



Written Disclosure Policy

As a licensed Child Welfare Agency providing Adoption Services in the State of Illinois, Catholic Charities of the Archdiocese of Chicago, provides or makes available to the general public, clients, other adoption providers in the United States, and to the Secretary and accrediting entity, information about the agency's adoption programs, process and policies, fees and adoption activities as well as the organization's capacity to operate as a fully accredited agency in foreign adoptions. The following information is available on the agency's website or upon request.

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 Informational 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) An itemized schedule of fees and estimated expenses for each program, and the conditions under which they may be charged, waived, reduced or refunded;
- 4) A copy of a Sample Adoption Services Agreement significantly similar to the one that they will sign, including the Complaint/Grievance Procedures

The Agency will provide to any client or prospective client, upon request, additional information related to historical data of child placements, the number of placements that remain intact, are disrupted or dissolved, the number of parents who apply to adopt on a yearly basis and the number of children eligible for adoption and awaiting an adoptive placement via the agency.

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; agency Client Rights and Responsibilities; and Consent for Services;
- 3) DCFS Adoption-Only Homes Minimum Safety Requirements.

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 or reasonably required by the circumstances of the adoption process, for which the agency will hold the prospective adoptive parents responsible, will be disclosed to them 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.

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 fee schedule will itemize all expected fees for each category: Application; Home Study and Pre-Adoption Education; Adoption Service Coordination provided in the United States; Post Adoption or Post Placement Services; Foreign Program Fees; as well as Estimated Third Party Expense.

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 Section 510(g)(4) for specific information.

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 the original language, based on the country of origin of the child in compliance with Convention standards, the IAA and the Universal Accreditation Act.