



Madison Adoption Associates

1009 Woodstream Drive ♦ Wilmington, DE 19810

Phone: 302-475-8977 ♦ Fax: 302-529-1976

www.MadisonAdoption.com

CHINA WAITING CHILD ADOPTION PROGRAM

★ **Rated #2 Adoption Agency in the World by CCCWA** ★



Madison Adoption Associates (MAA) was accredited by the China Center for Children's Welfare and Adoption (CCCWA) in May 2005 to help find homes for children who are considered harder to place due to medical conditions. Today, we are completing an average of 100 adoptions from China each year and have been rated as **THE NUMBER 2 AGENCY IN THE WORLD BY CCCWA** due to our stellar performance, reputation and unwavering commitment to children. The needs of these children in this program vary; some of the more common conditions include cleft lip and/or cleft palate, heart defects, limb difference, skin conditions, or older healthy children. There are also many children with more moderate to significant needs that also need the love and stability of a family.

CCCWA has been using an on-line referral system in recent years. This system includes a list of children assigned specifically to Madison Adoption Associates for placement with a family, and the "Shared List" of children who are available to be matched with families by any of the CCCWA-approved agencies. Families who are considering the adoption of a child with special needs can identify their preferences for medical conditions. Families must show that they have researched these particular conditions and spoken to professionals in the field. All families interested in this program must fill out the attached *Prospective Adoptive Parents Waiting Child Review Form* and *Special Needs Questionnaire*.

Why Choose MAA?

We realize that there are many good adoption service providers. What sets us apart from other agencies is ***OUR STAFF, OUR PASSION FOR HELPING CHILDREN, and OUR REPUTATION!***

Staff:

MAA has a wonderful, compassionate, dedicated and extremely knowledgeable team who share a passion for orphans and helping families through the adoption journey! Each MAA family is assigned their own Caseworker who will walk them through every part of the process. Your assigned Caseworker will get to know your family and will offer as much hand-holding, encouragement and support as you need. Have a question? Don't worry! Any weekday between 9:00am–5:00pm, your phone call will be answered by a **LIVE PERSON!** If your Caseworker is unavailable or out of the office, another MAA staff person will get back to you, usually within hours.





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MAA takes pride in our dedication to each and every child, while making the experience as enjoyable as possible for the client family! We have been fortunate that we have grown significantly in the last five years, while many other agencies have been forced to close their doors. We credit our growth to the wonderful recommendations of our current and past client families. Our mission is to bring hope, love, and a permanent family to children in need. The more families that choose to adopt through MAA, the more children we are able to help!

MAA Staff loves on the waiting children in China!!



While the MAA staff in our US offices is brilliant, we would not be nearly as successful without the assistance of our incredible staff in China.



MAA's China In-Country Coordinator, Ming Cao, lives in Beijing and brings a vast amount of knowledge and experience regarding Chinese adoptions. She is our official representative with CCCWA and is highly regarded among them. Ming advises us of changes in procedures for China cases and follows up with any issues regarding our children or families. She graduated from Beijing University and has taken college classes in the United States. We are very fortunate to have Ming on our staff and looking out for our adoptive families and children.



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We also are honored to be working with Richard Zhang in Guangzhou, who serves as our US Consulate Representative, China Travel Coordinator, and Liaison with many of our partner orphanages. Richard also obtains updates about the children and keeps us informed of changes taking place in the China adoption process. Richard holds a degree from Xi'an International Studies University, and taught for almost 10 years at the Guangdong University of Technology. Richard's wife, Alexa, assists him with travel planning for our families. They have a young daughter who is growing up with parents who have a true passion to help the orphans of China.



Our Passion for Children:

The priority, mission and goal of MAA is to help the most vulnerable children in need! Although each and every child is important to us, we feel compelled to help the older children and children with severe special needs. This can often be a very difficult task. Luckily, we have a great team who desire to help! This is not a just a job that we do for just a few hours each day. Our staff is constantly thinking of the children and what more we can do to make sure they have a family. Serving children is our passion and we work tirelessly to help as many children as possible.



Every orphanage that has a One-to-One Orphanage Partnership Program with MAA has stated that they are amazed by our dedication to help the older children and children with more severe special needs. MAA started the "Bright Futures" Program in order to bring attention to older children or children with more profound medical needs. The Bright Futures Program has placed many children who have been waiting years for a family of their own. Our partner orphanages are overjoyed with how many older children are now happy in loving families due to our efforts!

MAA also has the passion and ability to help improve conditions to help children who will not be adopted due to age or medical condition. We realize that the children that suffer the most serious diseases and disabilities most likely will not have the opportunity to come abroad to be adopted. Our vow is to help make the life conditions of these vulnerable children as productive, comfortable and as pleasant as possible.

Our Reputation:

Recognizing MAA's commitment to children, CCCWA rated MAA the #2 agency *in the world*. (last rating done in 2010). We are extremely proud of all we have accomplished and are working hard to help children. We are also very proud of the relationship that we have with CCCWA and that they consider us a vital part of their adoption program. We will continue to work hard and strive to grow and improve. We take our commitment to serving the best interests of all children very seriously.



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In a recent survey completed with our client families, over 98% say they would use MAA again! Almost all MAA families come to us through recommendation from other families, adoption groups and/or social media connections. We are proud to be able to assist families achieve their adoption dreams and we would be honored to serve your family!

