



A Helping Hand

adoption agency
a nightlight affiliate

...because every child deserves a loving family

Domestic · International · Snowflakes Embryo Adoption · Adoption Home studies · Hague Accredited



Dear Prospective Adoptive Parents:

Thank you for your inquiry and your interest in the international adoption services of A Helping Hand Adoption Agency. AHH has been licensed and conducting adoptions for over 15 years. In 2011, AHH became an affiliate agency of Nightlight Christian Adoptions, which has been operating since 1959. This affiliation allows us to offer additional services and more international adoption programs to our clients. We provide services in the area of domestic, international and embryo adoption. It is our hope that the information included in this e-mail interest package is helpful and answers many of your questions.

Included in this electronic package are our eligibility requirements, frequently asked questions (and answers), a check list for getting started, our agreement for services, the adopting parent questionnaire and our complaint policy. (If you received this in booklet form, go to our website to download this document so that you can easily link to the websites listed in this booklet.)

We realize that your search for the right agency will include examining many web sites, reading brochures, reading documentation regarding the terms, conditions and costs of an adoption, speaking to agency staff and speaking to references. This may be only the beginning for you – or you may be nearing a decision. Wherever you are in the process, we invite your questions by e-mail or telephone.

Our commitment is to provide caring and professional services to each client, recognizing their unique needs and backgrounds, while advocating for the children who need the love and stability of a family to realize their full potential. As each adoption is finalized, we do not view our job as completed, but recognize that our family has just grown again.

A Helping Hand is proud of having achieved Hague Accreditation for inter-country adoptions, and being a member of NCAF (National Christian Adoption Fellowship), NCFCA (National Council for Adoption) and CCCWA (China Center of Child Welfare and Adoption).

If you are Christians, we look forward to sharing our common commitment to Christ as we take this emotional journey. If you do not share our faith, we hope that we will reflect God's love in such a way to cause you to consider His plan for your life.

Sincerely,

Lisa Prather

Executive Director
A Helping Hand Adoption Agency

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[Affiliated Offices of Nightlight Christian Adoptions \(Nightlight.org\)](http://Nightlight.org)

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Information Packet Contents

A Helping Hand International Adoption Programs

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*If you would like to also review the country programs offered by our affiliate Nightlight Christian Adoptions, we can send you their international packet per your request.

Nightlight Christian Adoptions International Programs

- International Country Programs:

Bulgaria	Romania
Haiti	Taiwan
Kazakhstan	Ukraine
Latvia	United Kingdom

A Helping Hand Adoption Agency and Nightlight Christian Adoptions are members of the National Christian Adoption Fellowship (www.adoptionfellowship.org). Member agencies offer international adoption services from many different countries. If you live in our licensed area, AHH or Nightlight can assist you with your homestudy and help coordinate your adoption from the following additional countries through member agencies:

Ethiopia	India	
Poland	Ghana	Sri Lanka



A Helping Hand Adoption Agency

International Adoption Program Description

CHINA



GENERAL INFORMATION

AHH offers two China adoption programs: one for waiting orphans (identified as having special needs) the other for standard adoptions (children without an identified special need). Although costs are approximately the same, the waiting child program has a significantly shorter wait. We encourage any family who may be frustrated with the wait for a child from China to reconsider the China special needs program. Many of these children have very minor or correctable conditions. This outline details the Waiting Orphans Program.

The following websites are a useful place to start for reading more about China adoption and the country:

- www.china-CCCWA.org: China Center for Children's Welfare and Adoption (CCCWA) – click on "English" at site
- adoption.state.gov/country/china.html: U.S. State Department page about China adoption
- www.fwcc.org: Families with Children from China (F.C.C.)

ABOUT THE PROGRAM

AHH has partnered with the CCCWA (China Center for Children's Welfare and Adoption) to place orphaned Chinese children into loving homes since 1996. We work directly with the CCCWA, and we have a liaison in Beijing. AHH's fees are among the lowest in the nation and we have a long history of successful placements through our China program.

China maintains a list of orphans with special needs who are available for adoption, and this list is distributed to all agencies with waiting child programs. When a family expresses an interest in adopting a particular child, a 72-hour hold is put on the child's availability so that the family can make a decision based a complete referral, which will include medical information. The family must make a decision during that 72-hour period. For families wishing to adopt a child who is on the **Special Focus List**, they may have a little longer period of time to decide to commit to a particular child. In addition, AHH is able to choose children from the **Special Focus List** to be placed on our individual agency list. AHH then advocates to find homes for those children for up to 60 days. Families interested in children on AHH's individual list may have additional time to review a child's file before making a decision.

CHILDREN AVAILABLE

Children from 12 months to school-age with special needs are in need of adoption. Minor to moderate special needs include: cleft lip and palate; minor orthopedic needs; missing digits; Ventricular Septal Defect (hole in the heart), which is generally correctable with surgery; and Hepatitis B, both active and non-active. Major special needs include: hearing impaired, seeing impaired, limb disfiguration, spina bifida, and others. In most cases, we see vast improvements in children with special needs once they are receiving proper medical care and living in a healthy environment.

ELIGIBILITY TO ADOPT

China's eligibility requirements state that only married, heterosexual couples or single heterosexual women may adopt. Both husband and wife must be between ages of 30 and 55 (singles up to 50 years old) at the time the dossier goes to China, and couples must have been married at least 2 years. (If either husband or wife has been previously divorced, they must be married at least 5 years at the time the dossier arrives in China.) Additionally, applicants must be physically and mentally healthy (neither applicant is taking psychotropic drugs; neither applicant has a Body Mass Index of 40 or above; neither applicant has a history of cancer). Financially, the family's net assets must be over \$80,000 (100,000 for singles), with a minimum salary of \$10,000 per family member, including the child to be adopted (minimum of \$30,000 in cases of childless families). Applicants must have at least a high school diploma. Neither applicant may have a criminal record. There are a few further stipulations for single women, which are outlined in our China booklet. We have a special parental qualification form for you to complete. CCCWA is somewhat flexible with families adopting children with special needs, and if you find you do not meet one of the qualifications above, we can check whether CCCWA will make an exception in your case. Typically, these exceptions are given only after you have identified a child you would like to adopt.

PROCESS

Some families who have a homestudy are referred a child from the Special Focus List or Individual Agency List. These Special Focus children have waited 60 or more days to find a family. If you are interested in adopting such a child, you have a few months to get the rest of your paperwork to China. If you do not meet the qualifications for China but want to determine if China will accept you, you must be matched with a specific child. Often China makes a decision if you qualify to adopt based on the child's special needs or age. Usually the CCCWA is more flexible if a family is adopting an older child or a child with more serious special needs.

1. Complete an **adoption homestudy** and **I-800A form** and receive Citizenship and Immigration Services (CIS) approval.
2. Gather **dossier** documents for certification and authentication. (You gather the documents, and send them for authentications.) This step can be worked on concurrently with the adoption homestudy.
3. Pre-identify a waiting child through the agency and send a **Letter of Intent (LOI)** to the CCCWA indicating a desire to adopt that child.
4. About 2 weeks after the CCCWA receives and approves your Letter of Intent, you will be issued a **Pre-Approval (PA)**.
5. Once complete, your **dossier** is sent to CCCWA, where it will be logged in and reviewed.
6. You will receive the **Letter of Approval (LOA)** about 3-4 months after both of the following have happened:
 - CCCWA has received your Letter of Intent.
 - CCCWA has logged in your dossier.
7. Upon receipt of LOA, the family starts the **I-800 process** with CIS. This process typically takes 2 - 4 weeks. During this time you also apply for your **travel visas**.
8. About 4 weeks after CIS has completed the I-800 process, you will receive your **Travel Approval (TA)** from China.
9. About 2 to 4 weeks later, travel to China to attend your child's **adoption** in the orphanage province. Your stay in China is about 12 to 14 days.
10. Travel to the **U.S. Consulate** in Guangzhou, China, to receive your child's visa.
11. Bring your child **home** from China!

Perhaps the most confusing part of this process involves the timing of when families can pre-identify a child and send a Letter of Intent. Pre-identification and the sending of the LOI can take place anytime after your home study is approved and potentially before your dossier is complete.

TRAVEL

Families typically travel approximately 2 to 4 weeks after receiving their Travel Approval. Be aware that the agency will schedule the family's visa appointment at the U.S. Consulate. If possible, families will be organized into travel groups. Whether a family is in a group or not, they will be accompanied by an English speaking guide. Usually the trip lasts 12-14 days, though it could potentially be a little quicker (depending on the process in the province from which a family is adopting).

A HELPING HAND'S COMMITMENT

A Helping Hand is committed to preparing families for the adoption of a child with special needs. We provide pre- and post-adoption education and information regarding medical resources.

POST ADOPTION

China requires 6 agency-conducted post-adoption reports at 1, 6 and 12 months after the adoption as well as 2, 3, and 5 years post adoption.

COSTS

The program fee for a China Special Needs adoption is around \$9,000. Additional estimated expenses of \$18,000 – 24,000 will bring the total cost to approximately \$27,000 to \$33,000. Your out-of-pocket expenses may further be reduced if you receive scholarships or employer-provided adoption benefits. For additional fee information please see Exhibit A. Please call or e-mail Dana Woods, dana@ahelpinghandadoption.org or at (859-263-9964) with any questions.



A Helping Hand Adoption Agency

International Adoption Program Description

HONG KONG



GENERAL INFORMATION

AHH offers international adoption from the country of Hong Kong. This program has just been launched by AHH this year. We are very excited about this opportunity. AHH is working directly with the Po Leung Kuk orphanage in Hong Kong.

The following website is a useful place to start for reading more about Hong Kong adoption and the country:

- http://adoption.state.gov/country_information/country_specific_info.php?country-select=hong_kong: U.S. State Department page about Hong Kong adoption

ABOUT THE PROGRAM

AHH has begun a new partnership with Po Leung Kuk (an orphanage in Hong Kong) to place orphaned children into loving homes. We work directly with the Po Leung Kuk and are approved by the Central Authority of Hong Kong to conduct inter-country adoption. Hong Kong is a party to the Hague convention as well.

Po Leung Kuk is a small group home taking care of children of various ages. All children adopted from Hong Kong are considered to have special placement needs. Po Leung Kuk makes available a list to AHH monthly of waiting children. The Hong Kong program is unique because prospective adoptive families receive a great deal of information about the child they are considering including: medical reports from the time the child entered care; educational reports; social history; and as much information about the birth family as has been recorded. When a family expresses an interest in adopting a specific child, they make application with Po Leung Kuk to review that child's entire file before proceeding with the adoption.

CHILDREN AVAILABLE

Children from 1 year to 15 years of age with special placement needs are available for adoption. Special placement needs may include medical health needs, mental health needs, or birth family issues. Some waiting children have moderate to severe special needs such as Thalassemia or Down Syndrome and some older children are available who have no apparent medical problems. To view waiting children from Hong Kong, please contact our office.

ELIGIBILITY TO ADOPT

Hong Kong's eligibility requirements include married couples must be at least 25 years of age and may not be more than 45 years older than the child they wish to adopt. Applicants must be married at least 3 years. When it is a second marriage, applicants must be married for at least 5 years. Singles may also adopt from Hong Kong but must have sufficient child care experience and a strong support network. Applicants need to be in good physical health and have a stable income.

PROCESS

Families submit an application, home study, and dossier to Hong Kong. Once the documents are received and reviewed, Po Leung Kuk sends the family a referral of a child meeting the family's specifications. The screening and referral process takes about 8 to 12 weeks. If a family has pre-identified a waiting child, they will receive that child's full referral upon submitting their application to Hong Kong. Once the match is accepted by the family the legal procedures in Hong Kong take approximately 8 weeks and the family is granted guardianship by the court in Hong Kong. Your family will then process the I-800 with immigration here in the US and upon approval of your I-800, Po Leung Kuk will apply for the visa and passport for the child. The visa is granted prior to the family traveling to Hong Kong so time spent in Hong Kong can be spent simply bonding with your child. The entire adoption process from Hong Kong generally takes about 12 months.

TRAVEL

Both prospective adoptive parents are required to travel to Hong Kong to accept placement of the child. Time in country is approximately 7 days though this time may vary slightly. Families receive guardianship orders from the Hong Kong court and then finalize their adoption in the US upon return. Travel to Hong Kong is comfortable for most families as Hong Kong has many of the modern conveniences we have here in the US and because both English and Chinese are the official languages of Hong Kong.

A HELPING HAND'S COMMITMENT

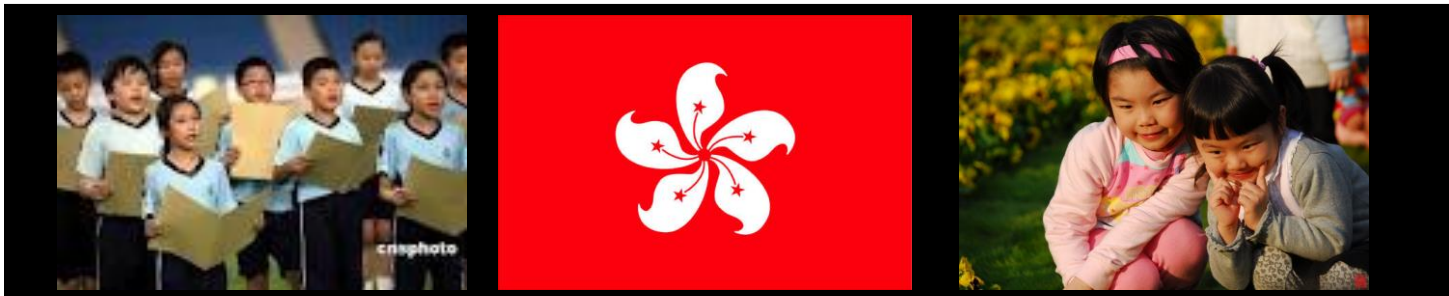
A Helping Hand is committed to preparing families for the adoption of a child with special needs. We provide pre- and post-adoption education and information regarding medical resources.

POST ADOPTION

Hong Kong requires the first post placement report at 1 month after arrival home and then 4 quarterly reports in the first 12 months after the child returns to the US. This is a total of 5 reports to be completed by your home study social worker and photos of your family and your adopted child are included.

