee covers reviewing and processing of the application, telephone intake interview and processing of reference checks.

\$400

**This fee is due with the application*

**This fee is non-refundable once application processing begins*

Collaborative Agency Administration Fee

This fee may include costs associated with the following services: collaborating with other agency in state of applicant's residence to provide home study services, adoptive parent training and education, post placement and post adoption services, obtaining documents, creating a file according to Hague requirements, developing and executing agreement, supervising other agency, if applicable.

\$1,000

**This fee is due upon approval of application*

**This fee is non-refundable*

Adoption Processing Fee

This fee may include costs associated with the following services: state, federal and international licensing and accreditation, administrative services and overhead, preparation of dossier, counseling and support, communication with international sources, child finding, country-specific education, and communications and publications.

\$2,500

**This fee is due at time of home study completion and approval by Crossroads.*

**Only the unused portion of this fee is refundable*

Post Placement/Post-Adoption Fee

This fee includes establishing a permanent child file, completing a report to court, assistance with adjustment and attachment after the placement. It also covers tracking and processing of the required progress reports for each country/agency, working with family and other agency to obtain reports in a timely manner, authenticating and translating as needed and couriering reports to the agency or country as scheduled. Current Crossroads fees are as follows:

\$_____

- o \$200 - China
- o \$400 - Colombia
- o \$700 - India
- o \$300 - Philippines
- o \$300 - Thailand
- o \$200 - United States

If you are adopting from a country not listed above or through another agency with different requirements, the post-placement/post-adoption fee will be calculated at time of referral, depending on the program and the agency/country's specific requirements. Please see the *US and International Program Disclosure Information* for a list of required visits and reports by program.

**This fee is due at the time of referral*

**This fee is non-refundable at the time of placement*

Program Fees (Varies by choice of program)

See *US and International Program Information* form for total fees based on choice of program.

\$_____

TOTAL ESTIMATED FEES AND EXPENSES FOR THE ADOPTION PROCESS

\$_____

Fees listed are estimated and are subject to change

US and INTERNATIONAL PROGRAM INFORMATION

<i>PROGRAM</i>	<i>CHILDREN AVAILABLE</i>	<i>REQUIREMENTS</i>	<i>TIMEFRAMES</i>	<i>TRAVEL</i>	<i>PROGRESS REPORTS</i>	<i>FEEES</i>	
CHINA	Infant girls Boy and girls 0-12 years of age with special needs	Married couples 30- 50 years old for infants; 30-55 years old for special needs Some health and weight restrictions	24 months or more to referral 2 - 3 months to travel Special Needs cases are expedited	One or both parents may travel Stay is 2 weeks	Visits/reports at 5 and 11 months after placement	Dossier	1,500-1,800
						Country Program Fees	2,500
						Care of the child	3,000
						Translation/Document Expenses	1,000
						Embassy	500
						Estimated Travel	5,000-7,000
						TOTAL:	\$13,500-\$15,800
						COLOMBIA (Available to families living in certain regions only- please inquire)	Infant boys and girls (no gender preference) Older children and siblings groups available
Country Program Fees	1,300						
Care of the child	0						
Translation/Document Expenses	1,050						
Embassy	500						
Estimated Travel	5,500-7,000						
TOTAL:	\$9,400 - \$10,900						
PHILIPPINES	Infant boys and girls 1 year and older, school age children, siblings; Relative adoptions on a case-by-case basis	Married couples Length of marriage 3 years or more (5 years if divorced) 1 divorce per person allowed	12 - 36 months to referral (sooner for older child) Travel 3 – 5 months after referral	Stay 1 week	Visits/reports at 2,4, and 6 months after placement		
						Country Program Fees	2,000-3,000
						Care of the child	1,000
						Translation/Document Expenses	500
						Embassy	500
						Estimated Travel	4,000-6,000
						TOTAL:	\$8,500-\$11,500
						THAILAND	Relative and school age boys and girls
Country Program Fees	1,000						
Care of the child	500						
Translation/Document Expenses	500						
Embassy	500						
Estimated Travel	3,000-5,000						
TOTAL:	\$5,900-\$7,900						
US INFANTS	Newborn boys and girls African-American or Biracial heritage	Married couples or singles Some other restrictions may apply	0-18 months to referral Travel at time of birth	Stay varies 3-15 days	Requirements vary based on source; Typically 2-3 visits/reports are required		
						Provider	30,000
						Estimated Travel	1,500-3,000
						TOTAL:	\$11,500-\$33,000

Fees listed above are estimated and are subject to change.