SUMMARY OF ADOPTION PROCEDURES:

- Prospective adoptive families must submit a completed ***Prospective Adoptive Parents Waiting Child Review Form*** before MAA will discuss the details of a specific waiting child.
 - All adoptive families must complete a home study assessment according to Hague requirements.
 - All adoptive parents must submit a Form I-800A to USCIS to receive immigration approval for an adopted child.
 - All adoptive families must apply to Madison Adoption Associates for the China Special Needs Program.
 - All adoptive families must complete a dossier and receive a log-in date (LID) from CCCWA to consider a child with minor special needs.
 - All adoptive families must commit to accepting post-adoption supervision and provide post-adoption reports as required.
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China Eligibility Requirements for Adopting a Child with Special Needs

1. The adopters are a married couple with a stable marital relationship. *Single women are permitted to adopt – please contact MAA for further eligibility requirements for single women.* If there have been no previous marriages (divorces), the length of marriage must be at least 2 years. If either of the adopters has a previous marriage (not more than 2 divorces for either parent), the length of the current marriage must be at least 5 years.
2. Both the husband and wife must be at least 30 years of age. For a married couple, if the younger spouse is over 50 years of age, the age difference between that spouse and the child to be adopted cannot be more than 50 years. The age difference between a single adoptive mother and the child to be adopted cannot be more than 45 years.
3. Both the husband and wife are fully healthy, both physically and mentally, and do NOT have any of the following conditions:
 - a. Intellectual disability;
 - b. HIV positive, or infectious disease that is actively contagious;
 - c. Schizophrenia;
 - d. Mental disorder, such as mania, anxiety, phobia, depression, obsession, etc. Exemption: if one spouse has minor symptoms of a disorder and it is under good control with a small dosage of medication;
 - e. Binocular blindness, binocular low vision or monocular blindness with no ocular prosthesis;
 - f. Binaural hearing loss or language function loss. Exemption: adoptive parents where one spouse has the exact same condition as the child to be adopted and the other spouse is healthy;



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- g. Non-function or dysfunction of limbs or trunk caused by impairment, incomplete limb, paralysis or deformation, severe facial deformation;
 - h. Diseases that require long term treatment such as malignant tumor, lupus, nephrosis, epilepsy, multiple sclerosis, etc. Exemption: adoptive parents where one spouse suffers from a disease but is in good condition after treatment and the other spouse is completely healthy;
 - i. Vital organ transplantation within 10 years. Exemption: adoptive parents where one spouse had organ transplant but has recovered to a normal daily life and the other spouse is completely healthy;
 - j. Medication for severe mental disorders, such as depression, mania, anxiety, neurosis, etc., stopped less than 2 years ago;
 - k. BMI (BMI=weight (kg)/height²(m²)) 40.
4. Both adoptive parents must have a minimum of senior high school education, or vocational/technical skills education of the same level.
5. At least one adoptive parent must hold a stable occupation and income. The annual income of a family must reach \$10,000 for each family member in the home, including the child to be adopted; the family's net worth must be at least \$80,000. *The annual income for a single parent adoption must be calculated for one more than the actual family size after the adoption; the family net worth must be at least \$100,000.* The annual income does not include welfare income, such as relief fund, pension, disability benefits, foster care subsidy, etc. Exemption: if an adoptive family's income and/or net worth is lower than the requirement but is above the local average living standards (valid certification required);
6. The adoptive parents should have enough time and energy to care for the number of children in the home, including the child to be adopted. *Single women who wish to adopt should not have more than 2 children living at home and the youngest child must be at least 6 years old;*
7. Adoptive parents have no criminal history record, have good moral character and honorable behavior, and abide by laws and regulations. The adoptive parents cannot have any of the following circumstances:
 - a. history of domestic violence, sex abuse, abandonment or abuse of children (even if they were not arrested/charged/convicted);
 - b. history of taking drugs including opium, morphine, marijuana, cocaine, heroin, smokable methamphetamine, etc.;
 - c. history of alcohol abuse; must be clean and sober for at least 10 years;Exemption: adoptive parent who has 3 or less minor violations with no severe penalty, and it has been at least 10 years since the most recent violation; adoptive parent who has 5 or less traffic violations with no severe penalties.
8. All adoptive parents must receive pre-adoptive training that prepares them to provide a loving home for the child regardless of disability, to provide care and treatment for the healthy development of the child, to be aware of the procedures and risks of international adoption, and to be prepared for the child's potential illness, developmental delays, post-placement adjustment issues, etc.
9. The age requirements stated above will be calculate from the date of dossier log in (registration) with CCCWA.



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CHINA WAITING CHILD CASE PROCEDURE

CCCWA continues to revise and refine their adoption procedures. CCCWA now requires that adoptive families have a dossier logged in with CCCWA in order to be matched with a child within the first 30 days of the child's availability. This means that logged-in families will have priority in reviewing and being matched with waiting children with minor special needs.

CCCWA also allows a family with a dossier logged-in through another agency to transfer their dossier to MAA if the family finds a child on our individual list of children, or if they are logged in with an agency that does not have access to the shared list.

The adoptive family must to do the following preparation work before submitting an Adoption Application to MAA:

1. Research special needs conditions, including appropriate support groups.
2. Obtain detailed information from doctors, specialists, friends or families who have children with those conditions.
3. Line up the doctors and/or medical specialists who agree to provide their opinions and feedback about the child very quickly after receiving the referral file. There are doctors who specialize in evaluating the medical referrals for international children available for adoption. This can be challenging without advance planning!