COSTS

The program fee for a Hong Kong adoption is around \$9,000. Additional estimated expenses of \$8,000 to \$15,000 will bring the total cost to approximately \$17,000 to \$24,000. Your out-of-pocket expenses may further be reduced if you receive scholarships or employer-provided adoption benefits. For additional fee information please see Exhibit A. Please call or e-mail Lisa Prather, lisa@ahelpinghandadoption.org or at (859-263-9964) with any questions.



A Helping Hand Adoption Agency International Adoption Program Description Nicaragua



GENERAL INFORMATION

Nicaragua is the largest country in Central America, it borders with Honduras to the north and Costa Rica to the south. The Pacific Ocean lies to the west of the country, the Caribbean Sea to the east. Nicaragua sits north of the Equator. The Capital is Managua; the main language is Spanish although native tribes on the eastern coast speak their native languages.

Adoptions in Nicaragua are completed through a collaborative effort that includes a Nicaraguan attorney working directly with the Nicaraguan Ministry of Family (Mi Familia), the government agency that authorizes all domestic and international adoptions. Mi Familia ensures that the child has been abandoned and no biological family members are willing and able to care for the child.

The following websites are a useful place to start for reading more about Nicaragua adoption and the country:

- http://adoption.state.gov/country_information/country_specific_info.php?country-select=nicaragua U.S. State Department page about Nicaragua adoption
- <http://www.nicaragua.com/>: Nicaragua Tourism

CHILDREN AVAILABLE

- Nicaraguan children available for adoption range from infancy to pre-teens.
- Both boys and girls are available for adoption, with no preference given to either sex.
- Children are either Caucasian or of Hispanic ancestry.

ELIGIBILITY TO ADOPT

- Married couples only may adopt from Nicaragua.
- Applicants must be between 25 and 50, but a single parent must be at least 15 years older than the child they wish to adopt.

PROCESS

1. Make application to A Helping Hand Adoption Agency.
2. Begin your **adoption homestudy** and submit **form I-600A** to CIS.
3. Submit a letter of intent and Dossier to Nicaragua.
4. Mi Familia will confirm that the adoptive family has been approved by the USCIS to adopt a child and that they have a completed home study. Once your completed dossier has been evaluated, the case is presented to the Mi Familia's adoption advisory council for a final decision on the adoption.
5. For children under 5 years old, the adoptive parents will be notified of a referral approximately 12 months to 36 months after the dossier is submitted. The younger the child you wish to adopt, the longer the wait for a referral. Families interested in adopting children over the age of 5 years old, can expect a referral within 6 months of registering their dossier in Nicaragua. If the adoptive parents accept their referral, they will prepare for their trip to Nicaragua. The trip will take approximately 12 to 20 weeks. (The Nicaraguan Central Authority requires families only be in Nicaragua for 12 weeks. However, the process can be delayed.)
6. Mi Familia will authorize the court proceedings. The judicial process can take an additional 4 weeks.
7. Once the final decree of adoption is issued by the court, the adoptive parents are able to obtain a birth certificate from the Central Registry of Managua. As soon as the birth certificate has been issued, a passport can be obtained from Nicaraguan Immigration, then the family can request a visa appointment at the US Embassy, receive child medical, and visa.
8. Finally, you may travel back to the United States with your child.

TRAVEL & ADOPTION

After receiving a referral from Mi Familia, the adoptive family must travel to Nicaragua and remain there approximately 3-5 months (12-20 weeks). The first 4 weeks is an adaptation period where the adoptive parents will visit the child in the orphanage. After the 4 weeks adaptation period is complete the child will live in Nicaragua with the family until the process is completed in Nicaragua. After the adaptation period, Mi Familia will authorize the court proceedings which can take an additional 4-8 weeks. Once the final decree of adoption is issued, the family then begins the final process through the US Embassy to obtain a visa for their child to return to the US.

The in-country stay gives you time to visit and bond with your child. It is amazing to see how children change while receiving one on one attention from their parents. The bonding process is very important, and being in the country allows your child to transition from being in an orphanage to being with you, his new family.

POST ADOPTION

Within 30 days of your arrival home, you must have a home visit by your homestudy provider. Your homestudy provider will prepare post-placement reports and submit them to A Helping Hand every 6 months for the first 4 years after the adoption is finalized. These reports include your child's developmental progress and pictures. This is a very serious commitment; AHH is committed to showing the MMDES and birth families that children adopted by US citizens are healthy and well cared for. Compliance with post adoption reports is also required by Nicaragua. Therefore, AHH charges a fee to monitor and process these post placement reports and also requires families to pay for the cost of the post placement report in advance.

COSTS

The program fee for a Nicaragua adoption is \$13,000. Additional estimated expenses of \$12,000 – 21,000 will bring the total cost to approximately \$25,000 – 34,000. In addition, your out-of-pocket expenses may further be reduced if you receive scholarships or other employer-provided adoption benefits. For additional fee information, please see Exhibit A.

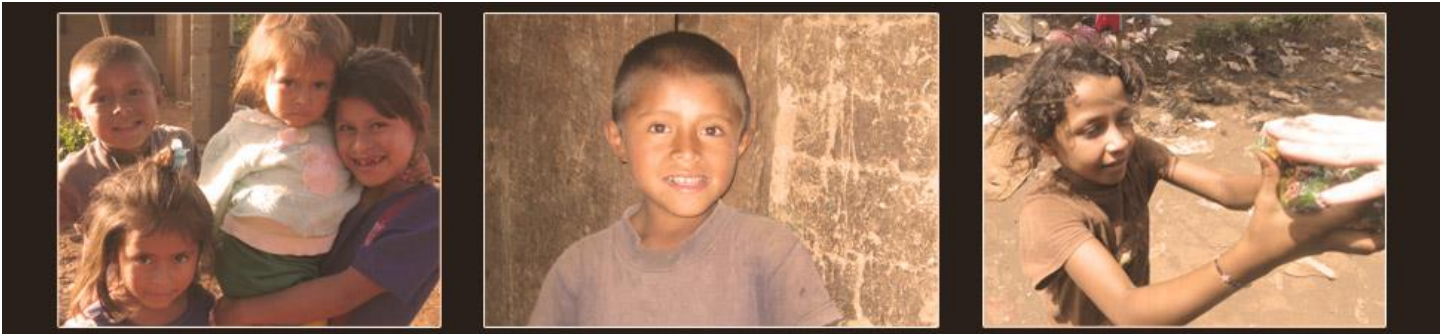
Please contact Lisa Prather, at lisa@ahelpinghandadoption.org or (859-263-9964) with any questions.



A Helping Hand Adoption Agency

International Adoption Program Description

Panama



GENERAL INFORMATION

The southernmost of the Central American nations, Panama is bordered by Costa Rica to the northwest, Colombia to the southeast, the Caribbean Sea to the north and the Pacific Ocean to the south. The capital is Panama City. Panama is party to the Hague Convention on Protection of Children and Co-operation in Respect of Intercountry Adoption (Hague Adoption Convention). Therefore, all intercountry adoptions between Panama and the United States must meet the requirements of the Convention and U.S. law implementing the Convention.

Panamanian adoptions are conducted through a collaborative effort of a Hague accredited adoption agency in the US, by the Panamanian Central Adoption Authority SENNIAF (Secretaria Nacional de Ninez, Adolescencia y Familia, National Secretary of Infants, Adolescents and Family), and an attorney approved by SENNIAF.

The following websites are a useful place to start for reading more about Panama adoption and the country:

- http://adoption.state.gov/country_information/country_specific_info.php?country-select=panama U.S. State Department page about Panama adoption
- <http://www.visitpanama.com/>: Panama Tourism

CHILDREN AVAILABLE

- Both boys and girls are available for adoption.
- Children as young as 4 years and as old as sixteen are available for adoption.
- Sibling groups are available.
- Children with Special Needs are available for adoption.

ELIGIBILITY TO ADOPT

Applicants must be at least 18 years older than the child they are adopting and must be between 25 and 55 years old with some exceptions. Panama requires that married couples must be married at least one year, and both married couples and single women may adopt from Panama. Applicants must be in good health and must have a positive net worth.

PROCESS

1. Make application to A Helping Hand Adoption Agency.
2. Begin your **adoption homestudy** and submit **form I-800A** to CIS.
3. Begin to assemble your **dossier**. We will give you detailed instructions.
4. Once CIS has approved your adoption homestudy, you will receive your **I-797C pre-approval notice**.
5. Once your CIS approval has been received your dossier is complete, you will be registered to adopt in Panama.
6. SENNIAF will add you to a list of waiting families and it can take 18 to 24 months to receive a referral.
7. You will then travel to Panama to meet and bond with your child (a minimum of 4 weeks for bonding).
8. If all parties agree to the adoption, AHH will begin processing the family's I-800.
9. You will attend court and after the ruling the attorney will obtain a new birth certificate and passport for your child.
10. The final step is to obtain the US visa for your child and returning home. Most families will remain in Panama for a minimum of 90 days for the adoption process to be completed.
11. In a case of adopting a child with special needs the time in the country may be significantly reduced.
12. The children reside in orphanages while awaiting adoption.
13. Panama adoptions can take on average from 24 to 48 months to complete.

TRAVEL & ADOPTION

You receive a referral of a child from A Helping Hand Adoption Agency through the SENNI AF. The referral will include a brief social history of the child the current health and development of the child. We highly recommend that you have this information reviewed by a doctor who specializes in international adoption before you make a decision. Once you decide to accept a referral, you will be considered “matched” with the child. You will then have up to 4 months to travel to Panama. Once you travel to Panama, you will remain in Panama a minimum of 90days to process the adoption. The first 4 weeks are spent bonding with your child. The first week you will visit the orphanage daily and if all goes well, the child will then be allowed to join you at your hotel or guest house. After 4 weeks, the attorney will file for a court date. Once your ruling is made, the attorney will obtain a new birth certificate and passport and begin the visa process. Both parents do not have to remain in Panama the entire time. Both parents must attend the initial one week bonding period and the court hearing.

POST ADOPTION

Within 30 days of your arrival home, you must have a home visit by your homestudy provider. Your homestudy provider will prepare post-placement reports and submit them to A Helping Hand every 6 months for the first 3 years after the adoption is finalized. These reports include your child’s developmental progress and pictures. This is a very serious commitment; AHH is committed to showing the SENNI AF and birth families that children adopted by US citizens are healthy and well cared for. Compliance with post adoption reports is also required by the Hague Convention. Therefore, AHH charges a fee to monitor and process these post placement reports and also requires families to pay for the cost of the post placement report in advance.

COSTS

The program fee for a Panama adoption is \$16,000. Additional estimated expenses of \$15,000 – 21,000 will bring the total cost to approximately \$31,000– 37,000. In addition, your out-of-pocket expenses may further be reduced if you receive scholarships or other employer-provided adoption benefits. For additional fee information, please see Exhibit A.

Please contact Lisa Prather, at lisa@ahelpinghandadoption.org or (859-263-9964) with any questions.



A Helping Hand Adoption Agency International Adoption Program Description Uganda



GENERAL INFORMATION

A Helping Hand's Uganda program began as a pilot program in 2010 through Nightlight Christian Adoption's South Carolina office. When Lisa Prather, the Assistant Director of that office, became Executive Director of A Helping Hand, she brought the program with her. The fees for an adoption from Uganda are reasonable, and we estimate that the process will take approximately 1 and ½ years from application to completion depending upon the type of child you are seeking to adopt.

Nightlight Christian Adoptions has partnered with a local Non-governmental organization (NGO) in Uganda known as Heart of a Child Uganda to open Tender Hearts Baby's Home. Nightlight Christian Adoptions is currently the sole supporter of this baby's home. We make regular trips to Uganda to ensure the safety and care of the children in the home and also take mission teams to Uganda to support the work being done. Children in Uganda are often abandoned due to poverty related to social problems and the parents' illnesses. Tender Hearts Baby's Home is committed to providing excellent care to needy children in Uganda. Additionally, the Uganda program is a guardianship, which means parents do not adopt the child in-country but receive guardianship of the child. Families travel to Uganda for court and then again to bring their child home. Parents can choose to stay and travel only once. Families are given guardianship by the court in Uganda and then adopt their child here in the US upon returning home. A Helping Hand is committed to helping families prepare for the adoption of children from Uganda by providing educational information on possible developmental delays and health issues.

The following websites are a useful place to start for reading more about Uganda adoption and the country:

- http://adoption.state.gov/country_information/country_specific_info.php?country-select=uganda U.S. State Department page about Uganda adoption
- www.ugandatourism.org/Arts%20and%20crafts%20of%20the%20Pearl%20of%20Africa.php: Uganda Tourism

CHILDREN AVAILABLE

Uganda adoption is a wonderful program for families desiring to adopt children 6 months old and older. The Tender Hearts Baby's Home cares for children up to age 5 years old. Children living in poverty and raised in institutional care often have both developmental and emotional needs. There are also children available for adoption that have minor and correctable to moderate and severe special needs. Children who would otherwise have little hope for a future can have a better life with the emotional and physical security that a loving family can offer, along with the availability of excellent medical care in the United States.

ELIGIBILITY TO ADOPT

Most loving, stable families qualify to adopt from Uganda. However, certain factors could keep you from adopting in general or from Uganda in particular, as each country has its own rules as to who can adopt. Before applying, please consult with A Helping Hand regarding any sensitive issues that may apply to you, such as a divorce, a mental health issue, or a criminal history.

PROCESS

1. Make application to A Helping Hand Adoption Agency.
2. Begin your **adoption homestudy** and submit **form I-600A** to CIS.
3. Begin to assemble your **dossier**. We will give you detailed instructions.
4. Once CIS has approved your adoption homestudy, you will receive your **I-171H pre-approval notice**.
5. Once your CIS approval has been received and a child is available for you, you will receive a referral of a child in Uganda.

6. Once you have accepted a match of a child, your **dossier** will be delivered to the attorney in Uganda who will add the child's paperwork to your dossier and file with the court for your court date.
7. You will receive a court date and travel to Uganda for the hearing.
8. The ruling will come up to two weeks after your hearing.
9. Return to Uganda for a visa appointment at the US embassy and to bring your child home!

