



Written Disclosure Policy

As a licensed Child Welfare Agency providing Adoption Services under DCFS Rule 401 the following requirements are established: Information shall be available to the public and be provided to clients in written form, and shall be posted on the agency's website.

Pre-Service: The agency's clients (including the biological, adoptive parents), prospective clients, and the public shall be provided the following information about the agency at the earliest time possible, beginning in the intake process. Prior to entering into any contract or agreement, the following information is provided in written form at the Orientation Session by the Maternity/Adoption staff:

- 1) A description of adoption services and programs;
- 2) General eligibility requirements in written form (brochure and/or any other format of the agency's choosing);
- 3) A general description of fees and refund policies for each adoption program;
- 4) A copy of a Sample Adoption Services Agreement significantly similar to the one that they will sign; and the
- 5) Catholic Charities Clients Rights and Responsibilities Brochure, including Complaint/Grievance Procedures

Prior to or Upon Application: prospective clients will be provided the following:

- 1) Catholic Charities Adoption Services Agreement; which upon completion of signatures becomes part of the client's file with the agency;
- 2) The written rights and responsibilities of birth and adoptive parents as provided by the Department;
- 3) 402 Licensing Standards and Application for Adopt Only license.

Additionally, the following items will be disclosed in written form to the Prospective Adoptive Parents:

Any additional fees or expenses in excess of \$1,000, incurred in the Convention country, for which the agency will hold the prospective adoptive parents responsible, will be disclosed to the adoptive parents, in writing, and their consent will be obtained, before the fees or expenses are incurred. The prospective adoptive parents have the option to waive the notice or consent requirement in advance.

In all circumstances in which the agency incurs additional fees or expenses, reasonably required by the circumstances of the adoption process, these will be disclosed to the prospective adoptive parents in writing. The signed and dated acknowledgment by the adoptive applicant regarding the specific circumstances requiring additional fees and/or

expenses will serve as an addendum or amendment to the original agreement, is distributed to client, and retained in the agency file.

The Adoption worker will fully explain the written schedule of expected total fees and estimated expenses during the initial intake session and prior to the client signing the agreement.

The adoption worker will include an explanation of all such fees for each of the categories of service as presented in the PAP's service agreement; such as the Home Study, the adoption services provided in the United States around parent training and education, by the Agency, what the general expenses are for local, foreign related adoption program services.

Any approved waivers of adoption fees will be crossed out on the Adoption Service Agreement and will be initialed and dated by the family with adoption worker's signature and date.

The agency requires any prospective adoptive family to sign as a part of the Adoption Service Agreement a waiver of liability claim regarding the potential risks involved in a foreign adoption. The waiver statements in the Adoption Service Agreement are applicable to State law and Convention principles and are discussed by the worker upon commencing with the adoption process with the family.

The agency must provide to adoptive parents, no later than the date of placement, any and all non-identifying information (if known) concerning the child to be placed for adoption. See Rule 401 Subsection (g)(4) for specific information and IDCFS Rule 333.

Any child referral information provided by the Central Authority or foreign authorized entity is provided by the worker to the family in both English and/or Polish or Spanish respectively, based on the country of origin of the child in compliance with Convention standards and IAA.