A list of well-known international adoption medical clinics can be found here:
<http://www.comeunity.com/adoption/health/clinics.html>

4. Show proof of parental training, experience, education and/or understanding regarding the specific medical condition.



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REFERRALS & MATCHING

China categorizes children into Special Focus and non-Special Focus groups according to their age and their degree of special needs/health conditions:

- **Special Focus:** Generally, these are children who are older, usually over age 4 years and/or children who have more significant special needs or multiple special needs. CCCWA will automatically define a child as Special Focus if they have been posted to the Shared List for more than one month without being matched to a family.
- **Non-Special Focus:** These are generally younger children, usually under 4 years of age, with minor or correctable special needs. These referral files can only be matched with a family who has a registered dossier with the CCCWA. These children are often referred to as “LID” children because they require that the family has a “Log In Date” for their dossier, in order to be eligible to adopt that child.

Families may be matched with waiting children in three ways – through our **One-to-One Partnership Program**, the **Shared List** or the **Individual List** (non-Partnership).

One-to-One Partnership Program

Madison Adoption Associates is proud to be entrusted by CCCWA to establish One-to-One Partnership Programs with numerous orphanages in China. This Program has been established as a way to for MAA, the Social Welfare Institutes (SWI - orphanages) and CCCWA to provide direct support and advocacy for more children. MAA is matching both Special Focus and LID children through this program. As of January 1, 2015, MAA has One-to-One Partnerships with the following Social Welfare Institutes:

1. Bao'an Social Welfare Institute, Guangdong Province
2. Longgang Social Welfare Institute, Guangdong Province
3. Gaozhou Social Welfare Institute, Guangdong Province
4. Liuzhou Social Welfare Institute, Guangxi Province
5. Wuzhou Social Welfare Institute, Guangxi Province
6. Huainan Social Welfare Institute, Anhui Province
7. Shiyuan Social Welfare Institute, Hubei Province
8. Harbin Social Welfare Institute, Heilongjiang Province
9. Bayan Social Welfare Institute, Heilongjiang Province
10. Suihua Social Welfare Institute, Heilongjiang Province
11. Daqing Social Welfare Institute, Heilongjiang Province
12. Jiamusi Social Welfare Institute, Heilongjiang Province

The great advantage of the One-to-One Partnership Program is that MAA staff has been given the unique and incredible privilege to visit and interact with the children in these orphanages. In doing so, we have the opportunity to get to know each child, observe their personalities and how their medical conditions affect them. We are also able to gather our own observations and get frequent updates about each child, which can often be impossible with children from the Shared List. Our interviews, as well as the many videos and photos, have been monumental in assisting us to match each child with an appropriate adoptive family.

MAA is responsible for paying the costs of medical examinations and translations for the orphanages to prepare the children's files, and well as providing humanitarian support to those



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orphanages. When the children's files are ready, the referrals go directly from CCCWA to MAA's Individual List so that we may advocate and find appropriate families. This program has been an incredible success. It allows families to have as much information as possible about their child as well as a very personal connection to the place that their child may remember as home. Also, the institutions who work so hard to care for each child are able to receive MAA's direct financial support and aid to help these children thrive.

As a result of the One-to-One Partnership Programs, MAA has provided almost \$500,000 in financial support to help China's orphans in the last 5 years. Some of our recent noteworthy projects include setting up a physical therapy training program for children with cerebral palsy in Bao'an SWI and Longgang SWI, hiring an English teacher in Longgang SWI, purchasing almost \$100,000 in therapy equipment for three SWIs in Heilongjiang province, purchasing a van for Huainan SWI to take children to school, setting up child and baby playrooms and air conditioning systems in the sweltering Gaozhou SWI, capital renovations in Wuzhou SWI, immunizing children and purchasing desks and computers in Liuzhou SWI, sponsoring surgeries, purchasing cameras and video equipment so that they can send updated information about the children. These are only a few of the ongoing programs sponsored by MAA.



MAA is also known for giving substantial grants (often waiving all agency fees) for an adoption in order to find the right family for a child! We are happy to report that many older, harder to place children found their forever families with our grant assistance!

A list of our current waiting children can be viewed on the *Waiting Children* section of our website. MAA values the privacy of the children; therefore the referral files are confidential and access is only given to families who are seriously considering the adoption of a waiting child. The names and locations of the children are confidential pursuant to CCCWA guidelines.

Shared List

Most of the waiting children in China are placed on CCCWA's Shared List. Adopting a child from the Shared List is a particularly good fit for families wishing to adopt an older child or a child with a specific medical condition, such as Down Syndrome or Spina Bifida, as we can search for children by these preferences. The Shared List is also popular with families who may find a child on an advocacy site and need an agency to help them navigate the process of reviewing, matching and adopting that child.

On occasion, MAA is also locking younger minor needs children from the Shared List, as we are continuously searching the List to find children who will benefit from being matched with a particular MAA family.

A child's referral on the Shared List can be locked by any of the CCCWA-approved agencies at any time; therefore, these children cannot be placed on hold for a family. When MAA locks a child's file for an appropriate family, we must complete the on-line locking procedures within **72 hours**. This requires that the adoptive family get a doctor's opinion regarding the child's medical information and submit the necessary forms and documents to MAA as soon as possible.



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If the interested family has not taken action within the 72-hour locked period, the child will be automatically released back to the Shared List for matching by other agencies/families. MAA is not able to match that particular child to any other families for one week.