TRAVEL & ADOPTION

You receive a referral of a child from A Helping Hand Adoption Agency. The referral will include a brief social history of the child, the current health and development of the child, and lab test results for malaria, syphilis, and HIV. We highly recommend that you have this information reviewed by a doctor who specializes in international adoption before you make a decision. Once you decide to accept a referral, you will be considered "matched" with the child. Your dossier will then be sent to Uganda to the attorney. The attorney will put together information on the child's file and add this information to your dossier to file with the court. Once you receive a court date, you will then travel to Uganda. You are not required to remain in Uganda for the court ruling as this can take up to two weeks. The first trip can be only a few days. You will then travel to Uganda to attend the visa appointment for your child at the US Embassy. Once the visa has been issued, you can return home with your child. The 2nd visit can be as little as two weeks. Families desiring to make one trip and remain in Uganda after the court hearing, can expect to be in Uganda for a minimum of 4 weeks. If the US Embassy decides to investigate a case, it can take longer—up to 5 or 6 weeks or longer.

The in-country stay gives you time to visit your child daily at the orphanage and to begin the bonding process. It is amazing to see how children change while their parents are there visiting with them. The bonding process is very important, and being in the country allows your child to transition from being in an orphanage to being with you, his new family.

POST ADOPTION

Within 30 days of your arrival home, you must have a home visit by your homestudy provider. You must complete your adoption here in the US and will need to contact an attorney to file an adoption petition in your home state. Your homestudy provider will prepare four post-placement reports and submit them to A Helping Hand; two reports will be completed after the homestudy provider visits your home within 1 month and 6 months of your child's arrival home and the others at 1 and 2 years after you arrive home with your child. In addition, the Ugandan courts require a self report be provided to the court every 6 months until your child turns 18 years old. Recently, the Uganda courts have also added into the guardianship ruling that families must return to Uganda with their child every 5 years until age 18. In the event that your social work report coincides with one of the self reports due, the social work report will supersede your self-report. These reports include your child's developmental progress and pictures. This is a very serious commitment; AHH is committed to showing the Ugandan government and birth families that children adopted by US citizens are healthy and well cared for. Therefore, AHH charges a fee to monitor and process these post placement reports and also requires families to pay for the cost of the post placement report in advance.

COSTS

The program fee for a Uganda adoption is \$12,500. Additional estimated expenses of \$14,000 - 18,000 will bring the total cost to approximately \$27,000 – 31,000. In addition, your out-of-pocket expenses may further be reduced if you receive scholarships or other employer-provided adoption benefits. For additional fee information, please see Exhibit A.

Please contact Mike Ginter, mike@ahelpinghandadoption.org or (859-263-9964) with any questions.



Eligibility Requirements for International Adoptions

A Helping Hand Adoption Agency is licensed by the Kentucky Cabinet for Health and Family Services and Nightlight Christian Adoptions is licensed by the Department of Social Services in California, Colorado and South Carolina to select suitable families for children needing adoption. The selection of adoptive parents is based on their eligibility to meet state and agency requirements as well as the requirements and preferences of the applicable foreign country. The homestudy process also will assess their capacity as adoptive parents and the characteristics of children whose needs they can meet.

- RESIDENCE:** AHH and NCA work with families living throughout the United States. No specific residence requirements are applied other than those stated by the involved countries and their respective governments. AHH and NCA also work with US Citizens living overseas.
- CITIZENSHIP:** At least one (or sole) adopting parent must be a United States citizen.
- RELIGION:** Applicants must be committed to providing their child with a constructive, wholesome and spiritual home environment.
- HEALTH:** Adoptive applicants must give evidence of good health, both physical and mental, which will be verified during the application process by a letter from the applicant's physician.
- AGE:** In general, we believe that there should be no more than 45 years difference between the age of the adopting parents and the age of the adopted child. However, some countries may have stricter or more relaxed requirements.
- MARRIAGE:** Adoptive applicants are encouraged to have been married a minimum of three years when the homestudy begins. We hope this period will provide the couple sufficient time to establish a home, financial security, and to adjust to the marriage as well as to each other. Married applicants must have a satisfying and secure marriage. Single parents are eligible to adopt if they meet the qualifications of a stable home environment, financial security and have a strong support network of family and friends. Eligibility for single parents to adopt varies among countries.
- EDUCATION:** Classes and reading pertaining to parenting skills and adoption issues are required of adoptive families. Our goal is to prepare you to be the best parents possible for your child.
- POST-PLACEMENT SUPERVISION:** Most countries require the adopting parents' homestudy agency to supervise child's placement after the adoption for a period of 3-5 years. Once the child is home, adopting families must agree to have post-adoption reports based on the country's and adoption agency's requirements. These reports and photos of the child and family are then forwarded to the child's country. In addition, some countries require families to register their child with the Embassy of the foreign government in the United States.
- FINANCES:** Adoptive parents must be able to pay fees and costs based on the fee schedule for their specific country. All fees and costs must be paid before travel. Special assistance may be possible based on the needs of the child to be adopted and the financial needs of the family.
- PREGNANCY:** Before you begin the adoption process, you need to complete all your infertility treatments so you can truly be ready to be the best parent for your adopted child. **If you become pregnant while in the adoption process, notify our office immediately.** We will place your file on hold. When you are ready to consider adoption again – generally at least when your child is nearing the first birthday – call us to discuss re-activating your file.
- ADOPTION OF SUBSEQUENT CHILDREN:** To have adequate time for attachment and bonding, it is important to have a minimum of one year with the child/ren in the home before beginning another adoption.
- If you have any questions about these policies, please feel free to talk with us. The guidelines we have established are designed to make your adoption successful.**

Frequently Asked Questions for International Adoptions

GENERAL QUESTIONS

What services does A Helping Hand and Nightlight® Christian Adoptions offer?

AHH and Nightlight are licensed to provide the following services:

- Domestic and International Home studies
- Domestic Adoptions: Agency, Identified (Modified) or Interstate Adoptions
- Adoption Service Provider for Independent Adoptions.
- International Adoptions: Programs in China, Kazakhstan, Nicaragua, Panama, Taiwan, Uganda and Ukraine
- Snowflakes® Embryo Adoptions
- Birthparent counseling services

Is AHH a non-profit agency?

Yes, both A Helping Hand and Nightlight Christian Adoptions are a 501(c)(3) non-profit agency. Fees paid by adoptive parents as well as any fundraising efforts throughout the year cover agency expenses.

What is your licensure information?

A Helping Hand Adoption Agency is licensed by the Kentucky Cabinet for Health and Family Services and Nightlight Christian Adoptions has been licensed by the California State Department of Social Services since 1959 and is also licensed by the states of Colorado and South Carolina. AHH and Nightlight's Adoption Homestudy, Post Adoption and Birthparent counseling services are available to families within Colorado, Kentucky, South Carolina as well as the Southern California counties of Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura. We are Hague accredited.

Do AHH and Nightlight assist with out-of-state adoptions?

Yes, we can assist you in completing an International, Embryo or an Interstate adoption either to or from Colorado, California, Kentucky, or South Carolina. You would just need to work with an agency licensed in your state to provide Homestudy and Post Adoption Services. If you are adopting internationally, your agency must have a Supervised Provider Contract on file with our office and must be in the process of obtaining their Hague accreditation.

What if we are not Christians?

The Christian in our name explains who we are. We work with families from a variety of religious backgrounds.

What are the different countries you work with?

We currently have active programs in China, Haiti, Hong Kong, Nicaragua, Panama, Latvia, Bulgaria, Taiwan, Uganda and Ukraine.

Approximately how long does it take to adopt internationally?

It depends on the country you choose to adopt from as well as the time it takes you to complete your homestudy and dossier, but typically an international adoption will take about 8-24 months from the start of the homestudy to finalization. Please refer to the country descriptions for more detailed information.

What is the adoption process?

(Please refer to the individual country descriptions for more detailed information on the adoption process in each country.)

Homestudy – The homestudy is an evaluation and education process required by the State to determine your preparedness to parent through adoption. A homestudy consists of three components: paperwork, education and interviews with a social worker.

Dossier – The documents required by the foreign government to allow you to adopt a child from the country. These documents typically must be notarized and apostilled.

Referral – Based on the information you submit in your dossier, the foreign government will issue you an official referral of a child(ren) for adoption. Depending upon the country you are adopting from, you will either travel to the country to receive the referral and meet the child or you will receive information on the child including pictures and medicals prior to travel.

Court – For some countries, you will travel to the country for your Court date where the judge will issue you the Adoption Decree and the adoption will be finalized. In other countries, the adoption is finalized overseas in court before you travel.

Post Adoption – If required, you will register your child's passport with the embassy and cooperate with your homestudy agency in having Post Adoption reports completed and will provide pictures of your child with these reports, as specified by each individual country. During this time, we want to equip you to be a successful adoptive parent.

What if we have not decided which country we will adopt from?

If possible, learn more about the countries through the internet (see Resources at the end of the FAQs), adoption groups, the agency and other adoptive families so you can make your decision. If you decide on a country and then change your mind after the completion of the homestudy and/or dossier, while not too difficult, there will likely be a delay in your adoption as you complete any additional forms or paperwork for the new dossier.

Will your agency allow us to pursue a domestic and international adoption simultaneously?

We would advise you to only pursue one program at a time, as each child needs time to bond and feel secure within your family. However if you are still unsure you may want to begin your homestudy and discuss your options with the agency staff. Before the homestudy is completed, you will need to make a decision as to which program you will pursue.

Can we be undergoing fertility treatments while in the adoption process?

No. To be healthy adoptive parents, you need to have completed all your infertility treatments and given yourself the time necessary to grieve for the biological children you have dreamed of having. Only after this important step can you be truly ready to begin the adoption process. Please talk to agency staff if you have any concerns about this requirement.

What if we become pregnant during the adoption process?

Notify our office and your homestudy provider immediately. It is our policy to put files on hold once we are notified of a client's pregnancy, your file will be on hold until your child is at least 1 year old in order to allow time for attachment and bonding. When you are ready to begin the adoption process again, contact our office to discuss your adoption plans.

What do you recommend we do to help prepare ourselves for an international adoption?

Learn your child's language (or at least a few basic words and phrases) to make your child's transition into your family easier and help you communicate with your child during the first few months after your adoption as he/she is learning English. Learn about your child's country and culture so that you can ensure they do not lose their rich cultural heritage. Attend support groups and events either through the agency or in your area and talk with other families who have adopted children internationally. You may also want to begin a Life book for your child.

What is an adoption homestudy?

A homestudy is an evaluation and education tool to help us, as an agency, and you, as adopting parents, to determine your preparedness to parent through adoption. It is not a psychological analysis; our intent is to prepare you for the special needs of an adoptee and to help you build important parenting skills. The homestudy is different for each adoption as everyone has different histories and experiences that they bring into the process. It consists of paperwork, education, and interviews. If you live in Kentucky, AHH will perform your home study. If you live in Colorado, South Carolina or Southern California, Nightlight Christian Adoptions our affiliate agency will perform your homestudy. To learn more about the homestudy process, contact Candice Charles at Candice@ahelpinghandadoption.org or call 859-263-9964.

What is "the Hague"?

The Hague Convention is a program that governs the way international adoptions are conducted throughout the world. The United States ratified and implemented this program. It basically puts the decision making process and control in the hands of a central authority in each country that works in international adoptions. One of the major components of the Hague is the education of adoptive parents. Each prospective adoptive parent is required by Federal mandate, to take a minimum of 10 hours of education, in addition to the homestudy. So, it actually is a 'federal regulation' for anyone adopting internationally according to Hague Standard 96.48(b)(2).

QUESTIONS ABOUT THE DOSSIER

What is a Dossier?

A dossier is a collection of required authenticated/legalized documents that is sent to a foreign country in order to process the adoption of a child in that country's legal system.

What documents are included in the dossier?

Each country has its own requirements as to specific documents and the number required; however a dossier will typically consist of your homestudy, statement of your commitment to submit post-adoption reports, CIS approval, copies of passports, marriage/birth certificates, medical clearances, employment verification, confirmation of housing and police clearances. ***All dossier/court documents for a foreign adoption must be authenticated.***

What does authenticating or legalizing a document mean?

In order for the foreign court to recognize a document as legal, it requires the following:

Step 1 - The person signing the prepared document must have his/her signature notarized. A Notary Public certifies that they witnessed a specific person sign a specific document. The marriage or birth certificate has a certified signature by the state office where it is issued. The signature of the notary public is on file with the Secretary of State office in their state, allowing it to be authenticated (apostilled or certified depending on the country).

Step 2 – The notarized/certified document is then sent to the Secretary of State and an apostille or certification is attached, completing the authentication process (if the country you are adopting from is part of the Hague Treaty).

What steps are involved in authentication?

Documents issued in one country which need to be used in another country must be "authenticated" or "legalized" before they can be recognized as valid in the foreign country. All documents must be notarized, and then the notarized document is sent to the Secretary of State where they are apostilled (or certified).

What is a notary public?

A notary public has the legal authority to verify the signer's signature (i.e. confirm the identity of the person signing the document).

What is an Apostille (a 'h-puh-steel)?

An Apostille is an internationally recognized affidavit from a Secretary of State or Commonwealth that verifies that the notary public, or Clerk/Recorder, whose signature is subscribed to a document, is duly authorized to act as such in the state where the signature was performed.

QUESTIONS ABOUT REFERRALS OF CHILDREN

What are the typical ages of available children?

6 months to 15 years. Typically the children are first available for adoption in their home country and will likely be 6 months old before being available for adoption. In addition, CIS requires that a child be adopted before their 16th birthday for entry into the United States.

Are there any age restrictions placed on the adopting parents?

Our agency has a policy that maintains a 45 year age difference between the child and youngest parent. Each country also has its own requirements; please refer to the country descriptions for more information.

Is it possible to adopt unrelated children?

It is not possible to adopt unrelated children through OUR agency. It is our policy to place biological siblings together. If you are interested in adopting more than one child at the same time, there are many siblings in need of good families. In our program, we do not place unrelated children at the same time in the same family. If you wish to pursue another adoption after adopting one child, it is our policy to have the first child in your home a minimum of 1 year before proceeding on another adoption. This allows formation of attachment and bonding between your family and each child.

Will we be provided with medical records and a video? Will we know if the child has any major medical problems?

You will be provided with any available information on the child (including a medical report) when the child is referred to you. There are many common diagnoses that normally do not impact the future health and well being of the children. However, it is important that you make the decision on which child to adopt yourself. If you are traveling to the country to receive the referral, such as in Russia and Ukraine, you will have the opportunity to interact with the child and ask questions of the orphanage staff. In some instances you may also be able to make arrangements to have the child evaluated by an independent medical facility if you so desire.

