



EVOLVE Adoption & Family Services

Hague accredited, licensed non-profit child-placing agency

For Office Use Only: Date Received: _____

Case #: _____

Office Assigned: _____

ADOPTION APPLICATION, SERVICES CONTRACT AND FEE DISCLOSURE

Please ensure that when you submit your application, it matches the current application on our website at www.evolvedservices.org or call our office to verify. If you submit an application that is outdated, you will be required to sign current signature pages, pay current fees and provide additional information.

APPLICANTS

Applicant #1:

Last

First

Middle

Applicant #2:

Last

First

Middle

Address:

Street

City

State

Zip

County

Telephones: Home: () _____ Home E-Mail Address: _____

Applicant #1 Cell: () _____ Work: () _____ E-Mail: _____

Applicant #2 Cell: () _____ Work: () _____ E-Mail: _____

Preferred Contact Method (please name only one): _____

GENERAL INFORMATION

Age

Birth date

Birthplace

Applicant #1:

/ /

Applicant #2:

/ /

Date of Marriage:

/ /

Religious Affiliation: _____

Place of Marriage:

City

State

Children: Name in the order of birth; please include children from previous marriages/relationships, provide additional pages if necessary.

Name (First/Middle/Last)

Sex

Age

Birth date

Birth Country

Social Security #

Living In Home Yes/No

If child is adopted, DATE

/ /

/ /

/ /

Adult children not living in the home – provide additional page if necessary:

Name (First/Middle/Last)

Sex

Age

Birth date

Social Security #

Relationship

/ /

/ /

Others living in your home – provide additional page if necessary:

Name (First/Middle/Last)

Sex

Age

Birth date

Social Security #

Relationship

/ /

/ /

PROGRAM and CHILD PREFERENCE

Program you are interested in?

Domestic: EVOLVE Infant National Infant Dual Infant Designated Own Source Undecided

International: Colombia Thailand The Philippines Own Source, country _____ Undecided

Undecided between Domestic and International

Type of child(ren) you wish to adopt? Sex: Female Male Either Age Range: _____ Racial/National Identity: _____

Relative Adoption: Yes No Sibling groups: Yes No Number of children: _____

Level of special needs you are open to: Minor Moderate Severe No Known Needs

Types of special needs you are open to: _____

Are you currently linked with child: Yes No

Are you currently linked with an Own Source / child placing agency: Yes No If yes, name of agency: _____

Have you ever applied with another agency or county for adoption and/or foster care, began a home study that wasn't completed, or completed a home study? Yes No

If yes, provide name(s) of all agencies/counties: _____

If yes, were you recommended for an adoption/foster care? Yes No

If yes, do you have any open files with another agency or county? Yes No

Have you ever applied to be and/or are you currently a daycare provider? Yes No If yes, county: _____

Have you had prior or current financial, contractual or volunteer relationship(s) with EVOLVE? Yes No

REFERENCES

Your references will be contacted upon acceptance of this application. Information provided by your references is confidential and will not be provided to you. Additional reference letters may be required by domestic or international programs. **Please provide 1 relative and 3 non-relative references.** Choose people whom you know well, and include a variety of reference types, including family members, neighbors, clergy, friends, coworkers. Please print legibly.

Name	Relative	E-mail address OR mailing address	Telephone
Name	Non-Relative	E-mail address OR mailing address	Telephone
Name	Non-Relative	E-mail address OR mailing address	Telephone
Name	Non-Relative	E-mail address OR mailing address	Telephone

HOUSEHOLD PETS

Please indicate the number of pets living in your household. Dogs: _____ Cats: _____ Other Types and Number: _____

Wisconsin residents: Please note that vaccination certificates for indoor cats and dogs are required for your adoption study file and must remain current.

PERSONAL INFORMATION: Applicant #1

Legal Name: _____ Maiden Name: _____

Driver's license number: _____ Social Security Number: _____

Race: _____ Ethnicity: _____

Country of Citizenship: _____

Other Names of which you have been known: _____

NOTE: All documents submitted to EVOLVE must have your current legal name. If adopting internationally please obtain a passport. Review current passports for legal name listed and expiration date. Amend and/or renew current passports as needed.

PREVIOUS MARRIAGE(S)

I have had NO previous marriages:

To Whom	Place: City/State	Date of Marriage	Date of Divorce	Date of Death
		/ /	/ /	/ /
		/ /	/ /	/ /
		/ /	/ /	/ /
		/ /	/ /	/ /

EMPLOYMENT INFORMATION

Occupation: _____ Job Title: _____ Date Employed: / / Annual Salary: _____

Present Employer Name: _____ Full Time Part Time

Address: _____
 Street _____ City _____ State _____ Zip _____

ADDITIONAL EMPLOYMENT:

Occupation/Job Title: _____ Date Employed: / / Annual Salary: _____

Employer Name: _____ Full Time Part Time

PREVIOUS EMPLOYMENT: (Please cover 10 years; use additional paper if necessary.)

Employer	Dates of Employment	Reason for Leaving
	-	
	-	
	-	
	-	
	-	

EDUCATION

Name of School	City/State	Dates of Attendance	Area of Study/Degree
		-	
		-	
		-	

PERSONAL INFORMATION: Applicant #1 – continued

FAMILY HISTORY

Parents:	Parent #1	Parent #2
Name:	_____	
Address: (City/State)	_____	
Parent is:	<input type="checkbox"/> Biological <input type="checkbox"/> Adoptive <input type="checkbox"/> Step	<input type="checkbox"/> Biological <input type="checkbox"/> Adoptive <input type="checkbox"/> Step
Date of Birth	/ /	/ /
If deceased: Date/Cause	/ /	/ /

Siblings ***(Please list oldest to youngest, including yourself. Use additional paper, if necessary.)***

Name	City/State	Occupation	Age	Marital Status	Number Of Children

LEGAL INFRACTIONS

YES	NO	Have you ever.....
<input type="checkbox"/>	<input type="checkbox"/>	Been arrested, cited or ticketed?
<input type="checkbox"/>	<input type="checkbox"/>	Been involved with any juvenile or adult probation or parole programs?
<input type="checkbox"/>	<input type="checkbox"/>	Been involved with any local, state, county, federal or international law enforcement departments?
<input type="checkbox"/>	<input type="checkbox"/>	Been involved in an assault whether or not legal charges were brought?
<input type="checkbox"/>	<input type="checkbox"/>	Been investigated, charged or convicted of domestic violence, maltreatment of a child and/or maltreatment of a vulnerable adult?
<input type="checkbox"/>	<input type="checkbox"/>	Been charged with or convicted of any offense even if dismissed, pardoned or expunged?
<input type="checkbox"/>	<input type="checkbox"/>	Been charged with or convicted of a juvenile offense?
<input type="checkbox"/>	<input type="checkbox"/>	Abused, neglected and or molested a child whether or not there was police or social service involvement?

Minnesota and Wisconsin law requires that foster and pre-adoptive parents complete criminal background checks. If you have ever – **as an adult or juvenile** - been charged, ticketed for anything other than traffic violations or parking tickets, arrested for and/or convicted of a crime or misdemeanor, even if dismissed or expunged, please indicate below the approximate date(s) and nature of record. A record will not necessarily prevent you from adopting or fostering a child; however, it is important that EVOLVE Adoption & Family Services be fully informed of any such factors in your background.