Individual List

The MAA Individual List includes children from our One-to-One Partnership Program as well as Special Focus and non-Special Focus children from other orphanages. Some of these children were on the Shared List for long periods of time and MAA has requested their files so that we can spotlight them and personally advocate for them to give them a better chance to find their forever family.

ADOPTING TWO CHILDREN AT ONE TIME / RE-USING A DOSSIER



Families that have completed an adoption within one (1) year through MAA are able to reuse a previously logged-in dossier for the adoption of a Special Focus child. The family must provide an updated home study report and USCIS approval for the new adoption process.

The China program also allows capable families to simultaneously adopt two children with one dossier, provided one of the children is classified as a Special Focus child. Please note that MAA only allows concurrent adoptions on a case-by-case basis, for families that meet certain eligibility criteria, have significant training and/or experience, and have substantial resources and support systems in place. It is MAA's policy to give priority to one-child adoption situations before approving a two-at-once situation for any family. If interested, please contact MAA to discuss your specific circumstances.

HOME STUDY / USCIS

All new China adoption cases must follow Hague requirements, including additional child abuse history clearances for any places lived since age eighteen, and a very specific format for home study reports. If Madison is not performing your home study, please ask us for a list of our preferred providers in your state. A list of Hague providers, arranged by the state of their headquarter office, can be found at <http://travel.state.gov/content/adoptionsabroad/en/hague-convention.html> .

All home study agencies ***must be Hague accredited***, approved by Madison, and will operate as either exempt or supervised providers for our agency. It is important that Madison and your home study agency communicate early in the process in order to have the proper agreements in place.

After your home study is approved, families will file the USCIS Form I-800A, in order to obtain immigration approval from the US government. This form, along with detailed instructions, will be provided to families after their applications are approved by MAA.



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MAA CONTRACT / STATISTICS

Please contact us if you would like to receive a sample of our Adoption Services contract or if you would like information regarding the number and status of our annual adoption placements, the number of annual applicants, or the the number of eligible children awaiting placement through our agency. You may also view this information on our website at <http://www.madisonadoption.com/Hague.aspx> .

UNDERSTANDING THE HEALTH AND AVAILABILITY OF A WAITING CHILD:

Concerning the health and availability of a waiting child for adoption:

1. There are risks in every adoption;
2. China has the authority to cease processing international adoptions without notice or reason;
3. China has the authority to change requirements or adoption procedures at any time;
4. Information regarding a child's health, development, background, etc. is provided by Madison based on information received from the adoption authority in China;
5. Madison does not provide any guarantees or assurance as to the availability, correct age, and/or health status of a child;
6. *All* children adopted from a foreign country possess the risk of minor to significant physical, emotional, developmental and/or speech and language delays often associated with institutionalization or orphanage care; and
7. A child adopted from a foreign country may have other minor to significant medical needs in association with institutionalization such as malnutrition, rickets, scabies, lice, skin rashes, etc.



Concerning the timing of the adoption process:

1. It is in the best interest of a child to ensure he/she is placed into a permanent and loving home at the soonest possible time in his/her life; and
2. It is critical for adoptive parents to proceed expeditiously with completing the necessary adoption paperwork for a waiting child.



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CHINA ADOPTION COSTS

In accordance with Hague regulations, all adoption fees are identified by the following categories:



- **Agency Fees** include, but are not limited to, personnel costs, administrative overhead, operational costs, training and education, communications and publications costs, and any other cost related to providing adoption services in the United States.

- **Foreign Program Fees** include, but are not limited to, costs for personnel, administrative overhead, training, education, legal services, communications, and any other costs related to providing adoption services in China.

- **Care of the Child** (in China prior to adoption) include, but are not limited to, costs for food, clothing, shelter, and medical care; foster care; orphanage care; and other services provided directly to the child.

- **Translation and Document Fees** include, but are not limited to, costs for obtaining, translating, or copying records or documents required to complete the adoption; costs for the child's China court documents, passport, adoption certificate, and other documents related to the adoption; and costs for notarizations and certifications.

- **Contribution Fee** is a fixed contribution amount that goes directly to child protection or child welfare services programs run by Madison. Madison also contributes a portion of the fees collected for home studies and as agency placement fees to charitable aid. Madison has provided aid to orphanages and schools in Guatemala, supplies to orphanages in China, as well as various projects worldwide.

ADOPTION-RELATED EXPENSES (ESTIMATES ONLY)

*The fees listed do not include ALL various adoption-related expenses that adoptive parents pay directly to third parties. These expenses include, without limitation travel costs, which vary considerably with the season and amount of time available to make travel plans: home study (for out-of-state clients); or certification/authentication fees charged by other parties, which can vary greatly by state. While Madison's U.S. stateside agency fees will not change during your adoption, all other fees, including foreign program fees are subject to changes beyond our agency's control. The costs of any of these expenses are in the control of third parties over whom Madison has no control, and, therefore, the costs could change at any time. Madison assumes no liability if the actual cost of any of the expenses estimated exceeds estimates.