Are we permitted to submit the medical information we receive to a physician specializing in international adoption for review?

After you receive the medical information, it is possible for you to have a physician review the medical. In fact, whenever possible, we highly recommend that you have such a medical professional do this. If your child has a special medical condition, you may also want to have your child's medical report and profile reviewed by a specialist. While the child is still in the placing country, you *may* also be able to make arrangements for a physician to examine the child.

Nightlight provides a list of medical specialists who evaluate and care for internationally adopted children:

<http://nightlight.org/downloads/Medical%20and%20Counseling%20Resources.pdf>

TRAVEL QUESTIONS

Once we arrive in country, are we met by a representative at the airport?

You would be met at the airport and driven to your hotel. You will always have a driver and/or translator with you for any adoption related trips (such as the orphanage and court). Depending on the time of year and how many families are traveling at a given time, the driver may also be able take you sightseeing. If you travel at the same time as another family, you can split their fees with the other family.

Do both spouses have to travel?

Both parents are required to travel to Kazakhstan, Nicaragua, Panama, Taiwan, Uganda, and Ukraine. Only one spouse needs to go to China.

Can we bring our other children with us when we travel?

It depends. This may sound like a non-answer, but the question requires a rather complex look at the purpose of the trip(s), the country involved, the age of the child(ren) you are adopting, the age of your other child(ren), whether you will have another adult with you who can care for your child(ren) when they are unable to be with you, and other more subtle factors. We share the goal of making your adoption experience as positive and memorable as possible. Please discuss this question with your social worker or adoption service provider as well as AHH staff to better determine the right answer for you.

POST-PLACEMENT/ADOPTION QUESTIONS

How many post adoption reports are required?

It depends on which country you will be adopting from (see country description). AHH requires all families to have a brief post-adoption report conducted one month after placement of the child in the home to help families with any adjustment issues. Generally you will be required to provide reports completed by a licensed adoption agency and pictures of your child every 6 months for up to 2-4 years after your adoption, or until your child is 18. Usually reports required after the child is home for a few years are reports that you prepare and send to AHH. However, be prepared to be flexible as government requirements sometimes change and you will be expected to fulfill the most recent requirement.

Why are we required to provide post-adoption reports?

Your child's country of origin simply wants to make sure that the children they place are happy and healthy in their new families. By requiring post-adoption reports they are able to watch your child grow and provide current information to your child's orphanage caretakers. In addition, these reports allow the government the ability to "prove" to the general population that in spite of rumors to the contrary, children adopted internationally are well taken care of and are happy in their new homes.

What kind of support services do you offer before, during and after placement?

In addition to the country coordinator, home study provider and other agency personnel, we have a Director of Family Support Services who is available to help you throughout the process. If our agency cannot provide you direct assistance, we will refer you to someone who can help. We also hold reunions and other events throughout the year which allow families to get together and visit with the friends they have made over the years. Classes also allow families to get to know each other and talk about their experiences adopting. In addition we provide informational webinars and have extensive resource information.

FEES AND EXPENSES

What would you estimate the cost for the adoption to be?

Depending on the country you are adopting from, the age of the child and the number of required trips, your total estimated costs for an adoption can range from \$25,000 - \$43,000.

What are "Program Fees"?

A Helping Hand Adoption Agency establishes a budget for costs each year based on the number of adoptions it estimates completing in each of its programs (domestic, international and embryo) during the year. Based on these estimates, we establish program fees for adoptions in the various programs, taking into consideration the amount of staff time and expenses which will be involved in maintaining the program for the year. Of course, it would be prohibitive to allocate all of the costs (payroll, rent, insurance, supplies, etc.) to one adoption in one program. Nevertheless, we will incur those costs even if the number of adoptions is less than we estimate. Therefore, we establish program fees for each adoption program which we believe closely relates to our actual costs in running the program – not the actual time in completing or working on a specific adoption.

Why are fees paid, non-refundable?

Our program fees are paid in phases to enable families to budget their costs and to minimize the financial risk in the event that an adoption is not completed or a family withdraws from the program. The fee schedule provides for the majority of the costs to be paid close to the time when the adoption is finalized. As explained above, the program fees are established based on the costs to maintain a program, not on the time spent on each individual adoption.

Are my only other expenses my travel, accommodations, homestudy, CIS and Embassy fees?

Those would be the majority of your other expenses. Also included in your out of pocket expenses would be your apostilles, gifts to the orphanage staff and children and driver/translator fees.

Is any portion of my fees tax deductible?

Yes. A \$3000 tax deductible donation is included in the program fees (China, Kazakhstan, Taiwan, and Ukraine). This donation is used for humanitarian aid and to improve the conditions in the orphanages.

What are the fees to adopt a second child?

Biological siblings may be adopted from Kazakhstan, Panama, Taiwan, Uganda, and Ukraine. The fees for siblings will vary depending on the country. Please contact the country program coordinator for details.

Are we required to take large sums of American currency with us, or does the adoption agency wire the money?

Generally, the monies are wired prior to travel. If you decide to work with our agency, we will cover this information with you pre-travel.

Is there financial assistance available?

- **Tax Credit**
- Beginning in 2012 only the tax credit will be available for adoptions. Refunds will no longer be available for adoptions starting in 2012.
- \$12,170 possible federal tax credit for adoptions finalized in 2012
- When the adoption tax credit is only a tax credit and not a refund, you can only get back what you have paid in federal taxes. This amount can be carried forward for up to 5 years. So if you only pay \$5,000 in federal income tax per year, and you adopt in 2012, it will take you 3 years in filing taxes before you can recoup all of the tax credit due you.
- 2013 the tax credit will revert to \$6,000 for families adopting children with special needs.

- **Employee Benefits**

Many companies offer employer-provided adoption benefits. The company may reimburse you for some of your adoption expenses. Check with your human resource department to see if your company provides adoption benefits.

If your company has employer-provided adoption assistance, you can receive up to \$13,170 in tax-free income. Also, your employer can reduce your salary to pay the adoption benefit so that you can receive \$13,170 in tax-free income.

In addition to receiving tax-free income, you can also receive up to \$13,170 as a tax credit for your remaining adoption expenses. So as long as your adoption expenses are \$26,340 or more, you may be able to receive the full employer-provided benefits as well as the full tax credit/refund. Some employers also offer paid leave of absence for those adopting. Most companies are required by law to offer you unpaid time when you adopt through the Family Medical Leave Act (FMLA).

- **Employer Donation Matching**

In addition to ways that you can find funding for adoption, we want to make you aware that A Helping Hand is a non-profit organization and a portion of your fees is considered a tax-deductible donation. If you have paid fees/donations to AHH, please consider asking your employer to provide a grant to AHH to match your donation. This donation would be a general donation to offset other AHH costs and allow us to expand the services we provide to orphans and birth parents around the world. You can see a list of employers who make matching donations at <http://nightlight.org/donate/matching.pdf> Please know that this is not a comprehensive list of employers and you should definitely check with your HR department if your company is not listed at this link.

In addition, if your employer requires you to make donations through United Way, you can direct your AHH donation in the following way:

- 1) Request a Donor Choice Form from your United Way coordinator
- 2) Under the section titled, "Specific Care" write in:

A Helping Hand Adoption Agency
767 Lane Allen Road
Lexington, KY 40504

- **Adoption Grants, Loans and other forms of financial assistance**

Nightlight provides a full guide to financial resources. Listed are just some of the organizations that offer financial assistance to adoptive families via adoption grants, loans or other assistance. Please contact each organization to find out about their services and what their qualifications and requirements are.

HAGUE RESOURCES

Since you are considering adopting internationally, please read [Hague and non-Hague Intercountry Adoption Information](#)

- World Health Organization on International Travel and Health: <http://www.who.int/ith/en/>

ADDITIONAL ADOPTION RESOURCES <http://nightlight.org/downloads/resources-international-adoption.pdf>

If you have any questions that were not addressed in the FAQs or you would like to talk with other families who have adopted through our agency, please contact our office by phone at (859) 263-9964, or by e-mail at info@ahelpinghandadoption.org.



A Helping Hand

adoption agency
a nightlight affiliate

...because every child deserves a loving family

Domestic · International · Snowflakes Embryo Adoption · Adoption Home studies · Hague Accredited



Getting Started CHECKLIST

If you live near our office in Kentucky or near a Nightlight Christian Adoptions affiliate office in Southern California, Colorado, or South Carolina, we would love to see you at one of our free information seminars. These seminars are an excellent way to have your preliminary questions answered, get to know the Nightlight and AHH staff and meet other families beginning the adoption process. Seminars are held every few months. Call the office for more information and to RSVP.

How do we get started?

1. Fill out Application Documents

- Fill out the Application
- Read and Sign the Agreement for International Adoption Services
- Read and Sign the “Complaint Policy & Procedure” Form and both Fee Schedules (Exhibit A and Attachment A)

**Please Note: Keep the Complaint form for your records; you may want to make a copy of the Policy & Procedure to also keep for your records.*

2. Mail the Application, Agreement, Waiver, and Policy along with:

- A current family photo *and*
- Your Application Phase fee, *non-refundable*, (see Agreement for explanation of fees) to

A Helping Hand Adoption Agency
767 Lane Allen Road
Lexington, KY 40504

3. Obtain a Homestudy

- **If you live in Kentucky** we will perform your homestudy. If you live in **Southern California, Colorado or South Carolina** our affiliate agency Nightlight Christian Adoptions will perform your home study. Please refer to the California, Colorado, Kentucky, or South Carolina homestudy booklet to determine what fees need to be paid at this time.
- **If you are out of the area** we will help you find a local agency.

4. Begin compiling your dossier paperwork

Once we receive your Application materials, we will send you a Dossier Notebook which includes the instructions for completing your Hague required education, filing with CIS and for completing your Dossier.

Please read the enclosed information and FAQs before submitting your application. If you have any questions please call our offices:

767 Lane Allen Road · Lexington, KY 40504 · Phone: (859)263-9964 · Fax: 859-263-9957 · ahelpinghandadoption.org · License # 500256

Affiliated Offices of Nightlight Christian Adoptions (Nightlight.org)

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1527 Wade Hampton Boulevard
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A Helping Hand

adoption agency
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...because every child deserves a loving family

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AGREEMENT FOR INTERNATIONAL ADOPTION SERVICES

This Agreement is entered into between A Helping Hand Adoption Agency, Inc. (AHH) and _____ (Adopting Parents) in regard to services to be provided by AHH to Adopting Parents. AHH is a licensed adoption agency that provides services in a variety of areas of the international adoption process, including family assessments (home studies), adoptive placements, post-adoption supervision, and all necessary paperwork for both domestic and foreign governments.

Good communication is essential in a successful adoption. AHH encourages Adopting Parents to ask questions to assure that they fully understand the adoption process. If more than one adoption agency is participating in Adopting Parents' adoption process, it is important to understand which agency will be providing the various services involved in Adopting Parents' adoption and the fees and costs involved.

INTRODUCTION

As prospective adoptive parents, Adopting Parents are about to embark upon an exciting experience. Adoption can be a very emotional process, and it is sometimes difficult to remember all the details and information AHH has provided concerning the adoption. Please refer to this important information throughout your adoption process. Since this is important information we ask you to sign or initial these documents as verification you have received and read them.

Adoption placements have certain risks, which may or may not be known at the time of placement or may never be known by us. The purpose of this statement is to set forth several, but not all, of the significant risks associated with entering into an international adoption plan. Adopting Parents are urged to review this document, and all documents AHH asks Adopting Parents to sign, with an attorney or anyone else Adopting Parents choose. Also, AHH wants to emphasize to you that once the adoption is finalized by the court, or an administrative body in some countries, you will have the same rights and responsibilities toward your adopted child that biological parents have to their biological child and you will be subject to the same duties and obligations.

The amount of information available to us varies from placement to placement. As a result, certain risks may become known to us and/or become significant to the placement. Adopting Parents understand that as significant, material information becomes known to us, it will be disclosed to Adopting Parents so that Adopting Parents can review it and possibly reevaluate their participation in the proposed adoption placement. Adopting Parents also understand and acknowledge that not all information will be known to us or knowable by us, and it is possible that all of the information, both known and unknown, may create risks and have an effect on the future health, social and/or emotional development of the child.

DEFINITION OF TERMS

As used in this document, the following terms are defined as follows:

"Adoptive Parents" and "Adopting Parents" or "they" or "you" or "your" refers to the individuals, whether one or two persons, whose names and signatures appear at the end of this document.

"Agency" and "AHH" or "us" or "our" refers to A Helping Hand Adoption Agency, Inc. and/or Nightlight Christian Adoptions.

"Partner Placing Agency" refers to any U.S. domestic agency which AHH works with to accomplish adoptions in the specific foreign country from which Adopting Parents seek to adopt.

"Referral Source" refers to any person, agency or organization which refers children in a foreign country to Adopting Parents for purposes of an adoption.

"Foreign government" refers to any government entity, whether national or local, in a country outside of the United States.

POST ADOPTION SUPERVISION

Most countries require the adopting parents' home study agency to supervise the adoption for a period of time; usually one to five years or, for some countries, until the adopted child is 18. AHH will provide Adopting Parents with the specific post adoption requirements of the child's country of origin prior to the referral of a child, but cautions you that these requirements may be amended by the foreign country at any time prior to the adoption of your child. This means that it is necessary for the home study agency to visit Adopting Parents periodically during this period and to submit a post-adoption report to AHH after each visit. This report is then translated and forwarded to the child's country of origin. The home study agency will charge Adopting Parents a fee for this service. Many home study agencies require that all post-adoption fees be paid in advance, and in many cases to pay a refundable deposit to assure compliance with requirements for post adoption reporting and registration of the child's passport with the consulate of the child's country of origin. If Adopting Parents live in AHH's licensed area, AHH requires Adopting Parents to use our home study services. Families utilizing the services of another home study and post-adoption reporting agency are advised that their agency must have a Supervised Provider or Exempt Provider contract on file with AHH. The agency must have or be in the process of obtaining their Hague Accreditation, unless this requirement is specifically waived by AHH.

Adopting Parents hereby agree to cooperate with AHH and their home study agency in scheduling these post-adoption visits on a timely basis and providing AHH with the resulting post-adoption reports, together with a minimum of six (6) current photographs of the adopted child(ren). In addition, the Adopting Parents agree to register their child(ren)'s passports either with the foreign ministry within the child's country of origin or with that country's Embassy within the time specified, if required by the child's country of origin. Adopting Parents waive any right to confidentiality of information pertaining to their adoption if it is necessary for AHH to seek to enforce these obligations by Adopting Parents.

