Adoption Options

Disclosure Information on Adoption Procedure:

Adoptive Families

In compliance with the Rules and Regulations for Child Placement Agencies

Colorado Department of Human Services

Hague Convention Accreditation Standards

Subpart F

Information Disclosure and Quality Control Practice

Structured Analysis Family Evaluation (SAFE)
1. Philosophical and Religious Affiliation of the Agency
2. Colorado Department of Human Services Information
3. Program Approval Statement
4. Available Agency Services
5. Fee for Service Statement
6. Fee Schedules
7. Service Delivery Time Frame Statement
8. Required Training for Adoptive Parents
9. Process of Sharing Available Information
11. Agency Grievance/Appeal Process
12. Post-Adoption Services
13. Statement: Right to Seek Legal Counsel
14. Statement: Perjury
15. Policy: Review of Adoptive Family Assessment
16. Adoptive Family Assessment Dispute Process
17. Policy: In-Country Services (International Adoption)
18. Hague Accreditation Disclosures
   a) Adoption Services Policies and Practice
   b) General Eligibility
   c) Supervised Providers
   d) Adoption Service Agreement
   e) Three-year Statistics
   f) Complaint Registry Contact Information
   g) Child Referral Processes
19. SAFE: Legal Rights and Responsibilities
20. Birth Parent Contact Preference Form
21. Process of Record Storage and Maintenance if Agency Closes
22. Services Provided by Other Agencies, Entities, or Individuals
23. Foster Care Certification Requirement for Colorado Families
25. Pregnancy-related Expenses
26. Agency Validation and Fee Requirement
27. Attachments
   a) Current Agency License
   b) Current Annual Report
   c) Agency Service Agreement and Attachments
1. Philosophical and Religious Affiliation
Adoption Options is a certified 501c(3) non-profit adoption agency licensed by the Colorado Department of Human Services as a Child Placement Agency. This license has been in good standing with the state since its inception in 1981.

Philosophical Perspective:
Adoption Options is a non-religiously affiliated agency accepting clients irrespective of age, religion, ethnic or racial background, marital status, sexual orientation, gender identity, gender expression or disability. Adoption Options is an agency committed to helping clients devise an adoption plan that is tailored to their individual needs and wishes. We believe that all qualified parents deserve the privilege of expanding their families through adoption. Adoption Options believes that the placement of children should be done with the best interests of the children in mind. Therefore, Adoption Options is committed to abiding by Hague Convention on Protection of Children and Co-operation in Respect of Inter-country Adoption, all federal and state laws, rules, and regulations; and the laws of the country of the child’s birth. Adoption Options prohibits and condemns abduction, trafficking, exploitation, or sale of children.

2. Colorado Department of Human Services Information
All prospective adoptive parents may obtain the following information from:

Division of Child Care
1575 Sherman Street, First Floor
Denver, CO 80203-1714

To Review the Licensing File of an Adoption Agency/Child Placement Agency:
303-866-5088 or 1-800-799-5876.

To File a Complaint about a licensed Adoption Agency/Child Placement Agency:
303-866-3755 or 1-800-799-5876

To Obtain a Copy of All Licensed Adoption Agencies/Child Placement Agencies in the State of Colorado:
303-866-5958 or 1-800-799-5758

Copies of the Regulation Governing Adoption Agencies/Child Placement Agencies are available for a charge at:
State Forms Center OR www.Colorado.gov/CDHS/CCRules
4999 Oakland Street
Denver, CO 80219
303-370-2165
3. Program Approval Statement

Adoption Options has been approved by the Colorado Department of Human Services (CDHS) to provide the following programs:

a) Domestic Adoption
b) Foster Care
c) Inter-country Adoption

4. Available Agency Services

DOMESTIC ADOPTION

Adoption Options provides services to prospective adoptive parents as well as expectant biological parents. In our Infant Adoption Program, Adoption Options matches expectant parents and adoptive families and provides services to both parties. In our Designated Adoption program, expectant parents and prospective adoptive families have been connected outside of the agency. In this program, Adoption Options may provide services to one or both of the parties involved. A description of available services follows.

Prospective Adoptive Parents

a) Inquiries: Inquiries about our services may be made via telephone, email, via the agency website, or in person. Agency staff will attempt to answer specific questions about the agency's programs. Additionally, they will obtain basic information from the inquirer including name, address, phone number, email address, referral source, and other relevant facts. If requested, a prospective adoptive family may receive a free informational packet and application form. Prospective adoptive families may also wish to attend a free information session in a group or individual format.

b) Application Process: Once a completed application has been received, along with the application fee, a photo of your family, a signed disclosure statement, and a copy of the most recent tax return, it will be reviewed by the executive director and/or placement supervisor. If your application is accepted, a second round of paperwork will be mailed to you for completion. Your fingerprint cards for criminal background checks (CBI/FBI) must be submitted to CBI within five business days. If your application is not accepted, you will be contacted by phone to discuss this. The application fee is not refundable.

c) Adoptive Family Assessment: Adoption Options uses the Structured Analysis Family Evaluation (SAFE) method for family assessments (“home studies”). This is a state-wide standardized process adopted by CDHS in 2006. At a minimum, the SAFE family assessment process includes:
i. Initial Paperwork: After your application has been accepted, you will receive a fee agreement, medical forms, autobiographical SAFE questionnaires, fingerprint forms, and BIU-CDHS (child abuse registry) clearance form. Upon return of your signed and notarized fee agreement, autobiographical questionnaires, and payment of initial fees, you will be assigned a caseworker. Adoption Options will not begin services without a signed and notarized fee agreement and payment of fees.

ii. Interview Process: Your caseworker will contact you to schedule the first of your interviews. The SAFE family assessment process will include a minimum of four in-person interviews. These interviews will generally be conducted during business hours (Monday through Friday, 9:00-5:00) as our agency prefers to reserve evenings and weekends for emergency or crisis situations. Your caseworker will meet with you at least three times as a couple and once each for individual interviews. These must take place on the same day, back to back. One family interview will take place in your home and include a home inspection as well as age-appropriate interviews with any other residents of the home. For single applicants, a minimum of three in-person interviews are required.

iii. Documentation: During your interview process, you will be working to prepare and submit additional required paperwork. This will include the above-mentioned criminal background and child-abuse registry clearance, as well as medical reports, financial documents, identification documents, marriage certificate (if applicable), and pet vaccination documents. Adoption Options may request any additional documentation we believe to be relevant to your case. You will not be approved for adoption until all requested documentation has been provided.

iv. Additional Requirements: If at any time during the assessment process concerns arise for the caseworker, additional information and/or counseling may be required. This may include, but is not limited to, physician’s reports, counseling/therapy reports, consultation, psychological testing, marital assessment or counseling, or substance use assessment or counseling.

v. Scoring and Approval: After all documentation has been received and the interview process is complete, the adoptive family caseworker will score the assessment using the SAFE Desk Guide. A formal SAFE report will be written by the caseworker and reviewed by the placement supervisor. The prospective adoptive family will have the opportunity to review the assessment and will meet with the placement supervisor for final approval. Adoption Options may recommend approval, denial, or deferral of approval.
until a future date. You will be notified in writing of the agency’s decision. If approved, a prospective adoptive family will remain approved for one year unless the agency becomes aware of issues that would be cause for the revocation of this approval. Adoption Options reserves the right to withdraw the approval of any family when, in our professional opinion, it would not be in the best interest of a child to be placed in the home. If denied, the reasons for denial will be explained to you in writing and will also be reported to the Colorado Department of Human Services per Section 26-6-108 C.R.S. In some instances, potentially resolvable issues may arise during the family assessment process. Adoption Options may recommend deferring approval until these issues are resolved to the agency’s satisfaction. An individual deferral plan will be provided to you in writing and will indicate the steps which must be taken. These may include, but are not limited to, medical assessment and/or treatment, psychological evaluation and/or treatment, individual and/or couples counseling, or substance use assessment and/or treatment. Completion of the required steps does not guarantee approval.

vi. Annual Addendum: Every 12 months from the date of approval through finalization of the adoption, an adoptive family will participate in an annual addendum to their family assessment. This addendum will include updated medical forms for everyone in the home, a home inspection, and in-person interview with all members of the family. If an annual addendum is not completed as required, this may be grounds for revocation of approval.

d) Adoptive Family Training: Adoption Options provides the adoptive family training required by the state of Colorado for domestic adoption. Colorado residents must complete this training in order to finalize or validate their adoption. Families who have previously completed adoptive family training may submit certificates and syllabi for consideration by Adoption Options. However, Adoption Options may require an adoptive family to repeat the training if previous training is found to be insufficient. For a more complete description of training requirements, please see Section 8. Required Training for Adoptive Parents.

