

# Adoption Agency Worksheet

Deciding on an adoption agency can be an organizational challenge. Make copies of this sheet (or print it out at [www.theadoptionguide.com/files/AgencyQuestions.pdf](http://www.theadoptionguide.com/files/AgencyQuestions.pdf)) and then fill one out for each agency you consider. Don't forget that there is much more information about each adoption agency listed in this *Guide* on the *Adoption Guide* website at: [www.theadoptionguide.com/process/finding-an-agency](http://www.theadoptionguide.com/process/finding-an-agency).

## Adoption agency name \_\_\_\_\_

### Placement

- How many children did you place last year?
- How many children did you place from each of the programs in which I am interested?
- How long have you been placing children from each program?
- (For singles) How many children did you place with a single parent? What types of children were placed with single parents?

### Timing

- How soon after I apply will my homestudy begin? How long will it take? When will I know if I have been approved?
- If I am not approved, can I find out why? Is there an appeal process?
- How long will it take from homestudy or dossier approval to the referral of a child? How much time do I have to decide on a referral? What happens if I don't accept the referral?

### Finances

- What is the total cost of adopting through each program? Can I get a written breakdown of fees and a payment schedule?
- Do the fees cover the homestudy, all post-placement visits, fees to the placing agency (international or domestic), international processing, transportation, and miscellaneous fees (visa, dossier preparation, notarization, medical exams, document translation, exit tax, and so on)? What don't the fees cover?
- Do you have an annual report that demonstrates fiscal accountability? How does the agency spend leftover funds? What percentage of funds is spent on administration?

### Agency Cost Structure

Application fee: \_\_\_\_\_

Homestudy (only) fee: \_\_\_\_\_

Program fee: \_\_\_\_\_

Timing of payments: \_\_\_\_\_

Post-placement fees: \_\_\_\_\_

Refund policy: \_\_\_\_\_

### International Programs

- Is intercountry adoption stable in my country of choice? Do you have programs in other countries I could switch to if regulations change or if a moratorium is declared?
- Are the international agencies you work with licensed in their countries? How long have you worked with them?
- What information do I receive about a referral before I travel? How thorough and accurate is the medical information?
- What are the travel requirements? Do you help with travel arrangements?
- Do you have bilingual representatives respected by the authorities in each foreign country to assist with or obtain the referral of a child? Will they be there to assist me when I arrive? What is their experience and tenure with the agency? Do they work exclusively for you and exclusively in adoption?
- Do you financially support the orphanages from which you place children? How often do your representatives visit these orphanages?

### Other Pertinent Questions

- Do you give clients a copy of their rights with the application form? Do you provide a contract that spells out my responsibilities toward the adoption, as well as what you are responsible for?
- Is there a written policy of quality assurance that will address my concerns during the process?
- What are the post-placement requirements, and what support services do you offer before, during, and after placement?
- What happens if I find I can't parent the child I adopted?

*Adapted from "Shopping for an Adoption Agency," Adoption Referral & Information Service, Seattle, Washington.*

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