Foreign countries frequently hold AHH, its Partner Placing Agency and the home study agency responsible for the Adopting Parents cooperating with and complying with passport registration and post adoption reporting requirements. Adopting Parents specifically understand and agree that they are liable for any damages incurred by AHH, or any Partner Placing Agency, and the home study agency, including consequential damages resulting from a loss of the right or ability to conduct adoption activities in the subject foreign country, caused by Adopting Parents' intentional or negligent failure to comply with passport registration or post adoption reporting requirements. Because this requirement is so critical to the continuation of adoptions from the subject country, Adopting Parents have initialed the box below to verify they fully understand their obligations.

Initial	Initial
Here	Here

ADOPTION FINALIZATION -- DISRUPTIONS

In some countries, the adoption is not finalized before you return to the United States with your child. Sometimes you will be given guardianship or some other form of temporary legal custody which will qualify you to bring the child to the United States and then finalize the adoption at that time. If the adoption has not been finalized in the foreign country, Adopting Parents agree to initiate legal proceedings to finalize the adoption of their child in the United States within thirty (30) days of their legal ability to do so.

The point in time when an adoption is finalized is important to the adopting family, the child and the foreign placement authority. Prior to the point of finalization, the adoption proceedings may be terminated by the adopting family, the child (usually if over 10 years of age) or the foreign placement authority. This would be a 'disruption.' In the case of an international adoption that has not yet been finalized in the foreign country, this is an option legally available to all parties. The officials in the foreign country must be notified and included in any decisions made. In the event of a disruption, AHH will take all reasonable steps to find another family for the child, in consultation with the foreign placement authority. Until such placement can be made and another adopting family assumes custody of the child, Adopting Parents agree to be financially

responsible for the child, including, but not limited to, temporary care, medical costs, and the costs of returning the child to the foreign country if necessary

Adopting Parents further understand that, like obligations under post adoption reporting described above, failure to complete the adoption of their child as soon as they are legally able to do so and within the requirements of the foreign country, will subject them to liability for any damages to AHH, its Partner Placing Agency and the home study agency resulting therefrom.

FEES AND COSTS

The total amount paid to AHH for Program Fees, in-country fees, government fees, and out-of-pocket costs will vary depending upon the country from which Adopting Parents adopt and the age of the child adopted. The nature of international adoption makes it impossible to predict the exact Estimated Client Coordinated Expenses. Estimated Client Coordinated Expenses are only an estimate and may be more or less in Adopting Parents' specific adoption. The Program Fees for the country Adopting Parents have chosen, together with an estimate of Adopting Parents' other costs and expenses, and the time when payments are due, are outlined on Attachment A to this Agreement.

AHH provides clients with monthly statements only if there has been activity on the case or if a balance is outstanding. All fees and costs are due and payable in accordance with the fee schedule or when billed. Agency program fees are subject to change with 90 day's notice. Any such fee increase will *not* apply to families who have completed their dossier and paid the dossier phase fees. Fees must be paid by check; credit card payments for fees will not be accepted. Adoption fees, especially those paid to agencies, facilitators or others in a foreign country may change at any point in the adoption process. This may be due to economic circumstances, the need for additional services required by the foreign country and/or United States, or for reasons unknown to us. AHH will inform Adopting Parents when AHH becomes aware of any change in such fees. However, AHH cannot control nor limit any increase in these charges. Adopting Parents understand and acknowledge that they are responsible for the fees they pay to anyone other than us, and that AHH is not responsible nor liable for any increase in those fees.

In certain circumstances Adopting Parents may pay fees to agencies, governments, facilitators or others in a foreign country. If Adopting Parents' adoption does not happen for any reason, they may or may not receive any refund of fees they have paid or AHH has paid on their behalf to the foreign sources. Adopting Parents agree that AHH is not liable nor in any way responsible to pay to Adopting Parents or obtain for Adopting Parents a refund of such fees, although AHH will make reasonable efforts to do so. In general, AHH does not collect fees or costs in advance from Adopting Parents. However, if Adopting Parents have paid fees and/or costs in advance and terminate this contract, any unearned fees and/or costs will be refunded to the Adopting Parents within sixty (60) days.

Fees and costs paid or payable to us for services rendered in connection with Adopting Parents' adoption are non-refundable in accordance with the Fee Schedule provided to them. It is important to understand that Adopting Parents are paying for services provided to them or for the benefit of their child. Although fees and costs are generally phased over the course of the adoption, they should never be construed as payments in exchange for a child.

GENERAL RISKS IN INTERNATIONAL ADOPTIONS

Adopting Parents understand that there are significant risks in pursuing an international adoption. AHH will diligently pursue the successful completion of an adoption for Adopting Parents, but Adopting Parents acknowledge that AHH cannot control all aspects of the process nor guarantee a successful outcome. Completing an application and/or enrolling in our program does not guarantee the placement of a child with them. Further, Adopting Parents understand that while a foreign country may try to honor Adopting Parents' requests for specific characteristics in a child (such as age), this might not be possible. AHH also may not be able to secure a referral of a child from the foreign country Adopting Parents want to adopt from and/or with the characteristics they desire. While AHH will try to accommodate Adopting Parents' desires, AHH cannot guarantee that it will be able to do so.

LOST REFERRALS

Adopting Parents understand that a specific child may be referred to Adopting Parents, but that referral may be lost for any of several reasons which are beyond our control. For example, a child may become too ill for placement; the child may not be

available within the time frame Adopting Parents desire or within the foreign country's time limitations; or it may be determined that the child will never be legally free for adoption.

The United States government may change immigration or other rules which then preclude Adopting Parents from proceeding with adopting the child referred to Adopting Parents. The United States government may refuse to issue the necessary visa for the child to enter this country due to problems with Adopting Parents' situation or due to problems in the foreign country.

Sometimes the foreign country or independent referral source will withdraw a referral with or without explanation. This can happen because of a change in the foreign country's local or national politics, a change in officials, increased concern within the foreign country regarding international adoptions of their children, a relative coming forward to claim the child, or a foreign national desiring to adopt the child. Adopting Parents understand that these events are not under our control, and AHH cannot change decisions made by a foreign government.

MEDICAL, DEVELOPMENT AND EMOTIONAL RISKS

AHH cannot predict an adoptive child's mental or physical development, emotional and/or personality characteristics, health, medical problems, learning disabilities, intellectual ability, hyperactivity, attention deficits, attachment and/or bonding issues, appearance or inherited characteristics. AHH will pass on to Adopting Parents all information that is provided to us by the referral source and/or foreign government or agency.

Adopting Parents understand and acknowledge that the medical and social information given to us by the referral source, governmental agency or by hospitals or doctors and passed on to Adopting Parents may be incomplete or erroneous. It is even possible that some of these sources of information may intentionally give incorrect information or fail to give important information to us. Adopting Parents should consult with a pediatrician, OB-GYN or appropriate medical specialist to review such information and provide Adopting Parents with an opinion regarding this information, or absence of such information, before accepting referral of any child.

Adopting Parents further understand and acknowledge that a referred child may have undiagnosed or misdiagnosed medical, development, emotional or physical problems which may be temporary or permanent. Such problems may not be apparent until after the child is in Adopting Parents' home. AHH cannot guarantee the accuracy or completeness of any information given to us about the child, including the child's age, or the results of any testing done on the child in the foreign country.

AHH does not assume any duty to verify the information given to us by referral sources, governmental agencies, hospitals, doctors or other sources nor will AHH make an independent investigation into the child's background and health or social situation. Adopting Parents agree not to expect or rely upon us to verify or investigate the truth of information provided to us by the referral source or other parties at the time of referral or in the future.

Adopting Parents specifically agree to hold us harmless and not to pursue any legal action against us in any way at any time for the child's physical, emotional or mental health or development or ability to integrate into Adopting Parents' family.

TIME FRAME

International adoptions are unpredictable in many ways, one of them being the time frame in which Adopting Parents will receive a referral or a placement of a child with Adopting parents. There can be no assurances or guarantees that Adopting Parents' adoption will proceed in any specific length of time. For example, the adoption may be delayed or discontinued by the foreign country for reasons either explained or unknown. The court in the foreign country may not approve the adoption or may withdraw approval of the licensing or investigating body in either the United States or the foreign country.

International adoptions are also at the mercy of international politics and national policies of the foreign country. A change in government may change Adopting Parents' opportunity to adopt in that country. An international crisis or circumstances such as a war or terrorist action in either the United States or the foreign country may delay or stop adoptions. These factors can impact Adopting Parents' adoption at any point in the adoption process.

TRAVEL

Travel to and from foreign countries can be uncertain. Although Adopting Parents may be given a specific date for travel to the foreign country, this date may change unexpectedly. Once Adopting Parents arrive in a foreign country, events there may delay their return to the United States through circumstances of which AHH is unaware or which arise while Adopting Parents are there. Adopting Parents agree that AHH is not liable or otherwise obligated for any expenses Adopting Parents incur in traveling to a foreign country to receive the referral of a child, to participate in the adoption of a child or to bring a child back to the United States or which arise due to changes in travel plans or times.

CONTROL OVER OTHER ENTITIES

There are many governmental and non-governmental agencies involved in an international adoption over which AHH has no control. AHH cannot guarantee the actions of any agency or individual over whom AHH does not have complete control. This includes foreign officials, foreign attorneys, foreign referral sources, foreign immigration and governmental agencies.

In addition, AHH cannot control the actions of the United States Citizen and Immigrant Services (CIS) or the United States Embassy Consulate officials in a foreign country. AHH cannot guarantee that the U.S. Embassy Consulate office which processes a child's immigration visa will find that the child meets the definition of an "orphan". This determination is solely within the discretion of the CIS. Further, in certain cases, the CIS has stopped children from entering the U.S. for an adoption due to problems in the foreign country. AHH will keep Adopting Parents informed of the CIS situation with regard to a child Adopting Parents wish to adopt, but AHH cannot guarantee the child will be allowed to enter the United States.

LEGAL RISKS

In any adoption there may be legal risks. These include the risk that the agency or court in the foreign country may not approve Adopting Parents' adoption or will change the requirements for Adopting Parents to complete the adoption. There may be issues raised by a termination of parental rights in the foreign court based on a relinquishment by the birth mother only, not the birth father. If Adopting Parents must finalize or confirm Adopting Parents' adoption when Adopting Parents return home with a child, the court in Adopting Parents' state may not approve the adoption or may have additional requirements Adopting Parents must meet beyond those of the foreign court or the CIS. AHH strongly recommends that Adopting Parents consult with an attorney regarding any issues which are of concern to Adopting Parents.

Although risks can never be totally eliminated, AHH encourages Adopting Parents to talk to other adoptive parents and adoption professionals who are familiar with international adoptions to better understand the risks involved.

WAIVER OF LIABILITY

The Adoptive Parents acknowledge and understand all of the risks of adoption as set forth in this document. Of course it is difficult, if not impossible, to foresee all potential risks involved in an international adoption, but it is our desire to be as transparent as possible. Adoptive Parents wish to pursue an adoption plan and to seek an adoptive placement, knowing and assuming all the medical, legal and other risks of adoption described or reasonably implied in this document. Adoptive Parents agree to the following waiver understanding that it is limited and specific to those risks which have been described or reasonably implied in this document.

Adoptive Parents hereby waive, release, and forever discharge AHH, its Partner Placing Agency, its employees, social workers, independent contractors, independent contract social workers, officers, directors, successor corporations and affiliates from any and all claims, demands, charges, causes of action, liabilities, penalties, costs and expenses related to the risks described or reasonably implied herein, including attorney fees, that Adoptive Parents who sign this waiver may have now or in the future against AHH, its Partner Placing Agency or its employees, social workers, independent contractors, independent contract social workers, officers, directors, successor corporations, affiliates and any third party, including, but not limited to, any foreign agency, lawyer, facilitator, governmental body, nation or any other individual or organization. Nothing herein shall relieve any party of liability imposed by law for intentional acts or gross negligence and not subject to a general waiver of liability.

Adoptive Parents hereby waive, release and forever discharge AHH, its Partner Placing Agency, its employees, attorneys, social workers, independent contractors, independent contract attorneys, independent contract social workers, principals, officers, shareholders, owners, directors, successor corporations and affiliates from any and all claims, demands, charges, causes of

action, liabilities, penalties, costs and expenses, including attorney fees, that Adoptive Parents who sign this waiver may have now or in the future against any third party related to the risks described or reasonably implied herein, including but not limited to any foreign agency, lawyer, facilitator, governmental body, nation or any other individual or organization.

ACKNOWLEDGEMENT OF RISK

Nothing in this Agreement and nothing in AHH's statements to Adopting Parents shall be construed as a promise or guarantee about the outcome of Adopting Parents' adoption. **Because of the nature of international adoption, AHH makes no representations as to the outcome of an adoption. No guarantee can be given, although a candid exchange of questions and views between AHH and Adopting Parents is always encouraged.**

In accordance with Hague Standard 96.41, AHH has provided Adopting Parents with a copy of its Complaint Policy, Complaint Form and information on the Complaint Registry as Attachment B to this Agreement. By executing this Agreement, Adopting Parents acknowledge receiving this information.

Attorneys' Fees. If any action is necessary to enforce this Agreement, the prevailing party shall be entitled to recover its attorneys' fees.

Governing Law. This Agreement shall be governed by the laws of the State of Kentucky. The parties agree that the proper venue for any action under this agreement shall be Fayette County, Kentucky.

Complaint Policy. AHH's Complaint Policy is explained in Attachment B.

Providing false information or failing to disclose required information is grounds for terminating Adopting Parents' application without refund of any fees paid.

This agreement was entered into this ____ day of _____, 20__ and shall be governed in accordance with the laws of the state of Kentucky.

Adopting Parent

Adopting Parent

A Helping Hand Adoption Agency, Inc., by _____

In accordance with Hague Standard 96.36 (a), AHH confirms that it prohibits its employees and agency from giving money or other consideration, directly or indirectly to a child's parent(s), other individual(s) or an entity as payment for the child or as an inducement to release the child. If permitted or required by the child's country of origin, an agency may remit reasonable payments for activities related to the adoption proceedings, pre-birth and birth medical costs, the care of the child, the care of the birth mother while pregnant and immediately following birth of the child, or the provision of welfare and child protection services generally. Permitted or required contributions shall not be remitted as payment for the child or as an inducement to release the child.