e) Profile Development and Presentation: For families participating in our Domestic Infant Adoption Program, our agency uses marketing and outreach services including adoptive family training courses, profile preparation, personal website development, and online advertising. Details about these services will be provided in writing at the time of approval. Adoption Options presents profiles of prospective adoptive parents to expectant parents who are seeking an adoptive family for their child. In most cases, expectant parents make the selection of an adoptive family. Only when requested by expectant parents will Adoption Options staff select the adoptive family.
f) Formal Presentation and Match Meeting: Once an adoptive family has been selected by an expectant parent, the family will be notified by the adoptive family caseworker. The adoptive family will be invited to hear a formal presentation of the case by the expectant parents’ counselor. This presentation will include disclosure of all information known by the agency regarding social and medical history of the biological family, legal situation, and child’s current health status or predicted health concerns. Adoptive parents acknowledge that there may be missing or inaccurate information. An audio recording of this presentation will be kept in the file and a copy provided to the adoptive family following placement. If the adoptive family chooses not to move forward with the potential placement, they will return to their place on the list of approved adoptive families and wait for another opportunity. If the adoptive family chooses to move forward with the potential placement, a meeting will be arranged between the adoptive family and expectant biological parents. This meeting will typically occur in the Adoption Options office, and will be facilitated by a staff member. It is expected that all adoptive families be willing to participate in this meeting. The only exception to this would occur at the request of the expectant biological parents, who may request additional meetings or not to meet at all.

g) Placement: Placement of a child with an adoptive family may occur directly from the hospital or from a cradle care home, depending on the specific circumstances. Adoption Options will provide appropriate services for all placements in conjunction with cooperating agencies and will uphold the rules and regulations of CDHS. Placement services may include preparation of placement documents for birth and/or adoptive parents, coordination of discharge with hospital staff or cradle care family, review and signing of placement documents, and presence at a placement ceremony. Placement documents will include:

   i. Affidavit of Placement
   ii. Legal Risk Agreement
   iii. Post-Placement Policies and Procedures Agreement
   iv. Adoptive Parent(s) Release
   v. Communication Agreement
   vi. Internet Policy for Adoptive Parents
   vii. Waiver of Application for Adoption Assistance (if applicable)

h) Interstate Compact on the Placement of Children: The Interstate Compact on the Placement of Children (ICPC) is a law enacted by all 50 states and the District of Columbia regarding the lawful movement of children over state lines for the purposes of adoption. Both the originating state, where the child is born, and the receiving state, where the adoptive parents reside, must approve the child’s placement in writing before the child can leave the originating state. Adoption
Options will follow the required ICPC process in any case that involves the placement of a Colorado child into another state OR the placement of an out-of-state child with a Colorado family. The agency will prepare the necessary documents and written reports regarding our client (Colorado resident) which meet any specific requirements of the receiving state. This will take several days to complete. It is recommended that adoptive families plan to remain in the state of the child’s birth for a minimum of 10 business days before receiving permission to travel. Adoptive families may not leave the originating state with their child before approval is granted by both states, and there are serious consequences for doing so. Adoption Options will do everything necessary to expedite the process, but much of it is out of the agency’s control. Additional fees for this service will be billed according to the signed and notarized fee agreement for the specific case.

i) Post-placement Services: Post-placement supervision is required by law for all infant adoptions, including placements of children placed in Colorado as well as children born in Colorado and placed in another state. These services begin at the time of placement. For families certified by Adoption Options, our agency will supervise adoptive placements from the time a child is placed with the family until the finalization/validation of the adoption. At a minimum, a caseworker will visit in person with all members of the adoptive family three times over the course of six months. The first of these visits will take place within two weeks after placement, the second visit around three months after placement, and the third around five months after placement. Additionally, our agency will maintain monthly contact with adoptive families. Two of the post-placement visits will take place in the family’s home, and the third visit will take place in the Adoption Options office. All of these visits will be scheduled in advance, unless, in our professional opinion, an unannounced visit would be in a child’s best interest. Our agency will maintain records of these post-placement visits and will provide formal reports to the court of record.

The purpose of this post-placement supervision is to help adoptive families adjust to the placement of a child and to facilitate healthy development. Additional visits or referrals may be required in certain cases. Adoption Options will release reports to outside entities only when a client’s account has been paid in full.

NOTE: Adoption Options cannot provide post-placement services for families living outside the state of Colorado. These families are required to contract with a local child placement agency in their state of residence to complete post-placement supervision requirements. We will work in cooperation with the local child placement agency to ensure post-placement requirements are met.

j) Legal Services: Adoption agencies licensed by the state of Colorado have the right to assist their clients with the legal relinquishment/termination and
finalization/validation process. We work closely with our agency attorney to ensure that legal requirements and obligations are met. However, we do not consult our attorney on each case unless unusual or adversarial circumstances warrant the involvement of an attorney. Any client has the right to retain an attorney at their own expense at any time. Adoption Options provides the following legal services in most cases:

i. Preparation and filing of all required legal documents for relinquishment and/or termination processes
ii. Appearance in court for relinquishment and/or termination hearing (if required)
iii. Investigation and legal notification of potential birth fathers (if applicable)
iv. Investigation and legal notification of all required parties under the Indian Child Welfare Act
v. Preparation and filing of Petition to Adopt and supporting documentation
vi. Preparation and filing of any additional documents required by the court
vii. Appearance in court for finalization/validation hearing

Adoption Options will work with our attorney whenever we determine additional legal services are needed. Legal fees are included in our Infant Adoption Program. In our Designated Adoption Program, all legal fees will be charged to the prospective adoptive family. All agency and legal fees are due upon receipt and must be paid prior to finalizing or validating an adoption.

**Issuance of Foster Care Certificate**

Adoption Options issues a foster care certificate to all Colorado residents who have been approved by this agency to adopt a child through our domestic, foster care, and certain inter-country adoptions. These certificates are issued in compliance with the Rules and Regulations for Child Placement Agencies and are for the purpose of adoption.

Cradle care services may be available to birth families who are considering placement of a child for adoption. Cradle care is short-term interim care, primarily for infants, which takes place in one of our agency’s licensed foster care/cradle care homes. These services are generally utilized when a birth family is undecided about a plan of adoption, when required paperwork has not been completed, when a selected adoptive family has not yet been approved or certified, or when other legal risk concerns are present. Adoption Options’ cradle care homes meet all Colorado regulations, including educational and training requirements to care for newborns. The cost of this care will be borne by the prospective adoptive family.

Adoption Options does offer services for foster care adoption. The Flexible Family Adoption Program is a traditional foster-to-adopt program designed for families with a high level of flexibility. The program is
suitable for families who are willing and have a desire to accept some of the special emotional and behavioral needs of a child within the public child welfare system. Adoption Options provides networking, post-placement and on-going training services for families during their adoption process as well as post-adoption support. Families in this program will be licensed as foster care parents according to Colorado regulations. For more information about this program and a complete disclosure, please see the separate document “Disclosure Packet for Flexible Families.”

Expectant Birth Parents

a) Intake: Inquiries by expectant birth parents may take place via telephone, email, or in person. The initial goal is to ensure the safety of these clients, provide accurate information about adoption, and begin to develop a supportive relationship. Every effort will be made to schedule a personal appointment with expectant birth parents as soon as reasonably possible. Whenever possible, these inquiry calls are taken by a caseworker trained in responding to expectant birth parents. Someone is accessible by telephone 24 hours per day.

b) Counseling and Support: Adoption Options provides counseling and support services at no charge to expectant birth parents and their family members. Appointments are scheduled at a time and location convenient to expectant birth parents whenever possible. Because of this, counselors routinely travel around the state to meet with expectant biological parents in their homes or communities. Adoption Options provides decision-making counseling in compliance with the Rules and Regulations for Child Placement Agencies. Additional support services such as transportation to medical or legal appointments, assistance with applying for benefits, and guidance in accessing community support services may be provided.

During the counseling process, expectant birth parents are asked to provide social and medical information about themselves. Generally, the information is provided via self-reporting. Adoption Options does not require expectant biological parents to participate in any substance testing, genetic screening, or other medical procedure. Expectant birth parents are informed of the legal requirements of disclosure, including the commitment of perjury. After having made all diligent efforts to discover accurate information, Adoption Options is released from liability regarding any false statements made by expectant biological parents.

NOTE: Adoption Options will discuss Medicaid or private insurance coverage with expectant birth parents. This coverage, if available, will typically cover infants from the time of birth until the date of placement. While our agency is able to assist with application for benefits, responsibility ultimately lies with the expectant parent(s). Following the date of placement, all medical costs are the responsibility of the adoptive family. Adoption assistance, in the form of an adoption subsidy, may be available from the State of Colorado for adopted children with special needs. This assistance must be applied for prior to finalization of an adoption. Adoptive families
should discuss this with their caseworker and begin the application process as soon as possible. Adoptive families will also have the opportunity to waive their right to apply for adoption assistance.

c) Education: Part of the mission of Adoption Options is to provide education to all members of the adoption triad, as well as the general public, about best practices in adoption and the life-long effects of adoption. This information is provided in person to each client and their designated support systems. The agency also provides information through community outreach, public speaking, and general marketing and networking.

d) Profile Presentation: When appropriate, expectant birth parents may choose to select an approved adoptive family for their child. A counselor will provide profiles of approved, waiting families and will support expectant birth parents in their decision-making process. In some cases, an expectant birth parent may have already designated an adoptive family. Additional adoptive family profiles will be provided at the expectant birth parent’s request.

e) Match Meeting: If an expectant birth parent would like to meet in person with a prospective adoptive family, this meeting will be arranged by the birth parents’ counselor and the adoptive family caseworker. This meeting will generally take place in the Adoption Options office and will be facilitated by a staff member.