Dossier fees as listed above include courier services, authentication and certification of dossier documents, dossier processing and applications to countries. Dossier fees are due at the time the dossier is submitted to Crossroads.

Please see page 14 for possible additional expenses.

ADOPTION SERVICES AND FEE DISCLOSURE

The information provided in the *Crossroads Services, Fees & Program Disclosure Information*, found in the application packet and on Crossroads website, represents those countries and programs from where the majority of the children placed in adoption by Crossroads are currently coming. For each of the listed programs, Crossroads works directly with the government in the foreign country or has a liaison/service provider who assists with the processing of the adoption in the country. It is also possible to help families adopt from countries where Crossroads does not have an established program by serving as a liaison for them with other U.S. agencies who have programs in that country. Crossroads Adoption Services can also assist in a parent-initiated adoption when a friend, missionary, Peace Corps volunteer, attorney, etc. is willing to help a family process the legal work for an adoption in the country of their choice.

FEES:

Fees received by Crossroads reflect the agency's reasonable and necessary expenses for pre-adoptive counseling and training, adoption study, provision of services to children prior to adoption including child search and support, and supervision of the placement until legal adoption, and licensing and accreditation expenses in the child's country and in the US. Crossroads ensures full disclosure of expected total fees and estimated expenses. Crossroads agency fees and program fees are listed in the above information. Crossroads will state the anticipated expenses related to specific international adoption services for collaborating agencies to the best of its knowledge. Prospective adoptive parents realize that in international adoption, the raising of fees or the refund of fees paid to referring agencies is beyond the control of Crossroads. Prospective adoptive parents understand that fees are owed to Crossroads according to Crossroads payment schedule.

Agency and program fees are charged based on the fee schedules listed above. Fees are accepted by way of personal or cashier's check, or money order. Crossroads reduces the fees for re-applicants and adoptive parents using their own child source agency. Agency fees are not waived, unless there are extraordinary circumstances. Each agency fee indicates whether the fee is non-refundable or if the unused portion of a fee can be refunded. All refunds must be approved by the Executive Director. Any fee returns or refunds are returned to the prospective adoptive parents within 60 days of the completion of services.

ADDITIONAL EXPENSES may include, but are not limited, to the following:

- Citizenship and Immigration Services (CIS) fees (\$750-\$830)
- Birth/marriage/divorce certificates and records of previous offenses (\$10-\$200)
- Fingerprints for Adam Walsh Background Clearances (\$10-\$50)
- Bureau of Criminal Apprehension or police checks (\$5-\$80)
- Retrieval of medical and psychological records (\$25-\$50)
- Completion of psychological reports (\$100-\$200)
- Physical exams (Additional evaluations may be needed if you have a history of medical or mental health issues.)
- Parent US passport (\$100); Child US passport (\$85)
- Local court filing fee to obtain US adoption decree and amended birth certificate (\$400-\$600)
- Other miscellaneous costs associated with the adoption process

ADJUSTMENT/INCREASE OF FEES:

Fees are estimated and are subject to change. Families must be flexible and understanding of fee changes. Crossroads does not customarily charge additional fees and expenses beyond those disclosed in the adoption services contract. In the event that unforeseen fees and expenses are required, Crossroads will provide written notification of increased fees, obtain consent to fee increases in excess of \$1,000; and provide prospective adoptive parents a receipt for fees paid directly to other providers in the Hague Convention country.

Adoptive Father Signature

Date

Adoptive Mother Signature

Date

PLEASE MAKE A PHOTOCOPY OF COMPLETED *CROSSROADS SERVICES, FEES & PROGRAMS DISCLOSURE INFORMATION (ATTACHMENT A)* FOR YOUR HOME FILE

This document must be submitted with the Application and Adoption Services Contract.

All 14 pages of this application must be submitted to begin your adoption process.