A signed copy of this Agreement will be returned to Adopting parents, along with instructions for proceeding with Adopting parents' international adoption from AHH's coordinating office. Please mail signed Agreement and other application documents to:

A Helping Hand Adoption Agency
767 Lane Allen Road
Lexington, KY 40504

EXHIBIT A
A HELPING HAND ADOPTION AGENCY A NIGHTLIGHT AFFILIATE
FEES AND ESTIMATED COSTS

CHINA (AHH)

PROGRAM FEE	COSTS	TOTALS	NOTES
Application Phase		\$500	<i>Due with application</i>
Orientation fee		\$2,000	<i>Due upon receiving a Letter of Acceptance from AHH</i>
Dossier Phase		\$2,760 – 3,150	<i>Varies depending on program (special needs vs. non special needs).</i>
<i>AHH Fee</i>	\$2,000		
<i>CCCWA Submission (special needs) or ...</i>	\$760		<i>Covers CCCWA submission and translation fees (If <u>not</u> matched with a special needs child at the time dossier is logged in, CCCWA requires payment of non special needs submission fee.)</i>
<i>CCCWA Submission (non-special needs)</i>	\$1,150		<i>Covers CCCWA submission and translation fees</i>
Referral Phase		\$3,500	
<i>AHH Fee</i>	\$2,500		
<i>Processing of Post Adoption Reports</i>	\$1,000		<i>Processing of post-adoption reports, 6 reports completed by your social worker.</i>
Total Program Fee		\$8,760-9,150	
OTHER COSTS (ESTIMATED)	COSTS	TOTALS	NOTES
U.S.-Based Fees		\$4,115 – 5,815	
<i>Home Study & Post-Placements</i>	\$2,500-4,000		<i>Costs vary by state/agency</i>
<i>Home Study Supporting Documents</i>	\$225		<i>Cost for criminal clearances, obtaining physicals, and other misc. expenses</i>
<i>Parent Education/Training</i>	\$100-\$300		<i>Estimated cost of on-line education courses.</i>
<i>CIS Fees</i>	\$890		<i>Includes I-800A application</i>
<i>Deposit for Dossier Authentication Expenses and Misc. Translation costs</i>	\$600		<i>The dossier expenses typically total between \$500 and \$800. After your documents are authenticated at the county and state level, AHH will authenticate them through the courier at the US State Department and the Chinese Embassy. This deposit will go toward courier expenses and any miscellaneous. Translation cost associated with your adoption.</i>
Other In-Country Adoption Costs		\$13,560 – 17,760	<i>Estimates are for 2 people and 1 trip</i>
<i>Airfare (2 adults)</i>	\$2,000-\$3,500		
<i>Airfare for child (one way)</i>	\$400-\$1,000		<i>Depends on the child's age.</i>
<i>In China Travel & Accommodations</i>	\$4,000-\$5,500		<i>Estimated for 10-14 days</i>
<i>China Visas (2 adults)</i>	\$380		<i>Estimate does not include courier expenses.</i>
<i>Children's Welfare Institute (orphanage) Donation</i>	\$5,500-5,700		<i>Fee is based on Yen and varies according to \$ fluctuation. China may choose to increase the orphanage donation fee at any time.* Fees and donations must be wired to China per Hague regulations</i>
<i>Civil Affairs Fees</i>	\$900-1,300		<i>Includes adoption registration, passport, announcement fees, and misc wiring costs.</i>
<i>Medical exam, immunization costs, TB screening, etc.</i>	\$150		
<i>Child's visa</i>	\$230		<i>For I-800 families, a \$100 courier charge is included for processing DS-230 and the child's visa in China.</i>
Beijing Four-Day Tour (optional)		\$1,200-1,500	<i>(not included in total)</i>
Total Other Costs (Est.)		\$17,675 – 23,575	
TOTAL FEES & ESTIMATED EXPENSES			
GRAND TOTAL		\$26,435 – 32,725	<i>Range depends on adoption type and your expenses, which may vary from state to state. Beijing Tour not included.</i>

The cost of operating an international adoption program is substantial & increasing with the additional compliance requirements under the Hague Convention on Inter-country Adoption. The nature of international adoption makes it impossible to predict the exact costs you will incur, but we believe the estimates above are realistic Program fees are paid in phases and are non-refundable. AHH establishes a budget for costs each year based on the number of adoptions it estimates completing during the year from each country. Based on these estimates, we establish program fees, taking into consideration the amount of staff time & expenses that will be involved in maintaining the program. Of course it would be prohibitive to allocate all of the costs (payroll, rent, insurance, supplies, travel, etc) to one adoption in one program. **Please initial that you have received a copy of this List of Fees and Estimated Costs.**

Date: _____ Adopting Parents: _____

Attachment A
A Helping Hand
INTERNATIONAL ADOPTIONS – FEES AND ESTIMATED COSTS
China

SERVICES CATEGORIZED PER HAUGE REQUIREMENTS	China
Home Study (including estimated out of pocket costs)	\$1,600 – 2,100
Adoption expenses in the US (includes personnel costs, administrative overhead, operational costs, training and education, communications and publications costs and other costs associated with providing adoption services in the US)	\$6,800
Foreign country program expenses (includes personnel costs, administrative overhead, operational costs, training and education, communications and publications costs and other costs associated with providing adoption services in the child's convention country)	\$1,000
Care of the child (the expected total fees and estimated expenses charged to PAP's for the care of the child in the country of origin prior to adoption, including, but not limited to costs for food, clothing, shelter, medical care, foster care, orphanage care and other services provided DIRECTLY to the child.	\$5,500 - 5,700
Translation and Document Expenses: the expected total fees and estimated expenses for obtaining any necessary documents, translation of documents related to the adoption and information on whether the PAP's will pay costs directly or to a 3rd party either in the US or Convention country or through the agency. Category includes but is not limited to, costs for obtaining, translating, copying records or documents required to complete the adoption, costs for Convention court documents, passport, adoption certificate and other documents related to the adoption, costs for notarization and certifications.	\$2,500 – 3,300
Contributions: any fixed contribution amount or percentage that the PAP expected or required to make to child protection or child welfare service programs in the Child's convention country or in the US along with an explanation of the intended use of the contribution and the manner in which the transaction will be recorded and accounted for. Donation is used for humanitarian aid projects and family is given a receipt for this donation	\$0
Post placement (PP) and post adoption (PA) reports: the expected total fees and estimated expenses for any PP or PA reports that the agency or parents must prepare to comply with requirements of the expected country of origin (and AHH requirements)	\$1,000 plus \$300 each report

Please initial on both this page and the preceding page that you have received a copy of this List of Fees and Estimated Costs.

Date: _____ **Adopting Parents:** _____

EXHIBIT A
A HELPING HAND ADOPTION AGENCY A NIGHTLIGHT AFFILIATE
FEES AND ESTIMATED COSTS

HONG KONG (AHH)

PROGRAM FEE	COSTS	TOTALS	NOTES
Application Phase		\$500	<i>Due with application</i>
Orientation fee		\$2,000	<i>Due upon receiving a Letter of Acceptance from AHH</i>
Dossier Phase		\$2,600	
<i>AHH Program Fee</i>	\$2,000		
<i>Foreign Fee #1</i>	\$600		
Referral Phase		\$2,000	
<i>Humanitarian Aid</i>	\$1,000		<i>Funds given to humanitarian aid in Hong Kong</i>
<i>Processing of Post Adoption Reports</i>	\$1,000		<i>Processing of post-adoption reports, 6 reports completed by your social worker.</i>
Travel Phase		\$2,000	
<i>AHH Program Fee</i>	\$2,000		
Total Program Fee		\$9,100	
OTHER COSTS (ESTIMATED)	COSTS	TOTALS	NOTES
U.S.-Based Fees		\$6,515 – 9,215	
<i>Home Study & Post-Placements</i>	\$3,000-4,500		<i>Costs vary by state/agency</i>
<i>Home Study Supporting Documents</i>	\$225		<i>Cost for criminal clearances, obtaining physicals, and other misc. expenses</i>
<i>Parent Education/Training</i>	\$100-\$300		<i>Estimated cost of on-line education courses.</i>
<i>CIS Fees</i>	\$890		<i>Includes I-800A application</i>
<i>Deposit for Dossier Authentication Expenses and Misc. Translation costs</i>	\$300		<i>The dossier expenses typically \$700. After your documents are authenticated at the county and state level, AHH will send it to Panama. This deposit will cover courier expenses.</i>
<i>Adoption Finalization</i>	\$2,000 – 3,000		<i>Cost varies by state/attorney.</i>
Other In-Country Adoption Costs		\$3,790 – 5,490	<i>Estimates are for 2 people and 1 trip</i>
<i>Airfare (2 adults)</i>	\$2,000-\$3,000		
<i>Airfare for child (one way)</i>	\$400-\$600		<i>Depends on the child's age.</i>
<i>In Country Travel & Accommodations</i>	\$1,000-\$1,500		<i>Estimated for 7 days in country.</i>
<i>Medical exam, immunization costs, TB screening, birth certificate, passport, etc.</i>	\$160		
<i>Child's visa</i>	\$230		
Total Other Costs (Est.)		\$10,305 – 15,005	
TOTAL FEES & ESTIMATED EXPENSES			
GRAND TOTAL		\$19,405 – 24,105	

The cost of operating an international adoption program is substantial & increasing with the additional compliance requirements under the Hague Convention on Inter-country Adoption. The nature of international adoption makes it impossible to predict the exact costs you will incur, but we believe the estimates above are realistic. Program fees are paid in phases and are non-refundable. AHH establishes a budget for costs each year based on the number of adoptions it estimates completing during the year from each country. Based on these estimates, we establish program fees, taking into consideration the amount of staff time & expenses that will be involved in maintaining the program. Of course it would be prohibitive to allocate all of the costs (payroll, rent, insurance, supplies, travel, etc) to one adoption in one program. **Please initial that you have received a copy of this List of Fees and Estimated Costs.**

Date: _____ Adopting Parents: _____

Attachment A
A Helping Hand
INTERNATIONAL ADOPTIONS – FEES AND ESTIMATED COSTS
Hong Kong

SERVICES CATEGORIZED PER HAUGE REQUIREMENTS	Hong Kong
Home Study (including estimated out of pocket costs)	\$1,600 – 2,100
Adoption expenses in the US (includes personnel costs, administrative overhead, operational costs, training and education, communications and publications costs and other costs associated with providing adoption services in the US)	\$6,800
Foreign country program expenses (includes personnel costs, administrative overhead, operational costs, training and education, communications and publications costs and other costs associated with providing adoption services in the child's convention country)	\$600
Care of the child (the expected total fees and estimated expenses charged to PAP's for the care of the child in the country of origin prior to adoption, including, but not limited to costs for food, clothing, shelter, medical care, foster care, orphanage care and other services provided DIRECTLY to the child.	\$0
Translation and Document Expenses: the expected total fees and estimated expenses for obtaining any necessary documents, translation of documents related to the adoption and information on whether the PAP's will pay costs directly or to a 3rd party either in the US or Convention country or through the agency. Category includes but is not limited to, costs for obtaining, translating, copying records or documents required to complete the adoption, costs for Convention court documents, passport, adoption certificate and other documents related to the adoption, costs for notarization and certifications.	\$1,860 plus
Contributions: any fixed contribution amount or percentage that the PAP expected or required to make to child protection or child welfare service programs in the Child's convention country or in the US along with an explanation of the intended use of the contribution and the manner in which the transaction will be recorded and accounted for. Donation is used for humanitarian aid projects and family is given a receipt for this donation	\$1,000
Post placement (PP) and post adoption (PA) reports: the expected total fees and estimated expenses for any PP or PA reports that the agency or parents must prepare to comply with requirements of the expected country of origin (and AHH requirements)	\$ 1,000 plus \$300 each report

Please initial on both this page and the preceding page that you have received a copy of this List of Fees and Estimated Costs.

Date: _____ **Adopting Parents:** _____

EXHIBIT A
A HELPING HAND ADOPTION AGENCY A NIGHTLIGHT AFFILIATE
FEES AND ESTIMATED COSTS

NICARAGUA (AHH)

PROGRAM FEE	COSTS	TOTALS	NOTES
Application Phase		\$500	<i>Due with application</i>
Orientation Phase		\$2,000	<i>Due upon receiving a Letter of Acceptance from AHH</i>
AHH Program Fee	\$2,000		
Dossier Phase		\$4,100	
<i>AHH Program Fee</i>	\$1,600		
<i>Foreign Fee #1</i>	\$2,500		<i>This includes \$1,000 for dossier translation.</i>
Referral Phase		\$3,000	
<i>Foreign Fee #2</i>	\$1,000		
<i>Humanitarian Aid</i>	\$1,000		
<i>Processing of Post Adoption Reports</i>	\$1,000		<i>Processing of post-adoption reports, 8 reports completed by your social worker.</i>
Travel Phase		\$3,400	
<i>AHH Program Fee</i>	\$2,400		<i>Paid before travel to Nicaragua</i>
<i>Foreign Fee #3</i>	\$1,000		<i>Paid before travel to Nicaragua</i>
Total Program Fee		\$13,000	
OTHER COSTS (ESTIMATED)	COSTS	TOTALS	NOTES
U.S.-Based Fees		\$4,915–6,615	
<i>Home Study & Post-Placements</i>	\$3,000-4,500		<i>Costs vary by state/agency</i>
<i>Home Study Supporting Documents</i>	\$225		<i>Cost for criminal clearances, obtaining physicals, and other misc. expenses</i>
<i>Parent Education/Training</i>	\$100-\$300		<i>Estimated cost of on-line education courses.</i>
<i>CIS Fees</i>	\$890		<i>Includes I-600A application</i>
<i>Deposit for Dossier Authentication Expenses and Misc. Translation costs</i>	\$700		<i>The dossier expenses typically total between \$500 and \$800. After your documents are authenticated at the county and state level, AHH will authenticate them through the courier at the Nicaraguan Consulate. This deposit will cover authentication and courier expenses.</i>
Other In-Country Adoption Costs		\$6,830 – 13,630	<i>Estimates are for 2 people and 1 trip</i>
<i>Airfare (2 adults)</i>	\$1,500-\$4,000		
<i>Airfare for child (one way)</i>	\$400-\$600		<i>Depends on the child's age.</i>
<i>In Country Travel & Accommodations</i>	\$3,000-\$6,500		<i>Based on 3to 5 month stay for 2 adults.</i>
<i>In region facilitator/translator Expenses</i>	\$1,500-\$2,000		
<i>Medical exam, immunization costs, TB screening, birth certificate, passport, etc.</i>	\$200-\$300		
<i>Child's visa</i>	\$230		
Total Other Costs (Est.)		\$11,745 – 20,245	
TOTAL FEES & ESTIMATED EXPENSES			
GRAND TOTAL		\$24,745 – 33,245	