f) Hospital Counseling and Support: Following the birth of a child, most women remain in the hospital for one to three days, depending on the type of delivery and other medical factors. This is an intensely emotional time for birth parents as well as prospective adoptive families. Adoption Options makes every effort to accommodate birth parents’ wishes regarding the hospital stay. This may involve the presence of a caseworker at the hospital, time alone with the child, presence of the prospective adoptive family, completion of hospital paperwork or other requests. The agency also works closely with hospital social workers and medical staff to create the most positive hospital experience possible. Upon discharge from the hospital, a child may be placed directly with an adoptive family or into a cradle care home. This decision will be made at the discretion of the birth parents and Adoption Options staff.

g) Placement: During the counseling process, placement plans will be discussed with the expectant birth parents. These plans will include the involvement of the prospective adoptive parents (if selected) at the hospital, placement of the child in a temporary cradle care home, or the decision of a birth parent to care for the child. Adoption Options will assist each expectant birth parent to develop a placement plan she feels comfortable with. Our agency supports the right of birth parents to make placement decisions and will support that whenever feasible. However, as a licensed
child placement agency our staff is required to report to the Colorado Department of Human Services any suspicions of child abuse or neglect. At the time of discharge from the hospital, whether to an adoptive family or cradle care home, paperwork will be completed with a birth parent allowing for temporary care of the child. This is not legal relinquishment paperwork.

h) Interstate Compact on the Placement of Children (ICPC): See previous discussion under Domestic Adoption: Prospective Adoptive Parents.

i) Post-placement Counseling and Support: Adoption Options will provide counseling and support services related to relinquishment and adoption issues for as long as requested. In a designated adoption case, the adoptive family will be billed for these services at an hourly rate. If Adoption Options is unable to provide the services needed, the agency will make appropriate referrals. Post-placement counseling and support may include ongoing discussion of grief and loss, completion of legal documentation, court appearances (if required), mentoring services, referrals to community resources, or management of communication between birth parent(s) and adoptive family.

j) Legal Services: Adoption agencies licensed by the state of Colorado have the right to assist their clients with the legal relinquishment/termination and finalization/validation process. We work closely with our agency attorney to ensure that legal requirements and obligations are met. However, we do not consult our attorney on each case unless unusual or adversarial circumstances warrant the involvement of an attorney. Any client has the right to retain an attorney at their own expense at any time.

**Administrative Services:** Adoption Options performs a wide variety of administrative services in all cases. These services may include, but are not limited to:

   i. Maintaining client file in compliance with licensing regulations and agency standards
   ii. Completing case notes of meetings, phone calls, and client contacts
   iii. Writing various reports for court and ICPC purposes
   iv. Compiling medical and social information
   v. Compiling Child Study reports
   vi. Preparation of legal documents
   vii. Correspondence
   viii. Professional consultations, if required

**Post-adoption Services:** Adoption Options provides a wide variety of services following the legal finalization or validation of an adoption. These services include, but are not limited to:

   i. Resources and referral information, if requested and available.
ii. Consultation (personal or by phone)
iii. Provision to adoptive family of updated social and/or medical background information, when available
iv. Service as liaison for exchange of written information between birth and adoptive families
v. Informal networking and support between adoptive families, if requested
vi. Facilitation of in-person visits between birth and adoptive families
vii. Additional training seminars (registration and fee required)

Should additional post-adoption services be requested by an adoptive family, Adoption Options staff may make an appropriate referral if such services are available. Billing for additional services beyond finalization/validation will be at the hourly rate in place at the time the request for services is made.

INTERNATIONAL ADOPTIONS

On February 29, 2008, Adoption Options was granted full accreditation under The Hague Convention. Adoption Options does not act as a primary provider of intercountry services and does not provide matching/referral services, travel assistance, or any services in foreign countries. Families participating in our International Adoption Program must show, at the time of application to Adoption Options, that they have contracted with a licensed, Hague-accredited child placement agency based in the United States to provide these intercountry services.

a) **Intake Inquiries:** See previous section, Domestic Adoption: Prospective Adoptive Parent
b) **Application Process:** See previous section, Domestic Adoption: Prospective Adoptive Parent
c) **Adoptive Family Assessment:** See previous section, Domestic Adoption: Prospective Adoptive Parent.

Adoption Options prepares the Adoptive Family Assessment in compliance with the regulations of U.S. Citizenship and Immigration Services (USCIS), the Rules and Regulations Governing Child Placement Agencies, and Colorado Revised Statutes. This service is for Colorado residents.

d) **Adoptive Parent Training:** Please refer to Section 8: Required Training for Adoptive Parents
e) **U.S. Citizenship and Immigration Services (USCIS):** Adoption Options is a Hague-accredited child placement agency. However, we have no services available outside of Colorado. Therefore, the agency requires that families participating in our International Adoption program also be approved by a licensed out-of-state placing agency. Adoption Options may assist prospective adoptive parents in completing the I-600A or I-800A petition in coordination with the placing agency. Adoption Options will provide a copy of the completed family assessment and any other relevant documentation to the placing agency or directly to USCIS.

f) **Dossier Preparation:** The placing agency should provide adoptive families with dossier preparation services. Adoption Options will cooperate with the placing agency to assist with this process if necessary.
g) **Child Referral**: Referral of a child for adoption will be initiated by the placing agency. A child referral generally consists of a narrative report and photograph of a prospective child. Adoptive families must understand that in most international adoptions the information available on a child is limited or inaccurate. Adoption Options will work with the placing agency to obtain referral information and will review this information with the adoptive family. While Adoption Options requests that referral information be shared with us by the placing agency, adoptive families should also notify Adoption Options immediately of any child referral they receive.

h) **Post-placement**: Adoption Options will notify the Colorado Department of Human Services when an adoptive family arrives in Colorado with a child born outside of the United States. This notice will generate a letter required for the adoption to be finalized or validated in the Colorado courts. Adoption Options will provide post-placement supervision, reports, and other services as required by the child’s country of origin and/or the placing agency and agreed upon in the Post-placement Agreement.

i) **Legal Services**: If an international adoption is finalized abroad, Adoption Options will assist the adoptive family in validating the adoption in the Colorado courts. Validation of international adoption is required by the state of Colorado per Colorado Regulation 7.710.54 B(8) and a petition to validate must be filed with the court within 30 days of the arrival of the child in Colorado. If an international adoption was not finalized abroad, Adoption Options will assist the adoptive family in finalizing the adoption in the Colorado courts after all post-placement requirements have been met.

j) **Post-adoption Services**: See previous section, Domestic Adoption: Prospective Adoptive Family

5. **FEE FOR SERVICE STATEMENT**: All prospective adoptive families who apply to adopt a child through any of Adoption Options’ programs are paying for services provided by the agency, not for a child. Adoption Options cannot guarantee the placement of a child in any family, nor can we guarantee that any family will be approved during the Adoptive Family Assessment process.

6. **Fee Schedules**: Adoption Options believes that all prospective adoptive families have a right to know all potential adoption fees prior to signing the fee agreement. A fee schedule, itemized by services, is provided to each prospective family with this Disclosure Packet. Fees for services will vary depending on the type of case the prospective adoptive family would like to pursue. Information about what fees, if any, are refundable and under what conditions is addressed in the Fee Agreement.

7. **Service Delivery Time Frame Statement**: Adoption Options seeks to provide all services in a timely manner. Some steps, however, may take longer than others. Following is an ESTIMATED time frame for each above mentioned service.
ADOPTIVE FAMILIES

a) Intake Inquiry: We make every effort to respond to personal, telephone, and email inquiries promptly. If requested, a free informational packet will be provided to inquirers.

b) Informational Meeting: We offer monthly group informational sessions. Individual meetings may be requested and scheduled during office hours.

c) Adoptive Family Assessment: One to three months after the family submits required documentation. This step may be regulated to accommodate our expectant parent case load and the number of adoptive families in our Domestic Adoption Program.

d) Training: Adoption Options provides pre- and post-placement training roughly four times per year. Adoptive families must complete all required training prior to finalizing an adoption. Additional or separate training is required for international and foster care adoption.

e) Annual Addendum: An annual addendum to the home study must be completed every 12 months from the date of approval. This visit, taking place in the adoptive family’s home, will be scheduled with the adoptive family caseworker and must be completed within 30 days of the date of expiration.

f) Profile Presentation: A family must be approved for adoption and have paid all required fees prior to the profile being shown. Following this point, profile presentation will be on a case-by-case basis.

g) Formal Presentation: After a family has been matched with a birth parent, a formal presentation of the case will be scheduled within one to two weeks. This presentation, by the birth parent counselor, will be recorded and a recording provided to the adoptive family at the time of placement.

h) Match Meeting: Following the formal presentation and acceptance of case by adoptive family, a meeting will be scheduled with birth parents, adoptive parents, and Adoption Options staff as soon as reasonably possible.

i) Placement: The average wait for placement can vary and depends
on many factors. After being matched with a birth parent or child, placement may be completed anywhere from a few days to a few months later.

j) Interstate Compact: It is recommended that adoptive families completing an out-of-state placement anticipate staying in the sending state (state of the child’s birth) for at least ten business days.

k) Post-placement: Adoptive families must participate in post-placement supervision with Adoption Options or another licensed agency for a minimum of six months following placement (for domestic infant adoptions). Foster care or international adoptions may require a longer period.

l) Legal Services: Individually determined.

m) Post-finalization: Ongoing and as requested.

n) USCIS (I-600A or I-800A): These documents will be filed promptly after the completion of the home study, collection of all required supporting documents, and payment of all fees. Cooperation of the placing agency is required.

o) Dossier Preparation: Individually determined by the motivation of the prospective adoptive family and the required authentication process. This can generally be completed in a few months and involves the participation of the placing agency.

p) Child Referral: Variable. This depends on a variety of factors such as the preferences of the adoptive family, procedures of the placing agency, and issues present in the sending country.