If “yes” please explain:

PERSONAL INFORMATION: Applicant #2

Legal Name: _____ Maiden Name: _____

Driver's license number: _____ Social Security Number: _____

Race: _____ Ethnicity: _____

Country of Citizenship: _____

Other Names of which you have been known: _____

NOTE: All documents submitted to EVOLVE must have your current legal name. If adopting internationally please obtain a passport. Review current passports for legal name listed and expiration date. Amend and/or renew current passports as needed.

PREVIOUS MARRIAGE(S)

I have had NO previous marriages:

To Whom	Place: City/State	Date of Marriage	Date of Divorce	Date of Death
		/ /	/ /	/ /
		/ /	/ /	/ /
		/ /	/ /	/ /
		/ /	/ /	/ /

EMPLOYMENT INFORMATION

Occupation: _____ Job Title: _____ Date Employed: / / Annual Salary: _____

Present Employer Name: _____ Full Time Part Time

Address: _____
 Street _____ City _____ State _____ Zip _____

ADDITIONAL EMPLOYMENT:

Occupation/Job Title: _____ Date Employed: / / Annual Salary: _____

Employer Name: _____ Full Time Part Time

PREVIOUS EMPLOYMENT: (Please cover 10 years; use additional paper if necessary.)

Employer	Dates of Employment	Reason for Leaving
	-	
	-	
	-	
	-	
	-	

EDUCATION

Name of School	City/State	Dates of Attendance	Area of Study/Degree
		-	
		-	
		-	

PERSONAL INFORMATION: Applicant #2 – continued

FAMILY HISTORY

Parents:	Parent #1	Parent #2
Name:	_____	
Address: (City/State)	_____	
Parent is:	<input type="checkbox"/> Biological <input type="checkbox"/> Adoptive <input type="checkbox"/> Step	<input type="checkbox"/> Biological <input type="checkbox"/> Adoptive <input type="checkbox"/> Step
Date of Birth	/ /	/ /
If deceased: Date/Cause	/ /	/ /

Siblings **(Please list oldest to youngest, including yourself. Use additional paper, if necessary.)**

Name	City/State	Occupation	Age	Marital Status	Number Of Children

LEGAL INFRACTIONS

YES	NO	Have you ever.....
<input type="checkbox"/>	<input type="checkbox"/>	Been arrested, cited or ticketed?
<input type="checkbox"/>	<input type="checkbox"/>	Been involved with any juvenile or adult probation or parole programs?
<input type="checkbox"/>	<input type="checkbox"/>	Been involved with any local, state, county, federal or international law enforcement departments?
<input type="checkbox"/>	<input type="checkbox"/>	Been involved in an assault whether or not legal charges were brought?
<input type="checkbox"/>	<input type="checkbox"/>	Been investigated, charged or convicted of domestic violence, maltreatment of a child and/or maltreatment of a vulnerable adult?
<input type="checkbox"/>	<input type="checkbox"/>	Been charged with or convicted of any offense even if dismissed, pardoned or expunged?
<input type="checkbox"/>	<input type="checkbox"/>	Been charged with or convicted of a juvenile offense?
<input type="checkbox"/>	<input type="checkbox"/>	Abused, neglected and or molested a child whether or not there was police or social service involvement?

Minnesota and Wisconsin law requires that foster and pre-adoptive parents complete criminal background checks. If you have ever – **as an adult or juvenile** - been charged, ticketed for anything other than traffic violations or parking tickets, arrested for and/or convicted of a crime or misdemeanor, even if dismissed or expunged, please indicate below the approximate date(s) and nature of record. A record will not necessarily prevent you from adopting or fostering a child; however, it is important that EVOLVE Adoption & Family Services be fully informed of any such factors in your background.

If “yes” please explain:

RESIDENTIAL HISTORY

ADULTS: Residential history since 18th birthday (month and year) is required for each member of the household

CHILDREN: Family members 13-18 need to provide residences for last 5 years.

Please print 1 page per family member age 13 and over.

Start with current address and go back chronologically listing all actual residences - must include college addresses, etc. Information provided must account of all time periods, prior to application approval.

Please PRINT: Last, First, Middle Name

Social Security Number

Date of birth

Please PRINT: Maiden Name/ Any Aliases

Month and Year Moved In	Month and Year Moved Out	Street Address City, State, Zip Code	County
	- CURRENT -		

Please continue on a separate page if additional space is needed.

RESIDENTIAL HISTORY

ADULTS: Residential history since 18th birthday (month and year) is required for each member of the household

CHILDREN: Family members 13-18 need to provide residences for last 5 years.

Please print 1 page per family member age 13 and over.

*Start with current address and go back chronologically listing all actual residences - must include college addresses, etc.
Information provided must account of all time periods, prior to application approval.*

Please PRINT: Last, First, Middle Name

Social Security Number

Date of birth

Please PRINT: Maiden Name/ Any Aliases

Month and Year Moved In	Month and Year Moved Out	Street Address City, State, Zip Code	County
	- CURRENT -		

Please continue on a separate page if additional space is needed.



Falsification or omission of information are grounds to terminate the adoption process at any stage. Please ensure that all applicants have reviewed for accuracy of your provided information.

SERVICES CONTRACT

This contract for services defines the relationship between EVOLVE Adoption & Family Services (EVOLVE) and the clients. It includes agency information, policies and practices, service and fee disclosure and requirements of the state, federal and international laws with regard to adoption.

AGENCY INFORMATION:

EVOLVE Adoption & Family Services is a private, non-profit adoption and family support agency serving Minnesota and western Wisconsin. The vision and mission of our agency is: A world where everyone has nurturing, permanent, and supportive family relationships. We accomplish this by providing ethical, high quality adoption programs, pregnancy services, child focused recruitment, family support and therapeutic services.

The idea of "family" is evolving every day. We understand that each situation is unique, personal, and significant, and we treat it as such. As families transform, we are committed to everyone, regardless of race, religion, age, economic status, sexual orientation, gender identity, gender expression or marital status. Our staff is dedicated to helping families throughout the entire adoption process, supporting them in their transitions, and preparing them for life as a family.

EVOLVE Adoption & Family Services was formed in the summer of 2014 through a union of two strong, growing agencies each with over 40 years of adoption and family support experience: Crossroads Adoption Services and HOPE Adoption & Family Services. Although EVOLVE's past is brief, it carries over 40 years of rich, inspiring history from the two agencies who formed it.

SERVICES EVOLVE PROVIDES:

To the adoptive parents

- Adoption studies and written reports for U.S. and international adoption
- Program contacts and program services
- Assistance with agency, own source and designated adoptions
- Facilitation of meetings with potential birth families, county workers, central authorities, and/or child care facilities
- Assist in preparing an openness agreement which includes a plan for continued contact between the birth family and adoptive family
- Assist with immigration forms and procedures
- Assistance with Interstate Compact on the Placement of Children and advisement of other state requirements
- Post placement/post adoption visits after the child arrives
- Preparation of documents needed for the adoption finalization or reaffirmation in the U.S.
- Training and education on adoption issues and Hague/state/country requirements
- Referrals to appropriate resources
- Support groups for waiting families and parents of adopted children
- Counseling for adoptees and adoptive families over the life cycle

To expectant and birth parents

- Information about their options
- Counseling on adoption issues and parenting resources
- Assistance reviewing profiles of potential adoptive families
- Assistance preparing an openness agreement which includes a plan for continued contact between the birth family and adoptive family
- Information on the arrangement of bridge care for the child, if requested
- Referrals to resources for housing, health care, counseling, and parenting classes
- Gather medical, genetic and social history from the birth parents
- Consent signing and preparation for court hearings
- Follow-up support and counseling, including grief and loss
- Intermediary service between adoptive parents and birth parents
- Post adoption search services
- Counseling over the life cycle