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SCHEDULE OF ADOPTION COSTS:

Total Agency Fee: \$8000

LESS THE GRANT AMOUNTS LISTED BELOW:

Grants (fee reductions):

- | | |
|--|-----------------|
| <input type="checkbox"/> Special Focus Program* | - \$1000 |
| <input type="checkbox"/> Adoption of a Boy | - \$1000 |
| <input type="checkbox"/> Adoption of Child over age 8 years | - \$1000 |
| <input type="checkbox"/> Family Income less than \$100,000** | - \$1000 |
| <input type="checkbox"/> Family Income less than \$60,000** | - \$ 500 |
| <input type="checkbox"/> Re-using dossier - subsequent adoption | - \$ 500 |

*this fee reduction is not retroactive if a family has already submitted the dossier

** this fee reduction is based on the adjusted gross income from family's most recent tax return.

Families who qualify for the "income less than \$60,000" grant will also receive the "income less than \$100,000 grant". Note: there is a separate fee schedule for families adopting two children simultaneously. Please contact MAA if you would like to receive this fee sheet. Thank you!

Fees highlighted in yellow are optional and are determined by the status of the adoptive family.

<i>Fee Category</i>	<i>Description</i>	<i>Amount</i>	<i>Info</i>
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DUE WITH AGENCY APPLICATION

Agency Fees	Application	\$500	Paid to MAA. Due with initial application. This is NOT part of the total agency fee due to MAA.
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DUE PRIOR TO HOME STUDY COMPLETION

Adoption Education	10 hours of adoption training per Hague	~\$150	Paid to specific provider you choose. Clients in Illinois are required to take MAA DCFS approved training.
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DUE WITH AGENCY CONTRACT

Agency Fees	Professional Services - Payment 1 of 2	\$3000	Initial agency fee payment. Total agency fee: \$8000 less applicable MAA grants. Remainder of agency fee is due with dossier. <i>This Fee must be paid prior to being matched with a child.</i>
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HOME STUDY FEES

Home Study Fees	MAA Hague Home Study	\$2050	Paid to MAA if MAA is your Home Study Provider (DE, PA, NJ, IL)
Home Study Fees	Home Study Review & Networking	\$300	Paid to MAA if another agency is your Home Study Provider



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<i>Fee Category</i>	<i>Description</i>	<i>Amount</i>	<i>Info</i>
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USCIS IMMIGRATION FEES

USCIS Fees	Application (I-800A)	\$720	Paid to USCIS with I-800A Application
USCIS Fees	Fingerprinting	\$85/person over age 18	Paid to USCIS with I-800A Application

OPTIONAL: PAID WITH DOSSIER PREPARATION IF MAA IS AUTHENTICATING DOCUMENTS

Translation & Document Fees	County and State Authentications	\$1000	Optional – families may do this step on their own
Translation & Document Fees	Chinese Authentications	\$1500	Optional – families may do this step on their own

DUE BEFORE DOSSIER IS SENT TO CCCWA

Translation & Document Fees	Domestic & International Mailings/ Couriers	\$600	Costs for regular/overnight mail throughout adoption process
Foreign Program Fees	Dossier Registration Fees	\$1100	MAA pays to CCCWA. This is CCCWA's application fee for all families whose dossier is LID after 1/1/15.
Translation & Document Fees	Dossier Translation	\$260	MAA pays to CCCWA for translation of dossier after log-in.
Agency Fees	Professional Services - Payment 2 of 2	\$5000 less grants	Agency fee balance for processing adoption case. Billing statement will show charge of \$5000, less any grants awarded by MAA: Special Focus Program (less \$1000) Adoption of a Boy (less \$1000) Adoption of Child over age 8 years (less \$1000) Family Income less than \$100,000 (less \$1000) Family Income less than \$60,000 (less \$ 500) Re-using dossier - subsequent adoption (less \$500)
Contribution Fee	Charitable Aid & Development	\$500	Contributes to humanitarian aid work being done by MAA.

DUE WITH APPROVED LOA (LETTER OF ACCEPTANCE) / PRIOR TO TRAVEL

Travel Expenses	Estimated cost for meals, ground transfers, tips, guide, translator	~\$2500 per person	Travel costs vary by season and airline/hotel. Fee is based on 2 parents and adopted child and is wired by family directly to provider prior to travel. Fees for families requiring in-country airfare will be higher.
Travel Expenses	Flights between USA and China	~\$1500 per person	Paid to airline/travel agent. Round-trip tickets for 2 parents; one-way ticket for child.



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<i>Fee Category</i>	<i>Description</i>	<i>Amount</i>	<i>Info</i>
Travel Expenses	Hotels in China	~\$1500	Paid directly to hotel in China. Estimated at ~\$150 per night.
Foreign Program Expenses	Professional services fees paid to third parties by MAA	\$1500	Paid to MAA. Includes inquiries/trips to CCCWA & SWIs on client's behalf, child updates, translations (referral, LOI, updates, etc.), CCCWA online system usage, online lock fees, Hague processing fees, Article 5 paperwork, wires, etc.
USCIS Fees	Visa for Child	\$325	Paid to MAA; paid to US Embassy in advance.

POST-PLACEMENT/POST-ADOPTION FEES – DUE PRIOR TO TRAVEL

Post-Placement Fees	Post Adoption Bond	\$1000	Paid to MAA to ensure all post-adoption reporting is completed; refunded in full after receipt of final report (5 year).
Post-Placement Fees	MAA Post Adoption Supervision <i>(TA received after 1/1/2015)</i>	\$1500	Paid to MAA if MAA is your post-adoption provider; 7 reports required. MAA requires 6 week report per state laws and agency policy. Three, four and five year report can be completed by family.
Post-Placement Fees	Post Adoption Tracking, Submission & Translation	\$500	Paid to MAA for tracking of reports, contacting family and agencies; translation fees, uploading & sending to China.