BIRTH FAMILIES

a) Intake: Prompt response to phone, email, or personal inquiries.

b) Counseling and Support: Ongoing.

c) Education: Ongoing.

d) Profile Presentation: Usually in the third trimester but may be earlier if appropriate. Profiles will not be presented until complete social/medical histories have been provided by expectant birth parents.

e) Match Meeting: Usually in the third trimester or after the child is born.
Follows presentation and acceptance of case by adoptive family. On rare occasions, birth parents may choose not to participate in a match meeting.

f) Hospital Counseling: As requested by birth parents. An Adoption Options counselor is usually required to be present for the child’s discharge from the hospital.

g) Placement: Variable. This may take place directly from the hospital or from a cradle care home and will be determined by Adoption Options staff, birth parents, and adoptive family.

h) Interstate Compact: It is recommended that adoptive families completing an out-of-state placement anticipate staying in the sending state (state of the child’s placement) for at least ten business days.

i) Post-placement Support: Ongoing.

j) Legal Services: Relinquishment documents can only be signed by a birth mother after the child is born and will be filed with the court no sooner than four business days after the birth. Legal proceedings with a birth father may be initiated prior to the birth of a child. Relinquishments may be pursued in a traditional or expedited manner, at the discretion of the agency. Termination of parental rights may extend for several weeks.

k) Mentoring: Ongoing, as requested.

l) Administrative: Ongoing.

NOTE: These time frames are given as estimates in an effort to assist prospective adoptive families in holding appropriate expectations for the agency and the adoption process. Each experience will vary.

8. Required Training for Adoptive Parents

The Colorado Department of Human Services (CDHS) requires all prospective adoptive parents to participate in face-to-face training provided by the agency as part of the adoption process. Reasonable efforts must be made to complete this training prior to placement of a child. Adoptive families may submit verification of prior training to Adoption Options and may be given credit for this training at the agency’s discretion. As part of the Infant Adoption Program, Adoption Options provides 18 hours of Core Training covering the following topics:

a) Attachment and bonding issues
b) Grief and loss issues as applicable to all members of the adoption triad
c) Adoption as a life-long issue for all members of the adoption triad
d) Key concepts of child growth and development 

e) Boundary setting and discipline 

f) Parenting a child from a different cultural or racial background 

g) Disclosure issues including the potential inaccuracy of biological family information, discussion with the child, and sharing information with others 

h) Colorado adoption laws and procedures for birth and adoptive families 

i) Ongoing contact and/or communication with birth families 

j) Use of community resources including help with parenting techniques 

k) Expectations of adoption and the adoption process 

l) Medical and health issues in adoption 

m) Basic care and supervision for infants and children 

**Colorado families adopting children who are over 12 months of age or medically fragile** are required to complete an additional 4 hours of training, for a total of 20 hours minimum. This requirement differs for families adopting through the foster care system via our Flexible Families Program. Required topics include:

- Parenting a child who has been abused or neglected 
- Parenting a physically, mentally, developmentally, or emotionally delayed child 
- The impact of frequent moves and multiple caregivers on child development 

This training will be provided on a case-by-case basis and may be in a format other than face-to-face. 

**Colorado families adopting children internationally** are required to complete a minimum of 24 hours of training. In order to meet these requirements, families in Adoption Options’ International Adoption Program will be required to participate in Parents as Tender Healers (PATH) training prior to travelling abroad. This training is also required for the Flexible Family Program. 

PATH training covers the following topics:

- Importance of the team approach; Professional boundaries 
- Appropriate boundaries between foster family and foster child 
- Self-Assessment 
- Attachment 
- Surviving a crisis 
- Impact of loss 
- Nutrition 
- Adoption 
- Working with the biological family 
- General Overview of foster care systems 
- Administrative & Legal issues 
- Why children get placed in out of home care 
- Key concepts of child growth and development 
- Individual differences; Ethnicity & Culture 
- Effects of fostering on the foster family 
- Parenting & family dynamics 
- Emotional issues & survival behaviors 
- Behavioral management/discipline; 
- Positive methods for dealing with children
In addition to the PATH training, families adopting internationally must complete 10 hours of Hague-approved training, whether or not the country of origin is a Hague country. Adoptive families may complete these hours through an online class or in person, and must provide documentation of such training to the agency prior to travelling. It is possible that training may meet the requirements of both the placing agency and Adoption Options, however this is not guaranteed. Training must be verified and approved by the Adoption Options caseworker in order for credit to be given. Country specific training should be covered by your placing agency. Adoption Options will assist families in connecting with resources for training and educational opportunities as requested by the family or placing agency.

The Hague Convention requires that training cover the following topics:

a) The intercountry adoption process, the general characteristics and needs of children awaiting adoption, and the in-country conditions that affect children in the Convention country from which the prospective adoptive parent(s) plan to adopt;

b) The effects on children of malnutrition, relevant environmental toxins, maternal substance abuse, and of any other known genetic, health, emotional, and developmental risk factors associated with children from the expected country of origin;

c) Information about the impact on a child of leaving familiar ties and surroundings, as appropriate to the expected age of the child;

d) Data on institutionalized children and the impact of institutionalization on children, including the effect on children of the length of time spent in an institution and of the type of care provided in the expected country of origin;

e) Information on attachment disorders and other emotional problems that institutionalized or traumatized children and children with a history of multiple caregivers may experience, before and after their adoption;

f) Information on the laws and adoption processes of the expected country of origin, including foreseeable delays and impediments to finalization of an adoption;

g) Information on the long-term implications for a family that has become multicultural through intercountry adoption; and

h) An explanation of any reporting requirements associated with Convention adoptions, including any post-placement or post-adoption reports required by the expected country of origin.

The placing agency should provide information and counseling on the specific child and country, including the child’s history and cultural, racial, religious, ethnic, and linguistic background; the known health risks in the specific region or country where the child resides; and any other medical, social, background, birth history, educational data, developmental history, or any other data known about the particular child. As previously mentioned, Adoption Options will review this information with the adoptive family as necessary and the adoptive family will sign an acknowledgement to this effect.

Adoption Options will also provide in-person, individualized counseling and preparation, as needed, to meet the needs of prospective adoptive parents in light of the particular child to be adopted and his or
her special needs. We will provide adoptive parents with information about print, internet, and other resources available for continuing education and training about adoption issues. Referrals are also available for support groups, adoption-competent therapists, and other professionals in the community.

**METHODS:**
Adoption Options will utilize a variety of training methods to help each of our families achieve their training requirement. Those may include but not be limited to:

- Core Training (in person, classroom format)
- Videos
- Books
- Articles
- Professional seminars and speakers
- Individual counseling and preparation
- Online training programs

9. **Process of Sharing Available Information:**
Our agency believes that successful adoptions are founded on mutual trust and respect. Every child has a right to know his or her own story. Although we coordinate semi-open and open adoptions in our domestic programs, we will not intentionally reveal identifying information to either birth or adoptive families. All available social and medical history of a child will be shared with the prospective adoptive family prior to placement via the formal presentation (including audio recording), written reports by birth parents and/or birth parents’ counselor, and medical records when available. Adoptive families should be aware that information provided by birth parents may be incomplete or inaccurate.

**International Adoption:** All available information on a child will be provided by the placing agency. This may include a child referral report, medical reports when available, child’s legal documents when available, and written reports by the placing agency. Adoption Options will review this information with the adoptive family.

10. **Policy: Precluding Placement of a Child**
Adoption Options **will not** place a child under the following conditions:

   a) In a home that would be detrimental to the child’s wellbeing, as determined by the agency.

   b) If a prospective adoptive parent has been convicted at any time of a felony or misdemeanor in any of the following areas: child abuse, as specified in Section 18-6-401, C.R.S.; a crime of violence, as defined in Section 18-1.3-406, C.R.S.; any felony offenses involving unlawful sexual behavior, as defined in Section 16-22-102(9), C.R.S.; any felony, the underlying factual basis of which has been found by the court on the record to include an act of domestic violence, as defined in Section 18-6-800.3, C.R.S.; any felony involving physical assault, battery or a drug-related/alcohol-related offense within the five (5) years preceding the date of application; any felony offense in any other state, the elements of which are substantially similar to the elements of any one of the offenses described in this section. For the purposes of these regulations, convicted means a conviction by a jury or by a court and shall also include a deferred judgment and sentence agreement, a deferred prosecution
agreement, a deferred adjudication agreement, an adjudication, and a plea of guilty or nolo contendere.

c) The adoptive parents have not arranged medical insurance for the child.