To children and adoptees

- Child focused recruitment
- Supervision of adoptive placements
- Attachment resources and other referral services

- Adoption preparation
- Adopted youth advocacy and support
- Assistance to adoptees who request search services including help finding their records and reunification

EQUAL OPPORTUNITY STATEMENT

EVOLVE Adoption & Family Services is committed to a policy of equal opportunity for all persons. It is the policy of the agency, in recognition of the essential rights of all children and individuals, to provide agency services without regard to race, creed, color, sex, sexual orientation, gender identity, gender expression, union or political affiliation, religion, national origin, citizenship status, age, marital status, disability or reliance on public assistance except where a bonafide qualification exists. In keeping with this policy, families who wish to be considered as a permanent adoptive resource for a child will have limited eligibility requirements. The following are parameters to be used in determining a family's eligibility for a program:

- Ability to complete an approved Adoption Study Assessment.
- Ability to meet requirements set forth by the specific state or country of residence for the adoptive family and adoptive child, and the placing entity.
- Ability to meet the basic financial, emotional, physical, psychological, behavioral, and educational needs of a child who enters their home.
- Be free of any medical issues that would prohibit their ability to meet the needs of a child.

LIKELIHOOD OF RECEIVING A CHILD

We place children with adoptive families range in age from newborn to 18 years of age, including single children and sibling groups. We place children in good health as well as those with mild to severe special needs, including, children with physical, emotional, cognitive, and/or behavioral needs. These children are placed from our local, national, and international programs.

The average length of time between the adoption study completion and arrival of a child is 12 months. **The estimated waiting time is strictly an average. The length of wait depends greatly on the type of adoption a family chooses to pursue.**

Clients must understand that there are risks inherent with adoptions within the United States and internationally. Adoption can be a long and difficult process and EVOLVE cannot predict nor guarantee the amount of time, effort, money or hardship which may result from a family's desire to adopt a child. Due to circumstances beyond the control of EVOLVE or any agency, the possibility exists that the adoption process could be discontinued by governmental action, judicial decrees or the action of individuals, including birth parents or foreign nationals. Under such circumstances, it may have been necessary to advance funds to accomplish the adoption objectives and those funds already used will not be recovered. Please check with the program agency for details on fee timing and refund policies.

Despite information to the contrary, the child, when received, may have some undiagnosed physical, cognitive, emotional or behavioral problems which become evident at a later date.

The following information is available on request:

- The number of adoption placements facilitated by EVOLVE per year for the prior three calendar years, and the number and percentage of those placements that remain intact, are disrupted, or have been dissolved at the time the information is provided;
- The number of parents who apply to adopt on a yearly basis, based on data for the prior three calendar years, and
- The number of children eligible for adoption and waiting for an adoptive placement referral via the agency

ADOPTION STUDY ASSESSMENT PROCESS:

We begin with the assumption that each applicant will become an adoptive parent. The adoption process is an active process which allows the adoption workers to assess the applicant's basic ability to parent. Additionally, this process is an opportunity to educate the applicants about child rearing and parenting a child who has joined their family through adoption, as well as the impact that the adoption of a child will have on their family. EVOLVE agrees to assess clients whose applications are accepted. Acceptance of the adoption application means that the assessment process (adoption home study) can begin. EVOLVE agrees to provide written documentation of acceptance or non-acceptance (within 5 days) of the application receipt. This assessment will include, among other issues, the client's motivation for adopting a child, understanding of and sensitivity to cultural differences, and ability to parent a child who may be of another heritage and/or have a special need. The adoption study assessment process usually takes families 3-6 months to complete. This timeframe is highly dependent on the family's ability to complete paperwork, availability to meet with their worker and attend trainings. If the clients are not actively participating in the adoption study process, EVOLVE retains the right to close their file.

During the adoption study process, EVOLVE provides counseling and assessment of each client's service plan as they progress through the requirements for the program they have chosen. EVOLVE provides adoption education and training to all prospective adoptive parents to promote successful adoptive placements. The education program consists of group orientation and training conducted by EVOLVE, reading materials, training/orientation provided by the adoption worker during individual sessions, and self-study activities that contribute to the prospective parents' adoption knowledge. The education program meets all state, federal, country and Hague Convention requirements. EVOLVE ensures that clients participate in education and training as required by their chosen program.

Clients are required to share complete and accurate information to EVOLVE about themselves and any household members regarding any physical, mental, emotional and psychological health history, criminal history, history of substance, sexual or child abuse, and/or family violence as an offender or any significant information. Clients are also required to disclose any previous or current associations with other adoption agencies, counties or any other child placing entities. Clients understand that they may only have one active home study through EVOLVE and may not have another active home study with another agency or county for child placement via adoption, foster or respite care. Clients must also disclose changes in home address, household members, pregnancies, births, marital status, income and employment. Clients have a duty to disclose any change to this information as it occurs and as soon as they are aware of the change during the adoption process. Clients understand that if they have not shared criminal, medical, psychological or other significant information, including but not limited to the items described above with the agency, the agency has the right to discontinue adoption services. Clients may choose not to participate in a recommended evaluation, counseling, training or education; however, non-participation may result in the agency's denial or withdrawal of its approval of the prospective adoptive parents.

EVOLVE will assist clients who are using their own child source entity, with EVOLVE's pre-approval, by providing a completed adoption study to the child source entity and US Citizenship and Immigration Services as requested, and by having regular contact with the child source entity. EVOLVE values each individual; while EVOLVE aims to partner with other entities with similar values, we cannot change the laws and policies of other agencies, states, countries and partners. EVOLVE reserves the right to decline to collaborate with an adoption service provider.

ANNUAL UPDATES:

EVOLVE will determine based on state laws, regulations and each family specific situation, how often a family will need to update their adoption study and supporting documents. Considerations include but are not limited to: the state the family lives in, if family is foster care licensed and from what state or country the child is being adopted. It is EVOLVE's expectation that clients maintain continuous adoption study approval. If a client's study expires, they may experience delays in their process. A family may not take placement of a child without a current, valid adoption study. If a client does not maintain approval and is not actively participating in the update process, EVOLVE retains the right to close their file.

CHILD REFERRAL INFORMATION:

Upon the referral of a child, EVOLVE will allow the client adequate time, up to two weeks or a set time determined by their program, to decide whether to accept the referral. Clients have the right to accept or not accept the referral of a specific child. EVOLVE will make all reasonable efforts to obtain any existing accurate information on the child. EVOLVE agrees to share all available non-identifying information it receives about the child, including genetic history, health and social history, and circumstances leading to the need for an adoptive home. EVOLVE provides counseling about a child's medical and psychological health. Please note EVOLVE staff are not trained medical or mental health professionals. Clients who have questions EVOLVE cannot answer or concerns about medical or psychological health should consult medical or developmental experts before accepting a referral. Clients understand that EVOLVE cannot guarantee the accuracy and completeness of the information on the child or his or her background. Clients have the responsibility to become knowledgeable about how that child's past experiences and genetic heritage may affect the child's present and future well-being.

POST PLACEMENT/POST ADOPTION SERVICES:

EVOLVE provides post placement/post adoption supervision and monitoring to clients as required of their chosen program, and forwards required reports to the referral agency/governmental unit. EVOLVE offers further assistance to clients to help facilitate integration of the adoptive child and family, to assist with multi-cultural awareness, and to be responsive to the child's and family's needs. EVOLVE refers families to agency sponsored and other existing support groups and adoption specialists. EVOLVE does not provide in-depth psychotherapy as a part of its service, but may mandate that the clients and/or the child obtain professional services in counseling, education or training before legalizing the adoption when EVOLVE believes that this endeavor is necessary to ensure the child's future health, security and well-being. Clients understand that the success of a placement depends on a combination of factors involving interpersonal relationships and individual abilities, skills and temperaments. How a child will react/adjust to a change in his/her environment once the child is placed, is not always predictable.