The cost of operating an international adoption program is substantial & increasing with the additional compliance requirements under the Hague Convention on Inter-country Adoption. The nature of international adoption makes it impossible to predict the exact costs you will incur, but we believe the estimates above are realistic Program fees are paid in phases and are non-refundable. AHH establishes a budget for costs each year based on the number of adoptions it estimates completing during the year from each country. Based on these estimates, we establish program fees, taking into consideration the amount of staff time & expenses that will be involved in maintaining the program. Of course it would be prohibitive to allocate all of the costs (payroll, rent, insurance, supplies, travel, etc) to one adoption in one program. **Please initial that you have received a copy of this List of Fees and Estimated Costs.**

Date: _____ Adopting Parents: _____

Attachment A
A Helping Hand
INTERNATIONAL ADOPTIONS – FEES AND ESTIMATED COSTS
Nicaragua

SERVICES CATEGORIZED PER HAUGE REQUIREMENTS	Nicaragua
Home Study (including estimated out of pocket costs)	\$1,600 – 2,100
Adoption expenses in the US (includes personnel costs, administrative overhead, operational costs, training and education, communications and publications costs and other costs associated with providing adoption services in the US)	\$6,800
Foreign country program expenses (includes personnel costs, administrative overhead, operational costs, training and education, communications and publications costs and other costs associated with providing adoption services in the child's convention country)	\$3,500
Care of the child (the expected total fees and estimated expenses charged to PAP's for the care of the child in the country of origin prior to adoption, including, but not limited to costs for food, clothing, shelter, medical care, foster care, orphanage care and other services provided DIRECTLY to the child.	\$0
Translation and Document Expenses: the expected total fees and estimated expenses for obtaining any necessary documents, translation of documents related to the adoption and information on whether the PAP's will pay costs directly or to a 3rd party either in the US or Convention country or through the agency. Category includes but is not limited to, costs for obtaining, translating, copying records or documents required to complete the adoption, costs for Convention court documents, passport, adoption certificate and other documents related to the adoption, costs for notarization and certifications.	\$1,700
Contributions: any fixed contribution amount or percentage that the PAP expected or required to make to child protection or child welfare service programs in the Child's convention country or in the US along with an explanation of the intended use of the contribution and the manner in which the transaction will be recorded and accounted for. Donation is used for humanitarian aid projects and family is given a receipt for this donation	\$1,000
Post placement (PP) and post adoption (PA) reports: the expected total fees and estimated expenses for any PP or PA reports that the agency or parents must prepare to comply with requirements of the expected country of origin (and AHH requirements)	\$1,000 plus \$300 each report

Please initial on both this page and the preceding page that you have received a copy of this List of Fees and Estimated Costs.

Date: _____ **Adopting Parents:** _____

EXHIBIT A
A HELPING HAND ADOPTION AGENCY A NIGHTLIGHT AFFILIATE
FEES AND ESTIMATED COSTS

PANAMA (AHH)

PROGRAM FEE	COSTS	TOTALS	NOTES
Application Phase		\$500	<i>Due with application</i>
Orientation fee		\$2,000	<i>Due upon receiving a Letter of Acceptance from AHH</i>
Dossier Phase		\$4,500	
<i>AHH Program Fee</i>	\$2,000		
<i>Foreign Fee #1</i>	\$3,500		<i>This includes \$1,000 for translation</i>
Referral Phase		\$4,000	
<i>Foreign Fee #2</i>	\$2,000		
<i>Humanitarian Aid</i>	\$1,000		
<i>Processing of Post Adoption Reports</i>	\$1,000		<i>Processing of post-adoption reports, 6 reports completed by your social worker.</i>
Travel Phase		\$4,000	
<i>AHH Program Fee</i>	\$2,000		
<i>Foreign Fee #3</i>	\$2,000		<i>Paid before travel to Panama</i>
Total Program Fee		\$15,000	
OTHER COSTS (ESTIMATED)	COSTS	TOTALS	NOTES
U.S.-Based Fees		\$4,915 – 6,615	
<i>Home Study & Post-Placements</i>	\$3,000-4,500		<i>Costs vary by state/agency</i>
<i>Home Study Supporting Documents</i>	\$225		<i>Cost for criminal clearances, obtaining physicals, and other misc. expenses</i>
<i>Parent Education/Training</i>	\$100-\$300		<i>Estimated cost of on-line education courses.</i>
<i>CIS Fees</i>	\$890		<i>Includes I-800A application</i>
<i>Deposit for Dossier Authentication Expenses and Misc. Translation costs</i>	\$700		<i>The dossier expenses typically \$700. After your documents are authenticated at the county and state level, AHH will send it to Panama. This deposit will cover courier expenses.</i>
Other In-Country Adoption Costs		\$13,290 – 20,490	<i>Estimates are for 2 people and 1 trip</i>
<i>Airfare (2 adults)</i>	\$2,000-\$3,000		
<i>Airfare for child (one way)</i>	\$400-\$600		<i>Depends on the child's age.</i>
<i>In Country Travel & Accommodations</i>	\$9,500-15,000		<i>Estimated for 90 days in country.</i>
<i>Medical exam, immunization costs, TB screening, birth certificate, passport, etc.</i>	\$160		
<i>Interpreter fees</i>	\$1,000-1,500		
<i>Child's visa</i>	\$230		
Total Other Costs (Est.)		\$18,205 – 27,105	
TOTAL FEES & ESTIMATED EXPENSES			
GRAND TOTAL		\$33,205 – 42,105	

The cost of operating an international adoption program is substantial & increasing with the additional compliance requirements under the Hague Convention on Inter-country Adoption. The nature of international adoption makes it impossible to predict the exact costs you will incur, but we believe the estimates above are realistic Program fees are paid in phases and are non-refundable. AHH establishes a budget for costs each year based on the number of adoptions it estimates completing during the year from each country. Based on these estimates, we establish program fees, taking into consideration the amount of staff time & expenses that will be involved in maintaining the program. Of course it would be prohibitive to allocate all of the costs (payroll, rent, insurance, supplies, travel, etc) to one adoption in one program. **Please initial that you have received a copy of this List of Fees and Estimated Costs.**

Date: _____ Adopting Parents: _____

Attachment A
A Helping Hand
INTERNATIONAL ADOPTIONS – FEES AND ESTIMATED COSTS
Panama

SERVICES CATEGORIZED PER HAUGE REQUIREMENTS	Panama
Home Study (including estimated out of pocket costs)	\$1,600 – 2,100
Adoption expenses in the US (includes personnel costs, administrative overhead, operational costs, training and education, communications and publications costs and other costs associated with providing adoption services in the US)	\$6,800
Foreign country program expenses (includes personnel costs, administrative overhead, operational costs, training and education, communications and publications costs and other costs associated with providing adoption services in the child's convention country)	\$7,500
Care of the child (the expected total fees and estimated expenses charged to PAP's for the care of the child in the country of origin prior to adoption, including, but not limited to costs for food, clothing, shelter, medical care, foster care, orphanage care and other services provided DIRECTLY to the child.	\$0
Translation and Document Expenses: the expected total fees and estimated expenses for obtaining any necessary documents, translation of documents related to the adoption and information on whether the PAP's will pay costs directly or to a 3rd party either in the US or Convention country or through the agency. Category includes but is not limited to, costs for obtaining, translating, copying records or documents required to complete the adoption, costs for Convention court documents, passport, adoption certificate and other documents related to the adoption, costs for notarization and certifications.	\$1,860
Contributions: any fixed contribution amount or percentage that the PAP expected or required to make to child protection or child welfare service programs in the Child's convention country or in the US along with an explanation of the intended use of the contribution and the manner in which the transaction will be recorded and accounted for. Donation is used for humanitarian aid projects and family is given a receipt for this donation	\$1,000
Post placement (PP) and post adoption (PA) reports: the expected total fees and estimated expenses for any PP or PA reports that the agency or parents must prepare to comply with requirements of the expected country of origin (and AHH requirements)	\$ 1,000 plus \$300 each report

Please initial on both this page and the preceding page that you have received a copy of this List of Fees and Estimated Costs.

Date: _____ **Adopting Parents:** _____

EXHIBIT A
A HELPING HAND ADOPTION AGENCY A NIGHTLIGHT AFFILIATE
FEES AND ESTIMATED COSTS
UGANDA (AHH)

PROGRAM FEE	COSTS	TOTALS	NOTES
Application Phase		\$500	
Orientation Fee		\$2,000	
Dossier Phase		\$3,000	
<i>AHH Fee</i>	\$2,000		
<i>Humanitarian Aid</i>	\$1,000		
Referral Phase		\$7,000	
<i>AHH Fee</i>	\$2,000		
<i>Foreign Fee</i>	\$4,000		<i>Fee for a 2nd child is \$ 1,500/ Fee for a 3rd child \$500.</i>
<i>Processing of Post Placement Reports</i>	\$1,000		<i>Processing of post-adoption reports, 4 reports completed by your social worker and monitoring of self reports every 6 months until your child turns 18.</i>
Total Program Fee		\$12,500	
OTHER COSTS (ESTIMATED)	COSTS	TOTALS	NOTES
U.S.-Based Fees		\$4,915 – 7,615	
<i>Home Study & Post-Placements</i>	\$1,500 – 3,000		<i>Costs vary by state/agency</i>
<i>Home Study Supporting Documents</i>	\$225		<i>Cost for criminal clearances, obtaining physicals, and other misc. expenses</i>
<i>Parent Education/Training</i>	\$100 – 300		<i>Estimated cost of on-line education courses.</i>
<i>CIS Fees</i>	\$890		<i>Includes I-600A application</i>
<i>Dossier Authentication Expenses Deposit</i>	\$200		<u><i>Estimate</i></u>
<i>Adoption Finalization</i>	\$2,000 – 3,000		<i>Costs varies by state/attorney.</i>
In-Country Transportation & Guide		\$2,700	
<i>Transportation and guide fee</i>	\$2,700		<i>Estimated for 30 days. Includes drivers fee, gasoline, and guide services</i>
Other In-Country Adoption Costs		\$7,090 – 8,140	<i>Estimates are for 2 people and 1 trip</i>
<i>Airfare (2 adults)</i>	\$3,000		
<i>Airfare for child (one way)</i>	\$1,000		
<i>Child's Medical Exam & Visa</i>	\$400		
<i>Hotel Accommodations</i>	\$1,200 – 2,250		<i>Estimated for 4 weeks</i>
<i>Food Expenses</i>	\$840		<i>Estimated for 4 weeks</i>
<i>Child Birth Certificate and Passport</i>	\$550		<i>Per child- due to AHH at the time of referral acceptance.</i>
<i>Ugandan Visas (2 adults)</i>	\$100		
Total Other Costs (Est.)		\$14,705– 18,455	
TOTAL FEES & ESTIMATED EXPENSES			
GRAND TOTAL		\$27,205 – 30,955	Range depends on your expenses, which may vary from state to state and whether or not you want to stay in a low cost guest house or a high end hotel.

The cost of operating an international adoption program is substantial & increasing with the additional compliance requirements under the Hague Convention on Inter-country Adoption. The nature of international adoption makes it impossible to predict the exact costs you will incur, but we believe the estimates above are realistic. Program fees are paid in phases and are non-refundable. A Helping Hand establishes a budget for costs each year based on the number of adoptions it estimates completing during the year from each country. Based on these estimates, we establish program fees, taking into consideration the amount of staff time & expenses that will be involved in maintaining the program. Of course it would be prohibitive to allocate all of the costs (payroll, rent, insurance, supplies, travel, etc) to one adoption in one program. Please initial that you have received a copy of this List of Fees and Estimated Costs.

Date: _____ Adopting Parents: _____

Attachment A
A Helping Hand
INTERNATIONAL ADOPTIONS – FEES AND ESTIMATED COSTS
Uganda

SERVICES CATEGORIZED PER HAUGE REQUIREMENTS	Uganda
Home Study (including estimated out of pocket costs)	\$1,600 – 2,100
Adoption expenses in the US (includes personnel costs, administrative overhead, operational costs, training and education, communications and publications costs and other costs associated with providing adoption services in the US)	\$6,800
Foreign country program expenses (includes personnel costs, administrative overhead, operational costs, training and education, communications and publications costs and other costs associated with providing adoption services in the child's convention country)	\$3,500
Care of the child (the expected total fees and estimated expenses charged to PAP's for the care of the child in the country of origin prior to adoption, including, but not limited to costs for food, clothing, shelter, medical care, foster care, orphanage care and other services provided DIRECTLY to the child.	\$0
Translation and Document Expenses: the expected total fees and estimated expenses for obtaining any necessary documents, translation of documents related to the adoption and information on whether the PAP's will pay costs directly or to a 3rd party either in the US or Convention country or through the agency. Category includes but is not limited to, costs for obtaining, translating, copying records or documents required to complete the adoption, costs for Convention court documents, passport, adoption certificate and other documents related to the adoption, costs for notarization and certifications.	\$950
Contributions: any fixed contribution amount or percentage that the PAP expected or required to make to child protection or child welfare service programs in the Child's convention country or in the US along with an explanation of the intended use of the contribution and the manner in which the transaction will be recorded and accounted for. Donation is used for humanitarian aid projects and family is given a receipt for this donation	\$1,000
Post placement (PP) and post adoption (PA) reports: the expected total fees and estimated expenses for any PP or PA reports that the agency or parents must prepare to comply with requirements of the expected country of origin (and AHH requirements)	\$ 1,000 plus \$300 each report

Please initial on both this page and the preceding page that you have received a copy of this List of Fees and Estimated Costs.