Adoption Options **may not** place a child under the following conditions:

a) Previous arrest/conviction for DUI  
b) Personal history of substance abuse, sexual misconduct, or domestic violence, even if not charged with or convicted of a crime  
c) Previous arrest(s)  
d) Income insufficient to support a child  
e) Personal history of mental illness  
f) Lack of “goodness of fit” with our agency or programs  
g) History of marital infidelity, separation, or unstable marriage  
h) Unresolved issues related to infertility, family of origin, or other personal history including experience of child abuse or neglect  
i) Inappropriate use of pornography or possession of sexually explicit materials  
j) Lack of cooperation with the required process  
k) Lying, omission, or intentional misrepresentation in any part of the process  
l) Refusal to immunize the child and/or seek medical care

11. **Agency Grievance/Appeal Process**

Adoption Options recognizes the right of any birth parent, prospective adoptive parent, adoptive parent, or adoptee to lodge directly with the agency, a signed and dated complaint or appeal about any of the services or activities of the agency that he or she believes are inconsistent with state and federal laws and regulations and standards of accreditation that apply to the agency. Clients have the right to complain and seek review concerning any agency decision or information affecting their eligibility to adopt. Adoption Options does not 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 in reviews to an accrediting entity on the agency’s performance, or questioning the conduct of or expressing an opinion about the performance of the agency.

Adoption Options’ grievance/appeal process is as follows:

a) The client should first communicate, in writing, to the caseworker or staff member who is the object of the grievance. The caseworker or staff member will respond to the grievance, in writing, within 30 days.

b) If the grievance is not resolved, the client should communicate, in writing, to the supervisor of the caseworker or staff member in question. The supervisor will respond to the grievance, in writing, within 30 days.
c) If the grievance still cannot be resolved, the client should communicate, in writing, to the Executive Director. The Executive Director will respond to the grievance, in writing, within 30 days.

d) If the grievance is not resolved at this level, the client should communicate, in writing, to the Chair of the Board of Directors of the agency. The Chair of the Board of Directors will respond, in writing, within 30 days.

At any point in this process a meeting may be held between Adoption Options staff and the complainant(s). At the discretion of the Chair of the Board of Directors a meeting with a Board representative may be convened. Adoption Options is committed to dealing with any complaints or grievances in an expeditious, sensitive, and dignified manner. All written complaints will be responded to through the process above within 30 days of receipt, and expedited review will be given to any complaints that are time sensitive or that involve allegations of fraud. If the complainant is not satisfied with the response and continues to believe that an infringement of laws, regulations, or accreditation standards has occurred, the complainant has the right to take the complaint further to the appropriate agencies responsible for them. This would include, but may not be limited to: The Colorado Department of Human Services (Section 2 within this document) and the Hague Complaint Registry (Section 18 within this document).

Administration and record-keeping regarding complaints for Hague countries only: Adoption Options will maintain a written record of each written complaint and the steps taken to investigate and respond to it. This record will be made available to the accrediting entity, the Complaint Registry, or the Secretary of the Hague Convention upon request. Adoption Options will provide the accrediting entity and the Secretary, on a semi-annual basis, a summary of all written complaints received (including the number of written complaints received and how each complaint was resolved) and an assessment of any discernible patterns in complaints received against the agency, along with information about what systemic changes, if any, were made or planned by the agency in response to such patterns. Additionally, Adoption Options will provide information about complaints received as may be requested by the accrediting entity or the Secretary.

Using evaluation of any complaints received to improve the quality of agency services: To continuously improve its services and minimize the number of complaints that might be received, Adoption Options will review complaint data, client feedback and evaluations as a basis for making improvements. This will be done in compliance with the policies and procedures of our Quality Assurance and Improvement Program.

Quality Assurance and Improvement Program: Adoption Options will review biannually, in January and June of each calendar year, the complaint data, client feedback and evaluations as a basis for making improvements. All clients will be given the opportunity to complete an anonymous client feedback survey twice per year and these shall be kept on record with the agency. Specific complaints or grievances will be responded to following the above process.
12. Post Adoption Services:
   See Section 4, Available Agency Services, Domestic Adoptions, Post-Adoption Services.

13. Statement: Right to Seek Legal Counsel
   Every applicant family has the right to seek legal counsel to further understand Colorado Adoption laws. Each applicant who exercises this right is responsible for the payment of all fees associated with that choice.

14. Statement: Perjury
   Any applicant who knowingly or willfully makes a false statement of any material fact or thing in their application is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S. and, upon conviction thereof, shall be punished accordingly.

15. Policy: Review of Adoptive Family Assessment
   All prospective adoptive parents who have completed a family assessment with this agency may read and review the assessment excluding confidential references. Each person will be asked to either sign the assessment stating that they have read the report, or sign a waiver which documents that they had the opportunity to read the assessment but chose to waive the right to do so. Following is the review procedure for individuals who choose to review and sign the assessment:

   a) The caseworker who conducted the assessment will contact the prospective adoptive family to let them know the document is ready for their review and signature.
   b) The family will make an appointment with the Placement Supervisor at Adoption Options to come to the office, read their home study, and meet with the Placement Supervisor.
   c) Each family that reviews their assessment may correct mistakes in fact on the final draft version of their home study.
   d) No home studies, or copies thereof, will be given to the client unless pre-approved by the Executive Director for an international adoption.

16. Adoptive Family Assessment Dispute Process:
   In the event a prospective adoptive family disagrees with the content of the home study, the following process will be implemented:

   a) The prospective adoptive family should clearly state, verbally or in writing, the area or areas of dispute and schedule a time to discuss those with their caseworker.
   b) If the dispute cannot be resolved at that level, the prospective adoptive family may request a review by the Placement Supervisor.
   c) If the dispute is not resolvable at this level, the prospective adoptive family may notify the Executive Director of the nature of the dispute and request a staff wide review and/or meeting to discuss the areas of concern.
   d) The final decision will rest with the Executive Director.
Adoption Options will gladly change errors in fact which may inadvertently occur in the written document. Opinions, conclusions, and recommendations, however, fall within the scope of the agency mandate to conduct a thorough family investigation and render a professional opinion on the suitability for a child’s placement.

17. Policy and Procedure: In-Country Services
The provision of adoption related services to the adoptive family while the adoptive applicant is present in the foreign country will be managed by the placing agency. Adoption Options is not equipped to provide services in foreign countries. Adoptive applicants must await proper authorizations to travel from the placing agency prior to making travel arrangements. Upon returning from the foreign country, adoptive parents must notify Adoption Options of their arrival within 24 hours.

18. Hague Accreditation Disclosures:
   a) Adoption Service Policies and Practices: See above, Sections 1-17.
   b) General Eligibility: (Applicant Families: Policies and Guidelines)
      i. Religion: Adoption Options is a non-sectarian agency which is not religiously affiliated. There are no religious requirements for adoptive families in any of our programs. For international adoption, applicants must comply with any religious requirements of the country from which they wish to adopt and/or the placing agency.
      ii. Marriage: Married couples, same-sex couples, and single applicants are welcome to apply to our Infant Adoption Program, Designated Adoption Program, or Flexible Family Program. For our Infant Adoption Program, couples must be married (or if a same-sex couple, in a domestic partnership or civil union) for a minimum of 18 months. For international adoption, couples and single applicants must comply with the marriage and/or sexual orientation requirements established by the country from which they wish to adopt and/or the placing agency. Adoption Options welcomes applicants of all sexual orientations.
      iii. Age: Applicants must be over the age of 25. For international adoption, applicants must comply with the age requirements established by the country from which they wish to adopt and/or the placing agency. Adoption Options does not have an established upper age limit, however, age will be a factor considered in the family assessment.
      iv. Divorce and Remarriage: Adoption Options has no established limit in this area, however, marriage history will be a factor considered in the family assessment. Divorce or dissolution of a domestic partnership or civil union must be documented as part of the family assessment. For international adoption, applicants must comply with the marriage history requirements established by the country from which they wish to adopt and/or the placing agency.
v. Health: Applicants must provide a current, signed medical report from their physician and maintain good emotional and mental health. If an applicant controls a medical or emotional problem with medication or counseling, Adoption Options requires a report from the physician, counselor, or therapist which includes: a description of the problem, its history and duration, treatment procedures, and prognosis. Physical and mental health limitations will be explored on an individual basis and additional medical information may be requested. For international adoption, applicants must comply with the physical and mental health requirements established by the country from which they wish to adopt and/or the placing agency.

vi. Insurance: Applicants must provide health insurance for any child placed in their home, from the date of placement forward. Written confirmation from the health insurance carrier must show that the adopted child is eligible for coverage. Life insurance is strongly recommended. Adoption Options cannot guarantee the health of any child.

vii. Finances and Housing: Applicants must have sufficient resources to pay for the adoption and adequately support all family members, including the child to be placed in the home. Adoption Options does not have an established income requirement. However, management of resources and the demonstrated ability to live within one’s means are significant factors which will be considered during the family assessment. Housing must meet the certification requirements of the Colorado Department of Human Services and a home inspection will be conducted during the family assessment.

viii. Infertility: Adoption Options requires families participating in our Infant Adoption Program to have a history of infertility or other substantial circumstances which preclude biological parenting. For international adoption, applicants must comply with any requirements regarding infertility that have been established by the country from which they wish to adopt and/or the placing agency. There are no infertility requirements for our Designated Adoption Program or Flexible Family Program.

ix. Number of Children in the Family: Adoption Options requires families participating in our Infant Adoption Program to have no more than two children in their current marriage, whether by birth or adoption. For all other programs, there is a limit of 8 children in the home, although this will be considered during the family assessment. For international adoption, families must comply with any requirements regarding family size that have been established by the country from which they wish to adopt and/or the placing agency.

x. Sexual Orientation: Adoption Options has no requirements regarding sexual orientation in our Infant Adoption Program, Designated Adoption Program, or Flexible Family Program. For international adoption, couples and single applicants must comply with the sexual orientation requirements established by the country from which they wish to adopt and/or the placing agency.
xi. Fees: Fees must be paid in full, as per the signed and notarized Fee Agreement, prior to your child’s arrival in the U.S. (international) or placement in your home (domestic).

xii. Employment of Caregiver: Adoption Options has no requirement regarding employment of a caregiver. It is expected that all adoptive parents will take a minimum of two weeks away from work following the placement of a child in the home. Adoption Options will honor the desire of birth parents whose preference includes having one adoptive parent home with the child.

xiii. Education: Adoption is a lifelong process, not an event. Adoption Options provides educational and resource materials to begin equipping adoptive families to understand and deal with these issues. We encourage all individuals, couples, and families to assume the responsibility for educating themselves on this process through reading, participation in seminars and training events, and support group interactions.