Clients have the responsibility to provide all necessary and accurate information to EVOLVE and/or the Supervised/Exempt Provider for the report(s), including the adjustment of all family members and child. Clients agree to provide required written post placement reports to EVOLVE and their referral agency. Clients are encouraged to cooperate and use agency and other community resources to assist with the child and family's adjustment. Clients agree to obtain professional counseling as necessary if recommended by EVOLVE. Clients agree to proceed with court finalization as soon as allowable under the relevant state law. If the family fails to finalize within the allowable time frame, the family is subject to additional fees for unanticipated agency work required by the state.

In the event of a crisis, EVOLVE provides services in an effort to support and preserve adoptive placements. EVOLVE will assist the family in seeking therapeutic intervention to assist in the attachment of parent and child and/or to resolve other adjustment issues. EVOLVE will assist the family to connect with their county social services, other service providers and if necessary, arrange temporary foster care in a licensed foster home. A Special Services Fees contract will be entered into with the family to cover the counseling, foster care and case coordination services. If there are concerns with the safety of the child, EVOLVE is required by law to contact the family's local county social services to make a child protection report. The county may then take jurisdiction.

Post Placement/Post Adoption Compliance Statement:

EVOLVE requires all adoptive families, regardless of program, to participate in post placement/post adoption services. I agree to comply with all post placement/post adoption requirements of EVOLVE and of the program from which I choose to adopt. This includes phone, office and home visits with my social worker, and my submission of pictures and other documentation. Additionally, I agree to submit directly any additional reports, documents and pictures requested by my child's country of origin. I agree to timely payment of the post placement/post adoption services fees as listed in the *Fee Disclosure* information.

I understand the importance of EVOLVE's responsibility to submit timely post placement and post adoption reports. I agree to cooperate in setting meetings with my social worker and to submit pictures and other documentation in the time period requested.

Applicant #1 Signature

Date

Applicant #2 Signature

Date

DISRUPTION SERVICES POLICY AND PROCEDURES

If counseling does not succeed in resolving the crisis and the placement is disrupted, EVOLVE will contact the agency or county that retains guardianship of the child and will collaborate in providing services according to the instructions of the guardianship agency. If EVOLVE is the guardian of the child, EVOLVE will act in accordance with any applicable legal requirements to remove the child when the placement may no longer be in the child's best interests, to provide temporary care, to find an eventual adoptive placement for the child, and, if an international adoption, EVOLVE will inform the

Department of State and the Central Authority of the child's country of origin. If EVOLVE is not the guardian, EVOLVE may assist the guardianship agency or county in finding a new adoptive/foster care home for the child. EVOLVE may assist with the placement of the child, possibly into one of its licensed foster care homes, and assist the family in identifying a permanent adoptive family for their child. When EVOLVE is a Primary Agency and is working with an out of state Supervised/Exempt Provider, it will ask that the Provider follow the laws of their state and, if authorized, provide foster care in a licensed home.

It is the right of any child in a disruption situation to receive full protection and services and to be deemed as the primary client by EVOLVE. When out of home placement occurs, EVOLVE will take the child's views on a new family and, in international adoptions, their length of time in the United States, into account when possible given the child's age, maturity, and other pertinent factors. When required by state law, obtains the consent of the child prior to removal. EVOLVE never returns a child to their country of origin unless required to do so in writing by the Central Authority and the U.S. Department of State. If directed to return the child to his or her country of origin, EVOLVE will follow the process required by the country of origin and the Department of State.

The adoptive family is responsible for and shall assume full financial responsibility for any such services, promptly paying or arranging for payment of all expenses incurred in meeting the child's needs as well as placing the child in another adoptive home, or in foster care, and in following the requirements of the state, Department of State and foreign country regarding the care and disposition of the child.

DISSOLUTION SERVICES POLICY AND PROCEDURES

Adoptive parents may not terminate their parental rights to a legally adopted child for a reason that would not apply to a birth parent seeking to terminate rights to a child. The client understands that in most international adoptions, finalization of the adoption occurs in the foreign country and all of the legal rights and duties of parent and child are created before leaving the foreign country. A parent who receives guardianship of a child from a foreign country also assumes parental rights and responsibilities.

In the unlikely event that an adoption is dissolved, EVOLVE will support and counsel the family, and offer referrals (counseling services) as necessary. In those cases where it is in the best interest of the child, EVOLVE may assist in locating and arranging for a new adoptive placement when possible or possibly arrange temporary foster care with one of EVOLVE'S licensed foster care families. The adoptive family is responsible for and shall assume full financial responsibility for any such services, promptly paying or arranging for payment of all expenses incurred in meeting the child's needs as well as placing the child in another adoptive home, or in foster care, and in following the requirements of the state, Department of State and foreign country regarding the care and disposition of the child. EVOLVE requires families to inform the agency of a dissolved adoption. EVOLVE never returns a child to their country of origin unless required to do so in writing by the Central Authority and the U.S. Department of State. If directed to return the child to his or her country of origin, EVOLVE will follow the process required by the country of origin and the Department of State.

FEES FOR SPECIAL SERVICES

EVOLVE will not use any part of its fees to provide special services, such as cultural programs for adoptees, scholarships or other services without notifying clients. If EVOLVE decided to use part of its fees to provide special services such as above, it would disclose this policy to prospective

adoptive parents in advance of providing any adoption services, and would give prospective adoptive parents a general description of the programs supported by such funds, in the *Application and Adoption Services Contract*.

STATEMENT ABOUT ATTORNEYS AND LEGAL REQUIREMENTS

EVOLVE does not provide attorney referral services. Staff members may, without obligation, provide the names of attorneys who have worked with EVOLVE clients in the past, or the names of the other adoptive families who have completed their own legal work, for assistance.

STATE STATUTES:

WISCONSIN STATUTES, SECTION 48.92, PROVIDES THAT AFTER THE ORDER OF ADOPTION IS ENTERED THE RELATION OF PARENT AND CHILD AND DUTIES AND OTHER LEGAL CONSEQUENCES OF THE NATURAL RELATION OF CHILD AND PARENT EXISTS BETWEEN THE ADOPTED PERSON AND THE ADOPTIVE PARENTS.

MINNESOTA STATUTES, SECTION 259.59, PROVIDES THAT UPON LEGALLY ADOPTING A CHILD, ADOPTIVE PARENTS ASSUME ALL THE RIGHTS AND RESPONSIBILITIES OF BIRTH PARENTS. THE RESPONSIBILITIES INCLUDE PROVIDING FOR THE CHILD'S FINANCIAL SUPPORT AND CARING FOR HEALTH, EMOTIONAL, AND BEHAVIORAL PROBLEMS. EXCEPT FOR SUBSIDIZED ADOPTIONS UNDER MINNESOTA STATUTES, SECTION 259.67, OR ANY OTHER PROVISIONS OF LAW THAT EXPRESSLY APPLY TO ADOPTIVE PARENTS AND CHILDREN, ADOPTIVE PARENTS ARE NOT ELIGIBLE FOR STATE OR FEDERAL FINANCIAL SUBSIDIES BESIDES THOSE THAT A BIRTH PARENT WOULD BE ELIGIBLE TO RECEIVE FOR A CHILD.