PAID IN CHINA DURING ADOPTION TRAVEL

Translation & Document Fees	Preparation of China Documents: Notarization, Registration, Child's Passport	\$500- \$1100	Varies by province; amount is provided prior to travel.
Care of the Child	Orphanage Donation	35,000 Yuan (~\$5700)	Paid to Civil Affairs Office in China province ; calculated by currency exchange rate at time of adoption.
USCIS Fees	Medical Exam & Vaccinations	~\$300	Paid to U.S. Embassy in China

- It is part of MAA's mission to provide grants to help place children in need. If two different grants apply to a particular child's adoption, MAA will give the adopting family the greater of the two grants available.
- On occasion, MAA may be able to offer additional monetary grants based on a child's special needs and a family's financial situation. Please ask us for details and an application.
- Some fees are a reasonable estimate; actual costs vary depending on circumstances including time, location, duration, etc. All fees are subject to change and any fees not paid to MAA are not under the control or discretion of MAA.



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- The fees charged for authenticating a family's dossier includes all third-party carriers, fees and domestic couriers.
- If a family completes their own dossier authentication, they must provide MAA with originals and a complete set of copies. If MAA has to copy family's dossier, an additional \$200 fee will be charged for time and expense.

GRANT RECEIPT AND DISBURSEMENT POLICY

Many adoptive families are applying for and receiving grants from various foundations to help pay for adoption processing costs. Families are also receiving direct donations from individuals and advocacy groups. MAA will follow the procedure outlined below:

1. MAA will run a final statement for all fees due to MAA.
2. Credits will be issued only for amounts over the final statement amount.
3. Refund checks to the adoptive family will be issued at the billing points in the adoption process. These billing points are:
 - a. Contract Fee / Home Study Review Fee
 - b. Dossier to China
 - c. Letter of Acceptance
 - d. Travel Approval
4. It is the adoptive family's responsibility to pay for adoption costs and expenses as they are due.
5. MAA cannot disburse funds to an adoptive family in advance of receiving the grant or donation check. Checks must clear the bank before they are credited to a family's account.
6. MAA is an affiliate agency with Brittany's Hope Foundation. All Brittany's Hope grants are sent to the family when they return home with their child. These funds CANNOT be used for travel expenses.

POLICY STATEMENTS

Complaint Policy and Procedures: Madison Adoption Associates permits any birth parent, prospective adoptive parent, adoptive parent, or adoptee (each a "complaining person") to lodge a complaint or appeal about any services or activities of the agency that such person believes are inconsistent with the Hague convention, Intercountry Adoption Act of 2000, or the Hague Regulations. Madison Adoption Associates will not take any action to discourage a client or prospective client from making a complaint, expressing a grievance, questioning the conduct of, or expressing an opinion about the performance of any agency/person. Client agrees to provide Agency (c/o its "Executive Director") with prompt written notice of any complaint regarding the Agency and its services. A complaint shall only be valid if presented within 30 days of Client first becoming aware of the offending conduct. Madison Adoption Associates will investigate and respond to the complaining person in writing within 30 days of receipt of such complaint. We will also provide expedited review under the following circumstances: 1) If complaining person requests expedited consideration and demonstrates that matters are time sensitive facts; or 2) Facts involve allegations of fraud (Hague Regulation 96.41(c)). To the extent that the complaining person is dissatisfied with the response to the complaint, they may request reconsideration by writing to the Board of Directors. If the Board of Directors does not respond



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within 15 days, they may submit their complaint to the Department of State's Complaint Registry in electronic format. The complaining person may lodge a complaint with the Hague Complaint Registry in accordance with Hague Regulation 96.70 as described at the following website: <http://adoptionusca.state.gov/HCRWeb/WelcomeForm.aspx>.

Please note that the accrediting entity assigned to review and resolve complaints will verify that the complaint has already attempted to seek resolution through the Agency's internal procedures prior to consideration.

Prohibition on Child Buying: Madison Adoption Associates prohibits its employees and agents 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 or person 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 child welfare and protection services generally. Permitted or required contributions shall not be remitted as payment for the child or as an inducement to release the child.

Refund Policy: The Adoptive Parents acknowledge that they are not paying Madison Adoption Associates or the Agency's foreign partners to buy a child. Adoptive Parents agree that they are paying for Madison Adoption Associates' and/or its foreign partners' time, experience, knowledge, guidance, service, materials, and overhead during the period that they are a Madison Adoption Associates client in seeking to adopt a child from a foreign country.

Madison Adoption Associates strives to provide families with the highest quality of service and respect, as well as an atmosphere of trust, security and understanding. Accordingly, we have established our fee structure to allow Adoptive Parents to pay at certain milestones over the course of the adoption process. The schedule for payment of each portion of the Agency Fees has been structured so that the portion that Adoptive Parent(s) pay at each point in the adoption process parallels the services provided by Madison Adoption Associates and its agents at each milestone point in the process. With the exception of post adoption reports, which must be paid before travel, the fee payment structure does not compensate Madison Adoption Associates in advance for services provided. Rather, all payments are deemed ***earned*** and ***applicable*** to services previously provided. For that reason, upon payment of the Agency Fees, such payments are non-refundable.

To the extent that Adoptive Parents voluntarily elect to pay the Agency in advance for services that are deemed to have not yet been performed, Madison Adoption Associates agrees that such payments are deemed to be refundable up to and including the date that the payments should have been made under the Madison Adoption Associates payment schedule. In the event that Adoptive Parents elect to terminate this Agreement after making a payment, but before the payment due date, Madison Adoption Associates shall refund fees received in advance for services not yet provided within 60 days of termination. Any fees that the Adoptive Parents voluntarily prepay for services not yet provided shall be refunded within 60 days of termination.