**Fees:**

**AGENCY DOMESTIC ADOPTION (Infant Adoption Program):**
- Colorado Family: $27,100
- Non-Colorado Family: $24,700

**DESIGNATED ADOPTION:** Fees may vary depending on services provided
- Adoptive Family in Colorado/Birth Parent in Colorado: $15,350
- Adoptive Family in Colorado/Birth Parent Out-of-State: $7,260-$8,410
- Birth Parent in Colorado/Adoptive Family Out-of-State: $9,900-$11,250
- Expedited Family Assessment Fee: $500

**INTERNATIONAL ADOPTION:**
- Adoption Options services only: $7,200

**FOSTER CARE ADOPTION (Flexible Family Program):**
- Adoption Options services only: $3,500-$5,500

Adoption Options will provide all clients with a written fee agreement prior to beginning services. Fees in some programs may vary depending on the circumstances of a particular case.

c) Supervised Providers:
Adoption Options is Hague accredited and therefore qualified to act as a supervised provider for non-Colorado agencies providing services for Hague adoptions. However, the agency requires that families participating in our International Adoption Program must apply to and be approved by a licensed and Hague accredited agency in another state. In order to maintain compliance with Hague regulations and agency policy, an
agreement will be signed between Adoption Options and the out-of-state placing agency. Individualized information will be shared with each family in the International Adoption Program at the time adoption services are being contracted for between the two agencies and the adoptive family.

d) **Adoption Fee Agreement:** (Attached)

e) **Three-year Statistics: (All Programs):**

<table>
<thead>
<tr>
<th></th>
<th>Total Placements</th>
<th>Number and Percent that remain intact</th>
<th>Number and Percent that were disrupted</th>
<th>Number and Percent that have been dissolved at this time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>40</td>
<td>38  95%</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>2011</td>
<td>35</td>
<td>34  97%</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2012</td>
<td>47</td>
<td>46  97%</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

Number of children eligible for adoption and awaiting adoptive placement or referral:
Varies by program.

f) **Hague Complaint Registry Contact Information:**

Attn: U.S. Central Authority, U.S. Department of State
Bureau of Consular Affairs, Office of Children’s Issues, Hague Adoption Unit (SA-29)
2201 C Street, NW
Washington, DC 20520
https://adoptionusca.state.gov/HCRWeb/WelcomeForm.aspx
Fax: 202-736-9080

g) **Child Referral Process: Procedures**
Child referrals for international adoption will be made by the placing agency, not by Adoption Options. Adoption Options does not, at any time, give medical advice or recommendations related to a child referral. Prospective adoptive families are strongly encouraged to consult a pediatrician or other medical professional and to do their own research in determining the suitability for them of this referral. Once an adoptive family has received a referral from the placing agency, they must notify Adoption Options as soon as possible.

**Acknowledgement Statement:** This form acknowledges that an adoptive family has received information on the child as required by the Hague Convention. It will be reviewed with and signed by an Adoption Options staff member and the prospective adoptive parents at the time of the child referral.
Records Provided: Adoption Options provides no records for children adopted internationally. The licensed placing agency will provide the official child referral, including available documents such as a child intake form, photograph of child, field investigation report, medical reports, legal documents and document verification. An adoptive family should be given a period of at least two weeks to consider the referral and make a decision whether or not to accept it.

19. SAFE: Legal/Financial Rights and Responsibilities:

<table>
<thead>
<tr>
<th>Role</th>
<th>Roles/Responsibilities</th>
<th>Legal/Financial Rights</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kin Caregiver</td>
<td>Child’s primary caretaker</td>
<td>No legal rights; financially responsible for child</td>
<td>Child is biological relative</td>
</tr>
<tr>
<td>Foster Parent</td>
<td>Child’s primary caretaker; must cooperate with reunification efforts; must be licensed by the state; may seek to adopt child once parental rights are terminated and if approved by the caseworker</td>
<td>No legal rights; receive a monthly reimbursement to help care for child</td>
<td>Helps a child in need; may be a low cost way to adopt if and when parental rights are terminated</td>
</tr>
<tr>
<td>Legal Guardian</td>
<td>Child’s primary caretaker</td>
<td>Guardianship is given by the birth family through legal means and may be rescinded at any time; guardian is financially responsible for child</td>
<td>May help a birth parent who needs time to assume a parenting role; provides stability for the child</td>
</tr>
<tr>
<td>Adoptive Parent</td>
<td>Child’s primary caretaker</td>
<td>Have legal rights identical to those of biological parents; are financially responsible for child</td>
<td>Permanency; same as benefits of biological parenthood</td>
</tr>
</tbody>
</table>

20. Birth Parent Contact Preference Form

Effective January 1, 2006 the Colorado legislature provided:

- Birth parents the opportunity to express their preference regarding contact through a form filed with the Office of the State Registrar of Vital Statistics and

- The option of voluntarily providing updated medical information without making direct contact with the adoptee

Birth parents can state their request to place a Contact Preference Form and Medical History Statement in the sealed adoption file maintained by the Office of the State Registrar of Vital Statistics. There is a non-refundable fee of $20.00 for searching for the original birth certificate and placing the two forms into the sealed file. A Contact Preference Form and Medical History Statement can be downloaded from [http://www.colorado.gov/cs/Satellite/CDPHE-CHEIS/CBON/1251595220423](http://www.colorado.gov/cs/Satellite/CDPHE-CHEIS/CBON/1251595220423) or you
can request a form by mail at:

Health Statistics and Vital Records
Closed Records Coordinator
HSVR-VR-A1
4300 Cherry Creek Drive South
Denver, CO 80246-1530
You may also email vital records at vital.records@state.co.us or contact them by phone (303) 692-2227 to request the forms.

21. Process of Record Storage and Maintenance if Agency Closes:

a) **Case record retention:** Adoption Options treats all records relating to the adoption of a child as confidential. Such records are retained in a safe, secure, and retrievable manner for the period of time required by Colorado law and regulation.

b) **Plan for transfer of cases:** In the event that Adoption Options is no longer accredited, or ceases to do business, Adoption Options will transfer its cases that involve Hague accreditation with the IAA in accordance with agency policy. Agency records will be transferred in accordance with state licensing regulations and Colorado statutory requirements.

c) **Provisions for an organized closure:** In the event Adoption Options elects to close for any reason, the following steps will be taken by the board of directors and staff to ensure an organized closure:

i. We will work with our agency attorney to ensure that all corporate dissolution requirements are met and other issues with legal ramifications are addressed.

ii. Outstanding financial bills and obligations will be paid.

iii. Current clients will be notified as far in advance as possible of the anticipated closure.

iv. Staff will make every reasonable effort to assist clients who are waiting for placement, or who are in the post-placement supervisory stage of their adoption, to find an agency that will assist them to complete their adoption.

v. Files will be purged, eliminating the need to transfer files where placements did not occur.

vi. Adoption Options will duplicate the hard copy of the files that we are required to keep in a manner dictated by statute.

vii. Adoption Options is currently implementing the statutory requirement to scan and store files electronically. We maintain these on our small business server. They are backed up daily by an off-site company. Access to these files will be provided to the department as part of an organized agency closure.

viii. Files will be transferred to the Colorado Department of Human Services.

ix. Allowable refunds to clients will be distributed from the remaining funds.
d) **Notification:** Adoption Options will notify the accrediting entity and the Secretary in writing within 30 days of the time it ceases to provide or is no longer permitted to provide adoption services. Adoption Options will also provide written information about the transfer of its adoption records consistent with applicable laws, regulations, and agency policies.

e) **Electronic Storage:** Adoption Options will electronically store required case files on our business server and shred original files as required and allowed by Colorado statute and regulation.

### 22. Services for Adult Adoptees:

Adoption Options provides services to adult adoptees seeking information about their origins. These services include:

a) **Provision of Identifying Information:** In 2009, The Colorado Department of Human Services promulgated rules regarding a change in access to identifying information. Individuals adopted between July 1951 and July 1967 may access identifying information from their adoption records. After obtaining a copy of the original birth certificate from Vital Records and copies of adoption court records from the appropriate court, adoptees may contact Adoption Options to make a formal request for information. Adoption Options will then obtain the adoption records from the Colorado Department of Human Services, review the file, and provide in writing all available information. The costs for this service are determined by income and are as follows.