ADOPTIVE PARENTS MAY NOT TERMINATE THEIR PARENTAL RIGHTS TO A LEGALLY ADOPTED CHILD FOR A REASON THAT WOULD NOT APPLY TO A BIRTH PARENT SEEKING TO TERMINATE RIGHTS TO A CHILD. AN INDIVIDUAL WHO TAKES GUARDIANSHIP OF A CHILD FOR THE PURPOSE OF ADOPTING THE CHILD SHALL, UPON TAKING GUARDIANSHIP FROM THE CHILD'S COUNTRY OF ORIGIN, ASSUME ALL THE RIGHTS AND RESPONSIBILITIES OF BIRTH AND ADOPTIVE PARENTS AS STATED IN THIS PARAGRAPH.

Minnesota law requires adoptive parents to file their petition to adopt within 12 months after the child is placed in their home.

BEST INTEREST OF CHILD/PROHIBITION ON CHILD BUYING:

EVOLVE provides adoption services with expertise and integrity, drawing from core values and standards of the social work profession, and in accordance with Hague Convention principles to ensure that the best interest of each child is met, and to prevent the abduction, exploitation, sale or trafficking of any child. EVOLVE prohibits its employees and agents from giving money or other consideration, directly or indirectly to a child's birth parents or other individuals or entities, as payment for the child or as an inducement to release the child.

PROHIBITION OF PREFERENTIAL TREATMENT:

Board service, volunteer work or charitable donations (monetary or in-kind) to EVOLVE will not result in preferential treatment for the donor nor will it influence child placement decisions in any way.

PRIVACY PRACTICES AND ADOPTION RECORDS (TENNESEN WARNING):

It is the express policy and intent of EVOLVE in its day to day activities to abide by and uphold all relevant Minnesota and Wisconsin statutes regarding client privacy and confidentiality of adoption records.

We are required to inform you of your rights as they pertain to the private and confidential information we collect from you. The information we collect from you is classified by law as either public (anyone can see it), private (the public is not given access, but you are), or confidential (even you cannot see the information). As an applicant, most of the data we maintain about you is private or confidential according to Minnesota Statutes, Section 13.43, Subdivisions 2 and 3. Data that is public or private may be viewed upon request within a 10 day notice. Information which you are asked to provide may be required by statute, or determined by EVOLVE policy as needed for us to comply with licensing requirements or the needs of other adoption agencies, programs or governments. Without the requested information, EVOLVE may not be able to determine your eligibility for adoption.

The information you provide may be routinely shared with agency staff who require the information to do their jobs in order to provide services to you. Information may also be shared with other agencies authorized by law to receive specific data relating to adoption. Personal data collected by EVOLVE

will be used for the sole purpose of assessing the eligibility of clients and completing all stages of the adoption process. EVOLVE staff will not disclose to any member of the general public information regarding any EVOLVE client, past or present, including whether any person has ever been a client of EVOLVE, without a signed Consent for Release of Information form. EVOLVE NEVER sells client mailing lists to anyone.

If we reasonably suspect that a child or vulnerable adult is a victim of abuse or neglect or that a pregnant woman is abusing alcohol or controlled substances, we are required by law to disclose private information which identifies you to a public authority.

In certain limited situations, such as an emergency or imminent danger to you or someone else, we may disclose private information as necessary to protect an individual's health or safety.

You may refuse to furnish requested information; however, this may prevent you from finishing the adoption process. State law prohibits disclosure of child, birth parent, and adoptive parents' identifying information - unless the affected parties agree in writing. Documents gathered during the adoption process become the property of EVOLVE.

Clients are entitled to copies of anything they submitted for their adoption file; such as their application, correspondence they sent to the agency, or forms they have completed. The rest of the file is considered to be confidential and is not available to the client without a court order.

Adopted persons' records are available to them in accordance with the laws of the state or country in which their adoption was made final. Non-identifying information from an adopted persons' record may be given to their adoptive parents, at their request, until the adopted person reached that statutory age to request it themselves. If the adopted person's birth parents worked with EVOLVE, agency staff can share identifying information with the adoptive parents and adopted person in accordance with any affidavits filed by the birth parents regarding sharing information.

PRIVACY AND CONFIDENTIALITY POLICY

It is the policy of EVOLVE that adoptive parents not disclose information regarding their children and their children's birth family to persons not involved in the adoption process without prior authorization from the child's or family's worker, until the adoption is finalized. As an adoptive parent, any information available to you about your children and their families should be kept confidential and may not be released to anyone who is not authorized. Call your case worker for clarification if you are not sure who is authorized. Photos and child information should not be posted or shared online via social media such as Facebook, Twitter or blogs, etc. Any requests for photographs, interviews, or publicity of any kind involving a foster child requires signed legal consent forms indicating agreement of the child's legal parent/guardian.

GRIEVANCE POLICY AND PROCEDURE:

Any consumer of EVOLVE's services may file a grievance against EVOLVE or any of EVOLVE's licensed programs without fear of retaliation. EVOLVE's grievance policy and procedures shall be made available to all clients in writing at the time the *Adoption Services Contract* is signed, and shall incorporate the standards set forth in applicable state, federal and international laws and rules. Consumers of EVOLVE services are informed of their right to complain to EVOLVE about any services or activities of the agency or its licensed programs that he/she believes raises an issue of compliance with The Hague Convention on Intercountry Adoption, the International Adoption Act (IAA), regulations implementing the IAA, the Universal Accreditation Act (UAA) or Minnesota and Wisconsin state laws and regulations. EVOLVE serves as first responder to complaints related to intercountry adoption. If the complaint alleges abuse or neglect of children served by the program, EVOLVE will immediately report the complaint to child protection services and/or local authorities. EVOLVE will investigate complaints within the timeframes set forth by the program in which the family is utilizing, in order to ensure compliance with all state and/or federal regulations. Any unsatisfied client is encouraged to discuss the matter with the client's assigned Social Worker. If the matter is not satisfactorily resolved, the client may send a written, dated and signed explanation of the grievance, and formally request a review by the Program Manager. The Program Manager will work to resolve the complaint. The Program Manager will respond in writing within 30 days of receiving written complaint. If the complaint has not been addressed to the client's satisfaction, the client may request the matter be reviewed by the Social Services Committee. Upon receiving this request, the client understands that the Committee will meet to thoroughly review the concerns and determine necessary actions to resolve the matter. A written response summarizing the Committee's determinations will be sent to the client. All actions taken will be continued to be documented in the client's file and in the Client Grievances file.

If the client does not feel that the issue has been satisfactorily addressed by the Social Services Committee, the client may appeal in writing to the Executive Director. The Executive Director will then review the written grievance and, when appropriate, meet with the client to discuss the matter. The Executive Director responds with a written decision concerning the grievance. The grievant may appeal the decision to the Board of Directors in writing, and deliver the request for appeal to EVOLVE, Attn: Board of Directors. The Board will review the complaint and render a decision. An expedited decision is made if the situation is time-sensitive or the complaint contains allegations of fraud. If the consumer is dissatisfied with the decision of EVOLVE, he/she may contact the Department of State Adoption Complaint Registry at: <https://travel.state.gov/content/adoptionsabroad/en/hague-convention/agency-accreditation/hague-complaint-registry.html>.

The Council on Accreditation (COA) compiles information about substantiated complaints and adverse actions of agencies. This information is available on the Council of Accreditation's website at: www.coa.net.