Date: _____ **Adopting Parents:** _____



A Helping Hand

adoption agency
a nightlight affiliate

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ADOPTIVE PARENT APPLICATION

Last Name of Adoptive Parent(s): _____

Commonly used First Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____ County _____

Mailing Address (if different from above): _____

Contact Numbers (Please indicate with *, which # is best to reach you from 8-5 (your time zone), & indicate where detailed messages can be left.):

Home: (____) _____ Fax : (____) _____

Male Applicant's Work: (____) _____ Cell: (____) _____

Female Applicant's Work: (____) _____ Cell: (____) _____

E-Mail: Main: _____ Alternate: _____

Emergency Contacts: (Please note: We will contact persons at any time during or after adoption if we need to reach you.)

Name: _____ Relationship: _____

Phone: () _____ Address: _____

Name: _____ Relationship: _____

Phone: () _____ Address: _____

Date of marriage: _____ City and State of marriage: _____

**Refer to Eligibility Requirements in the program booklet you are applying for to find AHH's policies regarding marriage.*

Do you (or your spouse) have any children? Yes No If yes, how many? # _____

Name	M/F	D.O.B.	Biological/Adopted Resides (w/ us, other parent, etc.)

Do any other adults live in your home? Yes No (i.e. parents, housekeepers, guests)
Name M/F DOB Relationship to you

How did you hear about our adoption programs? _____

OFFICE USE ONLY	
<input type="checkbox"/> Supervised	<input type="checkbox"/> Exempt
Agmnt Sent _____	
Agmnt Rec'd _____	

ADOPTIVE FATHER'S INFORMATION

Full Legal Name: _____

Date of Birth: _____ Age: _____ Social Security #: _____

Place of Birth: (city, state, country) _____

Driver's License Number: _____ State of Issue: _____

Passport Number: _____ Expiration Date: _____

Are you a United States Citizen? YES / NO If no, where is your citizenship? _____

Ancestry: (i.e. German, Irish, English, etc.) _____

Education: _____ Occupation: _____

Employer: _____

Salary Last Calendar Year (per IRS Form 1040): _____ Current Annual Salary: _____

Hobbies/Interests: _____

Church Affiliation: _____ Active? YES / NO

Comments or Statement of Faith: _____

PHYSICAL DESCRIPTION:

Height: _____ Weight: _____ BMI: _____ Eye Color: _____ Hair Color: _____

List all significant health history and current health status, including medications taken (attach sheet if necessary): _____

For China Applicants: Calculate your Body Mass Index (BMI) using the following formula: $\text{weight (lb)} / [\text{height (in)}]^2 \times 703$. If the quotient is equal or greater than 40, please comment on a separate sheet of paper how your weight affects your blood pressure, cholesterol, mobility or other aspects of daily living.

BMI Calculator can also be found online at <http://www.nhlbisupport.com/bmi/>

FAMILY INFORMATION:

Parent's Names: _____ Marriage Intact? YES / NO

Address: _____ Phone: (____) _____

Do you have any prior marriages? YES / NO If yes, how many? # _____

(For each prior marriage, please list the name of spouse, the date of marriage and the date of divorce [month/year])

Have you ever failed to meet your child or spousal support obligation? YES / NO / NA

Has any child ever been removed from your care due to abuse or neglect? YES / NO

Have you ever been deprived of parental rights or had your rights restricted? YES / NO

Have you ever been arrested? YES / NO (**Include all arrests**, even where charges were dismissed, never filed, or the record was later expunged. Even if an attorney or judge told you that you do not have to list an incident, you must disclose the incident to our office.

Please explain in detail on a separate sheet of paper and attach it to this application.)

Have you ever filed bankruptcy? YES / NO (If yes, please explain on a separate sheet of paper and attach.)

ADOPTIVE MOTHER'S INFORMATION

Full Legal Name: _____ Maiden: _____

Date of Birth: _____ Age: _____ Social Security #: _____

Place of Birth: (city, state, country) _____

Driver's License Number: _____ State of Issue: _____

Passport Number: _____ Expiration Date: _____

Are you a United States Citizen? YES / NO If no, where is your citizenship? _____

Ancestry: (i.e. German, Irish, English, etc.) _____

Education: _____ Occupation: _____

Employer: _____

Salary Last Calendar Year (per IRS Form 1040): _____ Current Annual Salary: _____

Work Objective After Placement: _____

Hobbies/Interests: _____

Church Affiliation: _____ Active? YES / NO

Comments or Statement of Faith: _____

PHYSICAL DESCRIPTION:

Height: _____ Weight: _____ BMI: _____ Eye Color: _____ Hair Color: _____

List all significant health history and current health status, including medications taken (attach sheet if necessary): _____

For China Applicants: Calculate your Body Mass Index (BMI) using the following formula: $\text{weight (lb)} / [\text{height (in)}]^2 \times 703$. If the quotient is equal or greater than 40, please comment on a separate sheet of paper how your weight affects your blood pressure, cholesterol, mobility or other aspects of daily living.

BMI Calculator can also be found online at <http://www.nhlbisupport.com/bmi/>

FAMILY INFORMATION:

Parent's Names: _____ Marriage Intact? YES / NO

Address: _____ Phone: (____) _____

Do you have any prior marriages? YES / NO If yes, how many? # _____

(For each prior marriage, please list the name of spouse, the date of marriage and the date of divorce [month/year])

Have you ever failed to meet your child or spousal support obligation? YES / NO / NA

Has any child ever been removed from your care due to abuse or neglect? YES / NO

Have you ever been deprived of parental rights or had your rights restricted? YES / NO

Have you ever been arrested? YES / NO (**Include all arrests**, even where charges were dismissed, never filed, or the record was later expunged. Even if an attorney or judge told you that you do not have to list an incident, you must disclose the incident to our office.

Please explain in detail on a separate sheet of paper and attach it to this application.)

Have you ever filed bankruptcy? YES / NO (If yes, please explain on a separate sheet of paper and attach.)

ADDITIONAL BACKGROUND:

ADOPTIVE FATHER

ADOPTIVE MOTHER

_____ Do you have any health problems or conditions that would interfere with parenting a child? _____

_____ Have you ever been charged or accused of child abuse or neglect? _____

_____ Have you received treatment for a mental condition? _____

_____ Have you ever been treated for drug or alcohol abuse? _____

_____ Have you ever been denied a homestudy? _____

_____ Have you ever been given an *unfavorable* homestudy? _____

_____ Have you ever begun the home study process whether the report was finished or unfinished? _____

Explain: _____

FINANCIAL ASSESSMENT:

It is important that you answer each of these questions truthfully. For adoptions from China, you must have a positive net worth in order to be accepted into the program.

1. Real Estate Value \$ _____ — Remaining on mortgage \$ _____ =
Home Equity \$ _____ (A)

2. Assets (i.e. savings, investments, retirement accounts, etc.)

Savings Balance \$ _____

Investments Balance \$ _____

Retirement Accounts Balance \$ _____

Vehicle(s) Value Balance \$ _____

Household/Personal Balance \$ _____

Total Assets \$ _____ (B)

3. Debts (i.e. credit cards, auto, education, etc.)

Auto 1 Balance \$ _____

Auto 2 Balance \$ _____

Credit Cards Balance \$ _____

Other Loan(s) Balance \$ _____

Total Debts \$ _____ (C)

Total Net Worth (A) + (B) — (C) = \$ _____.

1. Is life insurance in place to provide for the needs of the adopted child and family if the family breadwinner dies? Yes No

If not, are you willing to secure such insurance? Yes No

2. Do you have a will in place that names a guardian for your children? Yes No

If not, are you willing to execute one? Yes No

3. Have you been in Bankruptcy? **Dad** Yes No **Mom** Yes No

If "Yes" provide date(s) _____

ALL APPLICANTS

Please refer to the "Getting Started Checklist" in your Information Packet.

Include with this Application all items indicated on the checklist,
including a recent Photograph of your family, the Adoption Services Agreement and your initial fees.

Have you completed a prior Application for Adoption? Yes No

If yes, please list the Name of Agency: _____

Date: _____ Outcome: _____

Do you own or rent your home? _____

Market Value: \$ _____

Monthly Payment: \$ _____

Amount Owed: \$ _____

Date you first lived in your home _____

IF YOU LIVE IN COLORADO, KENTUCKY, SOUTHERN CALIFORNIA OR SOUTH CAROLINA:

Nightlight and AHH require families living within Colorado, Kentucky, South Carolina or the Southern California counties of Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura to complete your homestudy through either Nightlight or A Helping Hand Adoption Agency. If you already have a homestudy completed, please contact our office for consideration.

Have you lived in your current State of Residence for all of the last five years? If not, please list the dates and location of each state/country where you have resided.

Male Applicant: Yes No

Female Applicant: Yes No

IF YOU LIVE OUTSIDE OF COLORADO, KENTUCKY SOUTHERN CALIFORNIA OR SOUTH CAROLINA:

Do you have a completed Homestudy? Yes No

If yes, date of completion: _____ If no, projected date of completion: _____

***Name of Agency: _____

Social Worker's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Web site Address: _____

*****INTERNATIONAL CLIENTS:** As a Hague Accredited agency, we are required to have a cooperative agreement with any agency performing a homestudy for our families. Please contact us in advance to verify that we have a cooperative agreement in place with your homestudy agency.

If you do not have a homestudy agency, we would be happy to provide you with a list of agencies in your area. ***

INTERNATIONAL ADOPTION / HOMESTUDY APPLICANTS

Country of Interest: _____ Number of Children desired: _____

Sex preferred: Male / Female / Either Age Range: _____ Sibling Groups? Yes No

Would you be willing to adopt a child with moderate to severe physical handicaps? Yes No

If yes, please describe acceptable impairments: _____

Please describe any situation where a child's medical, physical or emotional background would not be acceptable for your family: _____

Any other comments regarding child(ren) desired? _____

Approximately 78% of children born to HIV infected mothers do not have the HIV virus.

Would you consider such a child if the child tested negative to HIV? Yes No

(Internet research may be helpful if you have questions).

Have you filed an I-600A or I-800A with the CIS? Yes No

If yes, Date filed: _____ in City, State: _____

Please establish (if necessary) and provide a FedEx account number which will be used by our office for shipping your documents: _____

HOMESTUDY ONLY CLIENTS: If Nightlight is only performing your homestudy, please provide the information for your placing agency below:

Name of Agency: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

We understand that concurrent participation in more than one adoption program or pursuing infertility treatments while in the adoption process is not allowed without written acknowledgement. If you learn that we are in two concurrent programs, then we authorize you to notify the other program of our actions.

We grant our permission for you to discuss all relevant information regarding our case with necessary parties, including but not limited to, our homestudy or placing agency, Citizenship and Immigration offices, and foreign authorities or staff members.

We understand that all application and initial phase fees are non-refundable.

We hereby declare that all information provided in this application is true and correct to the best of our knowledge and belief.

Male Applicant

Female Applicant



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EXHIBIT B HELPING HAND ADOPTION AGENCY INTERNATIONAL ADOPTIONS – COMPLAINT POLICY AND PROCEDURES

POLICY:

A Helping Hand Adoption Agency (AHH) provides services that are meant to be in the best interests of the children served through this agency. We aim to provide open, accountable and efficient service to our clients. While every effort is taken, sometimes mistakes are made. We aspire to learn from any mistakes and the complaint procedure is seen as very important in this continuous program of improvement.

PROCEDURE:

Any complaints that are filed AHH will be reviewed, investigated and responded to within 30 days according to the following procedures. Expedited review will occur with time sensitive concerns or those related to allegations of fraud.

While AHH recognizes that some clients are more difficult and/or demanding than others, it is the agency's goal to satisfy all clients possible. When a client files a complaint, it is assumed that it is because the client's problem was not adequately resolved at a lower organizational level. Complaints filed in good faith by a client will never result in any adverse consequences to the client. However, it is possible that the inability of the agency to resolve problems with a particular client may mean that the client would be better served with a different agency. AHH will always attempt to resolve client complaints and successfully complete the services for which the client engaged the agency.

The following steps will be taken for complaints:

1. Any birth parent, adoptive parent, prospective adoptive parent or adoptee may file a complaint with AHH regarding any services provided by our staff, Board of Directors or its supervised providers related to an issue of compliance with the Hague Convention, IAA or regulations implementing the IAA, or any service provided by the agency.
2. Anyone filing a complaint is requested to complete a 'complaint form.' (See attached form). This form requests the information needed to investigate the stated problem.
3. The Executive Director or his designee will review all complaints. The complaint will be fully investigated and a response given to the client within 30 days of AHH receiving the complaint or grievance.
4. The complaints and their outcome will be filed and available for review in the A Helping Hand office in Kentucky.

5. On request by the Accrediting Entity – COA or a State Department designee -- AHH will provide a summary of all complaints received by any birth, adoptive or prospective parent or adoptee about any of the services or activities AHH that raise an issue with compliance with the Hague Convention, IAA or regulations related to either.
6. If the individual who has filed the complaint is not satisfied with the response by the executive director, they may then appeal in writing to the AHH Board of Directors for review of the complaint.
7. The Board of Directors will review the complaint at the next regularly scheduled Board Meeting following the submission of all required documentation from the individual. The Board of Directors will make a decision within thirty (30) days following the submission of all necessary documentation. A majority vote by the Board of Directors will determine the decision.
8. A copy of the final decision will be placed in the client file. The final determination will be released to the client, but not the reasoning behind it.

All decisions are based on what is in the best interests of the child.

A Complaint Registry is available on the U.S. State Department Web Site and can be accessed at:

<http://adoptionusca.state.gov/HCRWeb/WelcomeForm.aspx>

We (I) have reviewed the Complaint Policy and Procedure for A Helping Hand Adoption Agency. I/We agree to abide by the procedure listed above and ultimately the decision of the Board of Directors if they should be called upon to determine the outcome of a complaint.

Adoptive Parent

Date

Adoptive Parent

Date

A HELPING HAND ADOPTION AGENCY COMPLAINT FORM

Name: _____

Address: _____

Home Phone Number: _____

Cell Phone Number: _____

Business Phone Number: _____

Nature of Complaint: (Please be specific, including names of involved staff members, time of incident, place of incident and issues related to the incident. Specifics help us to better investigate your concerns. Please include any supporting documents and attach additional sheets if necessary).

Suggestions on how you wish this issue to be resolved or handled in the future:

Investigated by: _____ Date: _____

Action Taken: _____