- Income under $20,000: $125.00
- Income over $20,000: $150.00

b) **Provision of Non-identifying Information:** Individuals adopted outside of the period from July 1951 to July 1967 are not entitled to access identifying information from their adoption records. However, adoptees may contact Adoption Options for provision of non-identifying information. Adoption Options will obtain the adoption records from the Colorado Department of Human Services, review the file, and provide in writing the available non-identifying information. The fee for this service is as follows.

- Income under $20,000: $125.00
- Income over $20,000: $150.00

Counseling services are also available to adoptees at the following rates.

- Income under $20,000: $60.00/hour
- Income $20,000-$35,000: $70.00/hour
- Income $35,000-$50,000: $80.00/hour
- Income over $50,000: $90.00/hour

c) **Search and Reunion Services:** Adoption Options is authorized to provide search and reunion services to individuals who were placed for adoption through our agency. These services include location and investigation of involved parties, personal contact and/or interviews, report
preparation, and coordination of contact between parties. The fees for these services are based on services rendered and do not guarantee that there will be a successful reunification. Release of identifying information is based on the agreement of all parties.

- Application/Administrative Fee $100.00
- Search/Reunification Process $75.00/hour to maximum of $500.00
- Initial Retainer Fee $225.00
- Additional Expenses Actual Costs

23. **Services Provided by Other Agencies, Entities, or Individuals:**
For international adoption, all services related to referral and placement of a child, in-country services, and country-specific procedures or information will be provided by the licensed placing agency.

24. **Foster Care Certification Requirement:**
Applicants who reside in Colorado and whose adoptions will be finalized in Colorado must apply for and maintain certification as foster care parents until the finalization of the adoption. Applicants residing in other states who accept placement of a child in the custody of Adoption Options must be certified as foster/adoptive parents in their state of residence. Families participating in our Flexible Family program will be certified as foster care parents according to Colorado law.

25. **Agency Policy on Concurrent Adoptions:**
Adoption Options may participate in concurrent adoptions under the following conditions:
   a) The prospective adoptive family will have a completed home study suitable for both adoptions.
   b) Each agency or service provider will have its own signed fee agreement with the prospective adoptive family.
   c) The prospective adoptive family will sign a release allowing the two agencies or service providers to freely share information with one another.
   d) The other agency or service provider is fully informed and in agreement with the concurrent adoption plan.
   e) Adoption Options will retain the right to deny provision of concurrent adoption services when, in our professional opinion, it would not be in the best interest of a child placed in the home. Adoption Options may also refuse to work in cooperation with any other agency that we deem to be unsuitable or disreputable.

26. **Pregnancy Related Expenses:**
Only pregnancy-related expenses may be paid or reimbursed to a birth parent. All payments made on behalf of a birth parent must be processed through the agency. This is a Colorado licensing requirement. Adoption Options will pay third party vendors (landlord, utilities company, etc.) and will not make direct payment to a birth mother without proper receipt.
27. **Agency Validation and Fee Requirements:**

Adoption Options requires that all families who complete a home study through the agency for the purpose of an inter-country adoption to:

a) Pay all adoption-related fees prior to travelling to the international country to bring their child home. This will include post-placement supervision fees as well as any unpaid balance due.

b) Provide Adoption Options with true and accurate copies of all documents received in the foreign country, which may include but are not limited to:
   - Medical/social information
   - Adoption decree
   - Child legal documents
   - Parental relinquishment or abandonment documents
   - Copy of child’s passport or travel document

c) Participate in a minimum of six months post-adoption/post-placement supervision and comply with the post-adoption/post-placement supervision requirements instituted by the foreign country and/or placing agency.

d) Cooperate with Adoption Options in completing the required legal documents to finalize and/or validate their international adoption in a Colorado court, as required by statute.

e) Pay the required court filing fee.

f) Appear at the required finalization/validation hearing.

Adoption Options will prepare the required legal documents for Colorado residents, send them to each family for review and signature, file with Arapahoe County District Court, notify the family of the scheduled hearing date and appear in court with each family for the validation/finalization hearing.

28. **Attachments:**

a) Current Agency License
b) Current Annual Report
c) Agency Fee Agreements (with applicable attachments)
d) Disclosure Statement
TIME LIMITED CHILD CARE LICENSE

Provider ID: 45078  Service Type: CHILD PLACEMENT AGENCY FOSTER CARE

ADPTION OPTIONS
13900 EAST HARVARD
AURORA, COLORADO 80014

COUNTY: ARAPAHOE

LOCATION:
13900 EAST HARVARD
AURORA, COLORADO 80014

COUNTY: ARAPAHOE

License Effective Date: 05-03-2013  License Expiration Date: 05-03-2014

The licensee must comply at all times with the Child Care Act and the rules and standards of the Department of Human Services. The licensed premises and its records must be available for inspection at all times by the Department of Human Services or its authorized representatives. This license is valid only for the location address listed above and is not transferable to any other person, organization or location. The licensee must surrender this license to the Department of Human Services upon denial, revocation or suspension.

Numbers and ages of children cared for at the licensed premises must not at any time exceed:

Other conditions and restrictions:
CPA approved to place for adoption and foster care

Unique conditions:
Approved for intercountry adoptions

EXECUTIVE DIRECTOR

5/30/2013

APPROVAL DATE

THIS LICENSE MUST BE POSTED IN A PROMINENT LOCATION ON THE LICENSED PREMISES
AGENCY NAME: ADOPTION OPTIONS

LICENSE #: 045078 DATE OF REPORT: 3/20/13

CALENDAR YEAR OF REPORT: 2012

7.710.74 REQUIRED REPORTS

A, 1: TOTAL NUMBER OF DOMESTIC AGENCY ADOPTIONS:
(count each adoption you are reporting in one category only)

a: finalized in Colorado (Non-Relative) 24

b: finalized outside of Colorado (Non-Relative) 2

DOMESTIC ONLY

A, 2: Total # of Non-agency adoptions as required by the courts 0

A, 3: Total # of Relative Adoptions 0

A, 4: Total # of Second Parent Adoptions 0

A, 1: DOMESTIC ONLY

h: Total # of BOYS 12

j: Total # of GIRLS 14

B. The total number of children whose DOMESTIC adoption was finalized within the calendar year as delineated by: (do not duplicate numbers)

1: White children; not Hispanic/Latino 10

2: Hispanic/Latino children 3

3: African American children; not Hispanic/Latino 3

4: Asian American children 0

5: Hawaiian/Pacific Islander children 1

6: Alaskan/Native American children 0

7: Children of two or more races
   (Please specify races. Use the back of this page if needed) 9
7. Continued

African American/Caucasian 2
African American/Hispanic 2
African American/Hispanic/Thai/Caucasian 1
Native American/Caucasian 1
Native American/Hispanic 2
Hispanic/Caucasian 2A, 1: TOTAL NUMBER OF INTERNATIONAL ADOPTIONS:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Identify each applicant by race/ethnicity. Count each couple as two separate individuals.

1: White applicants; not Hispanic or Latino  
   50

2: Hispanic/Latino applicants  
   1

3: Black/African American applicants; not Hispanic or Latino  
   2

4: Native Hawaiian/Pacific Islander applicants  
   0

5: Asian American applicants  
   1

6: Alaskan/Native American applicants  
   0

7: Applicants of 2 or more races  
   (Please specify races. Use back of this page if needed)  
   1
   African American/Caucasian  
   1

F: The total # of adoptive placements made by your Agency within the calendar year which resulted in:

1: Disruption of the placement:  
   Total # of Domestic disruptions  
   1
   Total # of International disruptions  
   0

2: Dissolution of the adoption:  
   Total # of Domestic dissolutions  
   0
   Total # of International dissolutions  
   0

Your Name/Title: Adrienne Elliott – Executive Director

Your telephone number: 303-695-1601

Your email address: aelliott@adoption-options.com

Please mail your report to:  
Mollie Hill  
CDHS/DCC  
1575 Sherman Street, 1st Floor  
Denver, CO 80203  
OR  
Please email your report to:  
mollie.hill@state.co.us
Fees & Expenses — The following fees are representative of the total costs for families in our pool.

At Adoption Options, experience has taught us that the more you understand about the types and possible range of expenses, the better equipped you will be to develop a realistic budget and appropriate plans. Adoption Options and its staff are here to guide you through the process, and while it may be difficult for some people to discuss money, we want to ensure that you are well informed and well prepared.