SPACING OF CHILDREN POLICY

I understand that children joining my family must arrive at least six months apart whether by birth or adoption (state or country programs may have differing time frame requirements for child spacing). In keeping with this policy, EVOLVE does not place unrelated children with the same family at the same time. I agree to report a confirmed pregnancy to my social worker, and to become inactive with EVOLVE until at least six months after the child's birth. When I become inactive, I will notify any other entity I am working with for the placement of a child to place my file on hold until further notice. Failure to inform EVOLVE of any pregnancy or other child match/placement constitutes a breach of this services contract. Rare exceptions may be made on a case by case basis.

BEST INTEREST OF THE CHILD:

Medical Care: Adoptive parents are required to provide adequate medical care for any and all children placed with them in adoption by EVOLVE. This medical care shall include regular physical examinations, recommended shots and immunizations, prescribed formulas and medications, and when indicated, special diagnostic tests, x-rays, blood transfusions, surgery, and hospitalizations. Personal or religious convictions will not absolve adoptive parents from obtaining such care.

Corporal Punishment: EVOLVE prohibits corporal punishment of pre-adoptive or placed children by staff, sub-contractors, foster parents, and pre-adoptive parents.

Birth Certificate: In the event that the child is adopted from an international source and obtains a full and final legal adoption from that country, adoptive parents are required to procure a local birth certificate for the child within one year of placement of the child in the home.

Legal Adoption/Citizenship: Adoptive parents are required to legally adopt a child within one year of the child's placement in the home (as required by Minnesota and Wisconsin statutes), unless unusual circumstances warrant not finalizing the adoption within this time period. A child adopted abroad who enters this country with an IR-3 or IH-3 visa automatically becomes a US citizen upon entry. A child who enters the country with an IR-4 or IH-4 visa becomes a citizen upon legal adoption in a local court. If adoptive parents wish to obtain an attorney to assist with finalization, a list of adoption attorneys is available from your local bar association.

The information contained in *Services, Fees and Program Disclosure Information* and *US and International Program Information* is based on the latest information available to EVOLVE. EVOLVE cannot, however, guarantee the placement of a child or a time by which a child will be placed. (MN Statutes Sec. 259.37 subd. 2(3)) **Please ensure that when you submit your application, it matches the current application on our website at www.evolvedservices.org or call our office to verify. If you submit an application that is outdated, you will be required to sign current signature pages, pay current fees and provide additional information.**

In consideration for services performed on my behalf to date and as an inducement for additional services to be performed in the future by EVOLVE in connection with this adoption services contract, I/We voluntarily waive and release any claims of liability against EVOLVE and I/We further promise not to sue EVOLVE for any losses incurred by me/us as a result of any errors and/or omissions in the child/children's medical records and/or social history at the time a referral of a child is made by EVOLVE, including but not limited to unidentified/undiagnosed medical, psychological, social, and/or emotional conditions, unless such errors and/or omissions were willfully made by EVOLVE or grossly negligent at the time made by EVOLVE.

By signing below, clients who are Minnesota residents are certifying that they have received and read, *Completing an Adoption in Minnesota*.

I/We understand that falsification or omission of information on this application form is grounds for termination of the adoption process. In such circumstances, no fees paid will be refunded.

I/We have received, read and understood, as well as, have had the opportunity to ask questions about the contents of the following:

- *Adoption Application*
- *Services Contract*

I/We understand that by signing this application I/we are confirming our understanding and willingness to abide by these policies and procedures.

I/We understand this is a binding contract for services.

Applicant #1 Signature: _____

Date: _____

Applicant #2 Signature: _____

Date: _____

FEE DISCLOSURE

Please note that clients do not need to have made a program choice prior to application submission. Stated fees are based on adopting one child. All Fees are payable to EVOLVE unless otherwise noted. A SPECIAL SERVICES CONTRACT may be utilized in unique situations.

EVOLVE INFANT PROGRAM		
Application	This fee covers reviewing and processing of the application and telephone intake interview. <i>*This non-refundable fee is due with the application.</i>	\$ 400
Adoption Study	This fee may include costs associated with the following services: adoption training and education, assistance with state mandated paperwork, background checks, file checks, home visit, meetings with Social Worker, adoption study report preparation and review, state, federal and international licensing, administrative services and overhead, counseling and support, and communications and publications. <u>Reduced fees for the following situations:</u> <ul style="list-style-type: none"> • \$2,000 Minnesota families who have previously adopted through Crossroads/HOPE/EVOLVE. • \$2,600 Wisconsin families who have previously adopted through Crossroads/HOPE/EVOLVE. <i>*This fee is due upon application acceptance. *Due prior to beginning adoption study process. 50% of this fee is refundable if family discontinues process prior to third adoption study meeting with social worker. Once the third meeting has occurred this fee is non-refundable.</i>	\$2,800 <i>(MN residents)</i> \$3,400 <i>(WI residents)</i>
Program	\$4,500 EVOLVE Infant Program - Clients adopting from Minnesota or Western Wisconsin, provided there is space available in this program. Fee includes assistance with family profile book, ongoing support and guidance by our staff throughout waiting, matching and placement process, ICPC (Interstate Compact on Placement of Children) services, as well as ability to be featured on EVOLVE's website. <i>*This non-refundable fee is due when your adoption study is complete.</i> \$8,000 EVOLVE Pregnancy Services - This fee includes all education, counseling and support to clients before and after the birth of a child, adoption planning, open adoption relationship planning and support, hospital and placement facilitation, assistance with legal process and program development. <i>*This fee is due at the time of child placement. It is fully refundable in the event of a failed placement. It becomes non-refundable once the legal risk period has ended.</i>	\$12,500
Post Placement	This fee includes up to three home visits with a Social Worker after placement, establishing a permanent child file, filing the report to court, assistance with filing or finalizing the adoption, as well as assistance with adjustment and attachment after the placement. It also covers tracking and processing of the required reports for each state/agency. <u>Additional fees that may apply:</u> <ul style="list-style-type: none"> • \$ 200 PER ADDITIONAL CHILD – In the case of more than one child being placed in the adoptive home at the same time, this one-time fee for each additional child will be assessed. • \$ 350 PER ADDITIONAL REPORT – This fee will be assessed for each additional visit and/or report beyond the three covered in the post placement/post adoption fee. Wisconsin requires monthly post placement visits until the adoption is finalized. <i>*These fees are due at time of placement.</i>	\$1,500
Total Fees	*Additional costs may be incurred due to 3rd party expenses such as legal fees and birth parent living and medical expenses, in accordance with state statutes. CURRENT FEES WILL BE CHARGED AT THE TIME OF SERVICE. FEES ARE ESTIMATES ONLY AND ARE SUBJECT TO CHANGE.	\$17,200 - \$17,800*