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If Client unreasonably or arbitrarily withholds their acceptance of a child for adoption after they have traveled to the foreign country, Agency shall have the sole and complete discretion to retain some or all of the fees and terminate all further obligations to Client pursuant to the Agreement.

Positive Adoption Language

Our words convey our thoughts and values. By using positive adoption language, we promote adoption as a valued way to build a family, and not second-best to biological families. By using positive adoption language, we reflect the true nature of adoption. Words not only communicate facts, they also evoke feelings. We speak and write in positive adoption language with the hope of impacting others. By using positive adoption language, we educate others about adoption.

<u><i>Positive language</i></u>	<u><i>Negative language</i></u>
Birthparent	Real parent
Biological parent	Natural parent
Birth child	Own child
My child	Adopted child; Own child
Born to unmarried parents	Illegitimate
Terminate parental rights	Give up
Make an adoption plan	Give away
To parent	To keep
Waiting child	Adoptable child; Available child
Parent	Adoptive parent
International adoption	Foreign adoption
Search	Track down parents
Child placed for adoption	Unwanted child
Court termination	Child taken away
Child with special needs	Handicapped child
Was adopted	Is adopted

Four Adoption Terms Defined

Natural child: any child who is not artificial.

Real parent: any parent who is not imaginary.

Your own child: any child who is not someone else's child.

Adopted child: a natural child, with a real parent, who is all my own.



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Hope for Children Act - Adoption Tax Credit

President Obama Passes Legislation to Permanently Extend Adoption Tax Credit

On January 1, 2013, Congress passed the American Taxpayer Relief Act of 2012 (H.R. 8). Amongst the provisions of this Act was an extension of the adoption tax credit in which President Obama signed into law Wednesday, January 2, 2013.

What is the Adoption Tax Credit?

The adoption tax credit, which can be claimed for eligible adoption-related expenses, has helped thousands of American families offset the high cost of adoption since the credit was established in 1997. It has made adoption a financially viable option for many parents who might not otherwise have been able to afford adoption, allowing them to provide children with loving, permanent families. With over 100,000 children in the U.S. foster care system currently eligible for adoption, and an ever increasing number of orphaned and abandoned children worldwide languishing in institutions, the continuation of the adoption tax credit is vital to providing love, safety, and permanency through adoption to as many children as possible.

History of the Adoption Tax Credit

- Although several different bills have been introduced to establish the adoption tax credit or make it a permanent part of the U.S. tax code, Congress has never passed legislation specific to the credit itself. Instead, the adoption tax credit has been extended every year since its initial passage as part of the Small Business Job Protection Act of 1996.
- The Small Business Job Protection Act established a nonrefundable maximum tax credit of \$6,000 for parents that had adopted children with special needs, and a nonrefundable tax credit of \$5,000 for all other adoptive parents, both of which went into effect in 1997. The \$5,000 non-special needs adoption tax credit for eligible income-qualifying parents was set to expire on December 31, 2001.
- In 2001, Congress passed the Economic Growth and Tax Relief Reconciliation Act, which raised the adoption tax credit to \$10,000 for *all* adoptions, indexed the maximum allowable credit for inflation, and made the credit for special needs adoptions permanent. The tax credit for non-special needs adoptions was set to expire on December 31, 2010.
- In March 2010, the adoption tax credit was included in the Health Care and Education Reconciliation Act (an act amending the Patient Protection and Affordable Care Act), delaying its sunset until December 31, 2011. This increased the maximum credit (indexed for inflation) to \$13,170 per eligible child and also made the credit refundable for tax years 2010 and 2011, which allowed families to receive the full benefit during a single tax year regardless of taxes due that year.
- In December 2010, the Tax Relief Act extended the adoption tax credit through tax year 2012; for this year, the credit is once again nonrefundable.
- The current maximum allowable adoption tax credit is \$13,360, and is set to sunset on December 31, 2012. If it is allowed to expire, the law will revert back to a maximum tax credit of \$6,000 for parents adopting children with special needs. There will be no adoption tax credit available for all other adoptive parents.

Internal Revenue Service Website re Adoption Tax Credit: <http://www.irs.gov/taxtopics/tc607.html>



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APPLICATION FOR INTERNATIONAL ADOPTION

DATE OF APPLICATION: _____

FAMILY NAME: _____

ADDRESS: _____

Street

City

State

Zip Code

TELEPHONE: _____

Home

Work

Cell

Fax

Other - Please specify

EMAIL ADDRESSES: _____

HUSBAND's Name: _____

Last

First

Middle (full)

Date of Birth: _____ **Age:** _____

Place of Birth – City: _____ **State:** _____

Country of Citizenship: _____ **Passport No.:** _____

Education (Degree, Specialty): _____

Employment: _____

Occupation / Title

Employer

Annual Salary

Other Income

Health Status: *All medical conditions and history of serious or chronic illnesses must be disclosed; a doctor letter may be required for child matching.*

Medications: *Taken for what condition?*

Height: _____ **Weight:** _____ **BMI:** _____

Criminal record: No Yes (*provide date, offense, penalty*)



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WIFE's Name:

Last

First

Middle (full) & Maiden

IF DIVORCED, LAST NAME OF
WIFE'S FORMER SPOUSE(S):

Date of Birth:

Age:

Place of Birth – City:

State:

Country of Citizenship:

Passport No.:

Education (*Degree, Specialty*):

Employment:

Occupation / Title

Employer

Annual Salary

Other Income

Health Status: *All medical conditions and history of serious or chronic illnesses must be disclosed; a doctor letter may be required for child matching.*

Medications: *Taken for what condition?*

Height:

Weight:

BMI:

Criminal record: No Yes (*provide date, offense, penalty*)

Date of Marriage:

No. of Previous Marriages for Husband:

No. of Previous Marriages for Wife:

Number of Children living at Home:

CHILDREN:
Please use
additional paper if
necessary.