<table>
<thead>
<tr>
<th>Fees Up Front</th>
<th>Marketing Fees (Due upon approval of assessment)</th>
<th>Initial Joiners Fee * (Due upon approval of assessment)</th>
<th>Birth Parent Services (Payable only once; due at time of match)</th>
<th>Placement Fees (Due at placement)</th>
<th>Total Adoption Options Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>$300.00 Application fee (Non-refundable)</td>
<td>$1,500.00</td>
<td>$11,500.00</td>
<td>$5,500.00</td>
<td>$5,300.00</td>
<td></td>
</tr>
<tr>
<td>$1,900.00 Home Study</td>
<td>This range of fees represents the costs associated with:</td>
<td>This fee represents the costs associated with:</td>
<td>This fee represents the costs associated with:</td>
<td>This fee represents the costs associated with:</td>
<td></td>
</tr>
<tr>
<td>$900.00 Comprehensive Training and Education</td>
<td>Website development and online profile for adoptive family</td>
<td>Agency &amp; Caseworker fees, Adoptive Family Services, Administrative costs and Legal Fees for Birthparents and Adoptive Family</td>
<td>Birth Parent outreach and education; possible medical expenses; Agency to Agency coordination fee if the Birth Mother resides outside of Colorado</td>
<td>Placement; post-placement and communication after finalization</td>
<td></td>
</tr>
<tr>
<td>$150.00 Returning Families Education Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong> $3,100.00 or $3,150.00 Returning</td>
<td>$1,500.00</td>
<td>$11,500.00</td>
<td>$5,500.00</td>
<td>$5,300.00</td>
<td>$26,900.00</td>
</tr>
</tbody>
</table>

- Annual Home Study Addendum, as mandated by the state: $600.00.
- Updates to the Home Study $1,100.00; due if Home Study is less than 1 year old and transferring from another agency. $1100.00 for returning families to Adoption Options for update to home study.
- If the family home is over 70 miles one way from our office, mileage will be charged at .55 cents a mile.

**Comprehensive Training and Education:**
Adoption Options provides our families with the necessary and comprehensive training and education to help prepare our families for adoption. Our REAL Solutions education department will provide the family with a list of classes and the dates they will be offered. We want to prepare our families through education and training, and engage them throughout their adoption journey. The educational courses are taught by Adoptions Options staff. We require our families entering the infant adoption program to take educational courses that we provide on the following topics:

**Introduction to Adoption 101:** Please note- This course has 3 parts and is offered on 3 separate days:
- Part 1: The Birth Parent Experience
- Part 2: Becoming an Effective Adoptive Parent
- Part 3: Adoption through Your Child’s Lifespan

**Dynamics that Impact Your Adoption:** This course explores disclosure and openness, transracial and cultural considerations, and other “bigger picture” topics to consider when preparing to become adoptive parents.

**The Experience of Placement:** This course goes over the basics of infant care, understanding developmental stages from infancy through adolescence, and the necessity of structure and discipline.
OUT-OF-STATE & OTHER EXPENSES – These expenses are only applicable if you are matched with a Birth Mother outside of Colorado; these costs vary from state to state, and can be significant.

<table>
<thead>
<tr>
<th>Out-of-State &amp; Other Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Expenses</td>
</tr>
<tr>
<td>Pregnancy-related Expenses</td>
</tr>
<tr>
<td>Travel</td>
</tr>
<tr>
<td>Out-of-State Agency Fees</td>
</tr>
<tr>
<td>Legal Expenses</td>
</tr>
</tbody>
</table>

These expenses will vary depending on whether your child’s Birth Parents live outside of Colorado. While these are possible expenditures, clients have the right to establish financial limits with Adoption Options. If placement occurs with a Birth Parent outside of Colorado, the Adoptive Family will be reimbursed $4,000.00 of the Birth Parent Services costs. All of the above fees will still apply.

**NOTE:** Most families will finalize in Colorado; the filing fee for Colorado courts is $167.00. *This fee is paid directly to the Colorado courts.*

* **Initial Joiners Fee:** A payment plan is available; to be paid over a three month period with no interest. Please ask your Counselor for details. This includes typical legal fees. Please note that there are times when other issues arise which involve additional costs. Should this happen, it will be discussed with the Birth Parent(s) and the Adoptive Family.

**Agreement**

I/We, the adoptive applicant(s), have read the Fee Agreement, I/we understand that the above described fees and costs are assessed for services rendered and costs incurred by Adoption Options and I/we agree to pay all such amounts when due, whether or not a child is placed with me/us or a final adoption occurs. I/We understand that amounts due under this contract are solely to pay for the actual costs incurred and services rendered by Adoption Options as described in this contract and in no way shall be construed as payment for placement of a child. I/We also understand and agree that no amounts paid under this contract are refundable and if, for any reason, my/our adoption of a child is not completed or finalized, all amounts paid by me/us will be retained by Adoption Options. At such time, I/we agree to pay the balance of any fees incurred for services rendered to this point.

ACCEPTED AND AGREED TO THIS _______ DAY OF __________________________, ____________

_________________________________________  __________________________________________

SIGNATURE OF APPLICANT  SIGNATURE OF APPLICANT

SUBSCRIBED AND SWORN TO BEFORE ME THIS _______ DAY OF __________________________, ____________

_________________________________________  __________________________________________

NOTARY PUBLIC  MY COMMISSION EXPIRES
**Fees & Expenses** – The following fees are representative of the total costs for families adopting internationally.

At Adoption Options, experience has taught us that the more you understand about the types and possible range of expenses, the better equipped you will be to develop a realistic budget and appropriate plans. Adoption Options and its staff are here to guide you through the process, and while it may be difficult for some people to discuss money, we want to ensure that you are well informed and well prepared.

**ADOPTION OPTIONS FEES: INTERNATIONAL ADOPTION PROGRAM**

<table>
<thead>
<tr>
<th>Fees Up Front</th>
<th>Interagency Coordination and Administrative Fee (due at approval)</th>
<th>Post-placement Supervision Fee (due at placement)</th>
<th>Total Adoption Options Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>$300.00 Application fee (Non-refundable)</td>
<td>$1,500.00</td>
<td>$3,000.00</td>
<td>$7,200.00</td>
</tr>
<tr>
<td>$1,900.00 Home Study</td>
<td>Includes: Communication and coordination with out-of-state placing agency, CDHS, and USCIS</td>
<td>Includes: Post-placement visits and report preparation, validation services (validation is required by the state of Colorado)</td>
<td>$7,200.00</td>
</tr>
<tr>
<td>$500.00 Education</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals:** $2,700.00 $1,500.00 $3,000.00 $7,200.00

- Addendum $600.00; due annually until completion of adoption
- Updates to the Home Study $1,100.00; due if Home Study is less than 1 year old and transferring from another agency.
- Post-placement reports for additional children will be $300.00 per child.

Adoption Options requires that families adopting internationally use a licensed, Hague-accredited child placement agency based in the United States.

Adoption Options will provide a copy of the Family Assessment and Post-placement reports to the primary out-of-state placing agency. In the event that the approval process is not completed, fees may be refunded on a case-by-case basis. Refunds are not guaranteed.

**NOTE:** There are additional fees required for international adoption. In addition to the fees charged by Adoption Options and the out-of-state placing agency, adoptive families should anticipate the following fees:

- State Approval Fee.............. $175.00
- USCIS Fee............................. $720.00
- Court Validation Fee............ $130.00

The adoptive applicant(s) is/are responsible for any legal fees they incur in connection with the adoption process.

I/We also agree to pay all actual costs incurred by Adoption Options for mileage at the current agency rate, lodging, meals, telephone, courier service, Fedex, and other services.

UNPAID BALANCES ARE SUBJECT TO A SERVICE CHARGE OF 1 ½ % PER MONTH (18% PER ANNUM)
DISCLOSURE STATEMENT

This form must be submitted with your application.

I/We have been provided with the following information by Adoption Options:

1. The current child care license for the agency
2. The philosophical perspective of the agency
3. Where I/we may obtain a list of all licensed adoption agencies in the State of Colorado, information as to how to review the official licensing file for the agency, how to file a complaint regarding the agency with the Colorado Department of Human Services, and how to obtain the rules regulating child placement agencies in the State of Colorado
4. A list of the programs for which the agency has been approved by the State of Colorado including a detailed description of services offered and the agency’s role in those services
5. An acknowledgement that fees are for services rendered and not for a child
6. The current annual report provided for the Colorado Department of Human Services
7. A fee schedule listing all the costs of the adoption itemized by services and the policy regarding reimbursable fees
8. Average time frame for the different services provided, including the family assessment and complete finalization of an adoption.
9. Description of required training for adoptive parents
10. The process of sharing available information regarding the child and the birth family as provided in accordance with Colorado statute pertaining to identifying and non-identifying information
11. Information about the birth parent contact preference form and medical history statement that may be filed with the state registrar
12. Any policy or requirements that would result in the denial of services or would preclude placement of a child with an adoptive family
13. The grievance/appeal procedure of the agency, including accessing the Hague Complaint Registry
14. Post-adoption services offered by the agency and the cost of such services
15. The right to seek legal counsel
16. Process of record storage and maintenance in the event of closure of the agency
17. Services offered or provided by another agency, entity, or individual
18. Applicants residing in Colorado and whose adoptions will be finalized in the State of Colorado must apply for and be certified as foster parents until finalization of the adoption
19. The agency’s policy on concurrent adoptions
20. Only pregnancy related expenses may be paid to a birth parent and all payments made on behalf of a birth parent must be processed through the agency
21. The requirements of the agency to collect fees and submit court documents after the completion of an intercountry adoption to validate such adoption in the Colorado court.

_______________________  __________________________  __________________________  __________________________
Applicant 1 Signature          Date                                      Applicant 2 Signature          Date

ADOPTION OPTIONS
13900 East Harvard Avenue
Suite 200
Aurora, CO 80014
phone (303) 695-1601  fax (303) 695-1626
www.adoption-options.com