NATIONAL INFANT PROGRAM		
Application	This fee covers reviewing and processing of the application and telephone intake interview. <i>*This non-refundable fee is due with the application.</i>	\$ 400
Adoption Study	This fee may include costs associated with the following services: adoption training and education, assistance with state mandated paperwork, background checks, file checks, home visit, meetings with Social Worker, adoption study report preparation and review, state, federal and international licensing, administrative services and overhead, counseling and support, and communications and publications. <u>Reduced fees for the following situations:</u> <ul style="list-style-type: none"> • \$2,000 Minnesota families who have previously adopted through Crossroads/HOPE/EVOLVE. • \$2,600 Wisconsin families who have previously adopted through Crossroads/HOPE/EVOLVE. <p><i>*This fee is due upon application acceptance.</i> <i>*Due prior to beginning adoption study process. 50% of this fee is refundable if family discontinues process prior to third adoption study meeting with social worker. Once the third meeting has occurred this fee is non-refundable.</i></p>	\$2,800 <i>(MN residents)</i> \$3,400 <i>(WI residents)</i>
Program	\$4,500 National Infant Program - Clients adopting a child located in the United States. This fee includes assistance with family profile book, ongoing support and guidance by our staff throughout child finding, counseling at time of match, connecting with child source agency or attorney on your behalf, and ICPC (Interstate Compact on Placement of Children) services. <i>*This non-refundable fee is due when your adoption study is complete.</i> \$30,000 - \$51,000 National Agency Services - This estimated fee varies greatly and is dependent on the agency providing birth parent services. This fee will be paid directly to the agency that is providing the placement – not to EVOLVE. This range includes agency fee, legal fees, and birthparent living and medical expenses, in accordance with state statutes. <i>*This fee is due as determined by the National Agency that is matching you to a child and that agency will determine if any portion of this fee is or is not refundable.</i>	\$34,500 - \$55,500
Post Placement	This fee includes up to three home visits with a Social Worker after placement, establishing a permanent child file, filing the report to court, assistance with filing or finalizing the adoption, as well as assistance with adjustment and attachment after the placement. It also covers tracking and processing of the required reports for each state/agency. <u>Additional fees that may apply:</u> <ul style="list-style-type: none"> • \$ 200 PER ADDITIONAL CHILD – In the case of more than one child being placed in the adoptive home at the same time, this one-time fee for each additional child will be assessed. • \$ 350 PER ADDITIONAL REPORT – This fee will be assessed for each additional visit and/or report beyond the three covered in the post placement/post adoption fee. Wisconsin requires monthly post placement visits until the adoption is finalized. <p><i>*These fees are due at time of placement.</i></p>	\$1,500
Total Fees	CURRENT FEES WILL BE CHARGED AT THE TIME OF SERVICE. FEES ARE ESTIMATES ONLY AND ARE SUBJECT TO CHANGE.	\$39,200 - \$60,800

DUAL INFANT PROGRAM		
Application	This fee covers reviewing and processing of the application and telephone intake interview. <i>*This non-refundable fee is due with the application.</i>	\$ 400
Adoption Study	This fee may include costs associated with the following services: adoption training and education, assistance with state mandated paperwork, background checks, file checks, home visit, meetings with Social Worker, adoption study report preparation and review, state, federal and international licensing, administrative services and overhead, counseling and support, and communications and publications. <u>Reduced fees for the following situations:</u> <ul style="list-style-type: none"> • \$2,000 Minnesota families who have previously adopted through Crossroads/HOPE/EVOLVE. • \$2,600 Wisconsin families who have previously adopted through Crossroads/HOPE/EVOLVE. <i>*This fee is due upon application acceptance.</i> <i>*Due prior to beginning adoption study process. 50% of this fee is refundable if family discontinues process prior to third adoption study meeting with social worker. Once the third meeting has occurred this fee is non-refundable.</i>	\$2,800 <i>(MN residents)</i> \$3,400 <i>(WI residents)</i>
Program	\$7,500 Dual Infant Program - Clients entering both the EVOLVE and National Infant Programs. Clients may use this option if space is available in EVOLVE's infant program. If you have paid EVOLVE or National Infant fee and are entering the Dual Infant Program, you will only be charged the difference. <i>*This non-refundable fee is due when your adoption study is complete.</i> <u>ONE of the following two fees will apply, depending on agency providing placement:</u> <ul style="list-style-type: none"> • \$8,000 EVOLVE Pregnancy Services - See description in EVOLVE Infant Program above. <i>*This fee is due at time of match or placement and is non-refundable once legal risk period had ended.</i> • \$30,000 - \$51,000 National Agency Services - See description in EVOLVE National Program above. <i>*This fee is due as determined by the National Agency that is matching you to a child and that agency will determine if any portion of this fee is or is not refundable.</i> 	\$15,500 - \$58,500
Post Placement	This fee includes up to three home visits with a Social Worker after placement, establishing a permanent child file, filing the report to court, assistance with filing or finalizing the adoption, as well as assistance with adjustment and attachment after the placement. It also covers tracking and processing of the required reports for each state/agency. <u>Additional fees that may apply:</u> <ul style="list-style-type: none"> • \$ 200 PER ADDITIONAL CHILD – In the case of more than one child being placed in the adoptive home at the same time, this one-time fee for each additional child will be assessed. • \$ 350 PER ADDITIONAL REPORT – This fee will be assessed for each additional visit and/or report beyond the three covered in the post placement/post adoption fee. Wisconsin requires monthly post placement visits until the adoption is finalized. <i>*These fees are due at time of placement.</i>	\$1,500
Total Fees	*Additional costs may be incurred due to 3rd party expenses such as legal fees and birth parent living and medical expenses, in accordance with state statutes. CURRENT FEES WILL BE CHARGED AT THE TIME OF SERVICE. FEES ARE ESTIMATES ONLY AND ARE SUBJECT TO CHANGE.	\$20,200 - \$63,800*

DESIGNATED PROGRAM		
Application	This fee covers reviewing and processing of the application and telephone intake interview. <i>*This non-refundable fee is due with the application.</i>	\$ 400
Adoption Study	This fee may include costs associated with the following services: adoption training and education, assistance with state mandated paperwork, background checks, file checks, home visit, meetings with Social Worker, adoption study report preparation and review, state, federal and international licensing, administrative services and overhead, counseling and support, and communications and publications. <u>Reduced fees for the following situations:</u> <ul style="list-style-type: none"> • \$2,000 Minnesota families who have previously adopted through Crossroads/HOPE/EVOLVE. • \$2,600 Wisconsin families who have previously adopted through Crossroads/HOPE/EVOLVE. <p><i>*This fee is due upon application acceptance.</i> <i>*Due prior to beginning adoption study process. 50% of this fee is refundable if family discontinues process prior to third adoption study meeting with social worker. Once the third meeting has occurred this fee is non-refundable.</i></p>	\$2,800 <i>(MN residents)</i> \$3,400 <i>(WI residents)</i>
Program	\$2,000 Designated Program - This fee includes all education, counseling and support to clients before and after the birth of a child, adoption planning, open adoption relationship planning and support, hospital facilitation, assistance with legal process and program development. <i>*This non-refundable fee is due prior to beginning pregnancy services.</i> <u>Depending on your situation, ONE of the following two fees will apply:</u> <ul style="list-style-type: none"> • \$6,000 Designated Pregnancy Services Minnesota - Designated/Identified situations in which the pregnancy services clients and adopting family match prior to birth parent(s) receiving services from EVOLVE and the birth parent and adoptive family both live in Minnesota. • \$7,500 Designated Pregnancy Services Wisconsin / Multi-State - Designated/Identified situations in which the pregnancy services clients and adopting family match prior to birth parent(s) receiving services from EVOLVE and the birthparent and adoptive family live in different states or both live in WI. <p><i>*This fee is due at the time of child placement. It is fully refundable in the event of a failed placement. It becomes non-refundable once the legal risk period has ended.</i></p>	\$8,000 - \$9,500
Post Placement	This fee includes up to three home visits with a Social Worker after placement, establishing a permanent child file, filing the report to court, assistance with filing or finalizing the adoption, as well as assistance with adjustment and attachment after the placement. It also covers tracking and processing of the required reports for each state/agency. <u>Additional fees that may apply:</u> <ul style="list-style-type: none"> • \$ 200 PER ADDITIONAL CHILD – In the case of more than one child being placed in the adoptive home at the same time, this one-time fee for each additional child will be assessed. • \$ 350 PER ADDITIONAL REPORT – This fee will be assessed for each additional visit and/or report beyond the three covered in the post placement/post adoption fee. Wisconsin requires monthly post placement visits until the adoption is finalized. <p><i>*These fees are due at time of placement.</i></p>	\$1,500
Total Fees	*Additional costs may be incurred due to 3rd party expenses such as legal fees and birth parent living and medical expenses, in accordance with state statutes. CURRENT FEES WILL BE CHARGED AT THE TIME OF SERVICE. FEES ARE ESTIMATES ONLY AND ARE SUBJECT TO CHANGE.	\$12,700 - \$14,800*