Name

Gender

Date of Birth

Bio / Adoption Country

FINANCIAL INFORMATION

Total Assets: \$

Liabilities: \$

Net Worth: \$

**MAA can provide a Net Worth Worksheet if needed.*



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Have you ever been turned down for adoption? No Yes

If “Yes”, please explain: _____

Have you ever been arrested for or accused of child abuse? No Yes

If “Yes”, please explain: _____

Have you ever **DISRUPTED** or **DISSOLVED** an adoption? No Yes

If “Yes”, please explain: _____

HOME STUDY AGENCY

HOME STUDY AGENCY: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

ADOPTION PREFERENCES

COUNTRY OF ADOPTION: _____

IS THERE A PARTICULAR CHILD YOU WISH TO ADOPT? _____

Name	Gender	DOB	China Province

Must be sent Madison Adoption Associates:

- \$500 Non-Refundable Agency Application Fee
- Passport photograph of each parent
- Picture(s) of family & home
- Health Letter from doctor, if applicable

If you are matching with a waiting child who is already identified, you must include:

- Waiting Child Agreement
- Letter of Intent for specific child – 2 notarized originals (*must name the doctor who reviewed referral for you*)

If you are NOT matched with a waiting child at this time, please complete the **ADOPTION SPECIAL NEEDS QUESTIONNAIRE**.

HUSBAND- SIGNATURE

WIFE- SIGNATURE



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ADOPTION SPECIAL NEEDS QUESTIONNAIRE

Adoptive Parents Names: _____

GENDER: *check only one*

- Boy Only
- Girl Only
- Either
- Preference is for a boy, but will accept a girl.
- Preference is for a girl, but will accept a boy.

AGE RANGE: *If you are open to more than one age range, please rank in order of preference (1, 2, 3, 4). If you prefer only one specific age range, please check that line only.*

- _____ Infant (under 18 months)
- _____ Toddler (18 months – 3 years)
- _____ Pre-School (4 - 6 years)
- _____ Older (over 7 years)

ACCEPTABLE SPECIAL NEEDS: *Indicate only the special needs that you would be confident in accepting in a child. For each condition marked, you are agreeing to fully research and educate yourselves about the condition, including contacting medical specialists to discuss treatment, risks and long-term effects.*

By marking a special need condition below, you are authorizing MAA to match you with a child who has that condition.

1 = will accept (MAA can match child without further discussion and/or confirmation)

2 = will consider if gender and age range preferences are met

- | | |
|---------------------------------------|--|
| _____ Albinism | _____ Hemangioma |
| _____ Ambiguous Genitalia | _____ Hemophilia |
| _____ Amniotic Band Syndrome | _____ Hepatitis B |
| _____ Anal Atresia / Imperforate Anus | _____ Hepatitis C |
| _____ Burns | _____ HIV Positive |
| _____ Blind / Sight Impaired | _____ Hydrocephalus |
| _____ Cerebral Palsy | _____ Hypospadias |
| _____ Cleft Lip / Palate | _____ Ichthyosis |
| _____ Club Foot | _____ Joint Disorder |
| _____ Deaf / Hearing Impaired | _____ Limb Difference – Missing/Extra Digits |
| _____ Developmental Delays | _____ Limb Difference – Missing Limbs |
| _____ Down Syndrome | _____ Meningocele |
| _____ Dwarfism | _____ Mental Delays |
| _____ Epilepsy / Seizures | _____ Nerve Disorder |
| _____ Funnel / Pigeon Chest | _____ Premature Birth |
| _____ Fetal Alcohol Effects | _____ Spina Bifida |
| _____ Hairy Nevus | _____ Thalassemia |
| _____ Heart Condition | _____ Urinary / Reproductive System Disorder |



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Other Needs. Please list:

CONCURRENT SPECIAL NEEDS:

Will you accept a child who has more than one special need? Yes No

MATCHING PRIORITIES:

Rate the significance of each factor in being matched with a child (#1= most important,#5 = least important):

- _____ Gender
- _____ Age
- _____ Timing (*want to be matched with a child as soon as possible*)
- _____ Special Need – Correctable (*example: cleft lip, heart condition*)
- _____ Special Need – No Surgery Needed (*example: missing limb, albinism*)

PLEASE DESCRIBE YOUR IDEAL MATCH:

PLEASE LIST ANY OTHER INFORMATION THAT WILL BE HELPFUL FOR US TO FIND AN APPROPRIATE MATCH FOR YOUR FAMILY:

DO YOU ACKNOWLEDGE AND UNDERSTAND THAT ANY CHILD MAY HAVE UNDIAGNOSED OR UNDISCLOSED SPECIAL NEEDS? _____

Signature of Adoptive Parent

Date

Signature of Adoptive Parent

Date

WE LOOK FORWARD TO WORKING WITH YOU!