DOMESTIC INFANT OWN SOURCE PROGRAM		
Application	This fee covers reviewing and processing of the application and telephone intake interview. <i>*This non-refundable fee is due with the application.</i>	\$ 400
Adoption Study	This fee may include costs associated with the following services: adoption training and education, assistance with state mandated paperwork, background checks, file checks, home visit, meetings with Social Worker, adoption study report preparation and review, state, federal and international licensing, administrative services and overhead, counseling and support, and communications and publications. <u>Reduced fees for the following situations:</u> <ul style="list-style-type: none"> • \$2,000 Minnesota families who have previously adopted through Crossroads/HOPE/EVOLVE. • \$2,600 Wisconsin families who have previously adopted through Crossroads/HOPE/EVOLVE. <i>*This fee is due upon application acceptance. *Due prior to beginning adoption study process. 50% of this fee is refundable if family discontinues process prior to third adoption study meeting with social worker. Once the third meeting has occurred this fee is non-refundable.</i>	\$2,800 <i>(MN residents)</i> \$3,400 <i>(WI residents)</i>
Program	This fee is for families coming into the adoption study process who are doing their own outreach or who are working with an identified agency, facilitator, consultant or attorney who will provide child placement. It includes coordination with the agency, facilitator, consultant or attorney and ICPC, if applicable. <i>*This non-refundable fee is due when your adoption study is complete.</i>	\$850
Post Placement	This fee includes up to three home visits with a Social Worker after placement, establishing a permanent child file, filing the report to court, assistance with filing or finalizing the adoption, as well as assistance with adjustment and attachment after the placement. It also covers tracking and processing of the required reports for each state/agency. <u>Additional fees that may apply:</u> <ul style="list-style-type: none"> • \$ 200 PER ADDITIONAL CHILD – In the case of more than one child being placed in the adoptive home at the same time, this one-time fee for each additional child will be assessed. • \$ 350 PER ADDITIONAL REPORT – This fee will be assessed for each additional visit and/or report beyond the three covered in the post placement/post adoption fee. Wisconsin requires monthly post placement visits until the adoption is finalized. <i>*These fees are due at time of placement.</i>	\$1,500
Total Fees	CURRENT FEES WILL BE CHARGED AT THE TIME OF SERVICE. FEES ARE ESTIMATES ONLY AND ARE SUBJECT TO CHANGE.	\$5,550 - \$6,150

COLOMBIA PROGRAM		ICBF	FANA
Application	This fee covers reviewing and processing of the application and telephone intake interview. <i>*This non-refundable fee is due with the application.</i>	\$400	\$ 400
Adoption Study	This fee may include costs associated with the following services: adoption training and education, assistance with state mandated paperwork, background checks, file checks, home visit, meetings with Social Worker, adoption study report preparation and review, state, federal and international licensing, administrative services and overhead, counseling and support, and communications and publications. <u>Reduced fees for the following situations:</u> <ul style="list-style-type: none"> • \$2,000 Minnesota families who have previously adopted through Crossroads/HOPE/EVOLVE. • \$2,600 Wisconsin families who have previously adopted through Crossroads/HOPE/EVOLVE. <i>*This fee is due upon application acceptance.</i> <i>*Due prior to beginning adoption study process. 50% of this fee is refundable if family discontinues process prior to third adoption study meeting with social worker. Once the third meeting has occurred this fee is non-refundable.</i>	\$2,800 <i>(MN residents)</i>	\$2,800 <i>(MN residents)</i>
		\$3,400 <i>(WI residents)</i>	\$3,400 <i>(WI residents)</i>
Program	Program Fee - This fee provides our continued efforts in our working relationship with other countries including, but not limited to; licensing, liaison services for an agency representative, and translators in the country for communication to government offices, agency offices in other countries, etc. <u>Reduced program fee for the following situation:</u> <ul style="list-style-type: none"> • \$4,000 Program Fee Colombian Heritage - ICBF Program Only - At least one parent must have a Colombian birth certificate, passport and ID card (Cedula). <i>*This fee is due at adoption study completion, prior to starting the dossier. This fee is non-refundable.</i> Processing Fee - This fee covers costs associated with dossier assistance, documents review, dossier preparation, dossier authentication (MN documents only), dossier translation, dossier and liaison services directly associated in the country. <i>*This fee is non-refundable and due upon dossier completion.</i> <i>*Pass through fees include: authentication, dossier translation, and liaison services.</i> Referral Acceptance Fee - This fee covers the administrative and counseling services associated with accepting a referral. <i>*This fee is non-refundable and due upon acceptance of referral.</i> Colombia Specific Fees - This fee includes Colombia processing fees, psychological evaluation, translation of referral and legal documents, Colombian passport, embassy fees (visa and medical), limited attorney fees and other documents related to the adoption. <i>*These fees are payable directly to the entity providing the service.</i> <i>*These fees are non-refundable and due upon referral/travel.</i> <i>*Travel/Accommodations Expenses are estimated at \$6,000 - \$8,000 for 2 people for up to 8 weeks. These expenses are payable directly to the entity providing the service at time of travel, and are not included in the above stated fees.</i>	\$5,000	\$5,000
		\$4,000	\$4,000
		\$1,000	\$1,000
		\$3,778 - \$4,700	\$2,800 - \$3,525
Post Adoption	This fee includes visits with a Social Worker after placement, establishing a permanent child file, tracking, processing, authenticating (MN reports only), translating and sending the reports, assistance with filing or finalizing the adoption, as well as assistance with adjustment and attachment after the placement. It also includes a \$1,000 Final Adoption Deposit. Refunds will be reduced by \$100 for each report that is received 10 business days past the due date. A refund will be issued once all <u>post adoption requirements</u> have been fulfilled. <u>Additional fees that may apply:</u> <ul style="list-style-type: none"> • \$ 200 PER ADDITIONAL CHILD – In the case of more than one child being placed in the adoptive home at the same time, this one-time fee for each additional child will be assessed. <i>*These fees are due at time of referral.</i>	\$3,200	\$3,200
Total Fees	CURRENT FEES WILL BE CHARGED AT THE TIME OF SERVICE. FEES ARE ESTIMATES ONLY AND ARE SUBJECT TO CHANGE.	\$20,178 - \$21,700	\$19,200 - \$20,525

THAILAND PROGRAM		
Application	This fee covers reviewing and processing of the application and telephone intake interview. <i>*This non-refundable fee is due with the application.</i>	\$ 400
Adoption Study	This fee may include costs associated with the following services: adoption training and education, assistance with state mandated paperwork, background checks, file checks, home visit, meetings with Social Worker, adoption study report preparation and review, state, federal and international licensing, administrative services and overhead, counseling and support, and communications and publications. <u>Reduced fees for the following situations:</u> <ul style="list-style-type: none"> • \$2,000 Minnesota families who have previously adopted through Crossroads/HOPE/EVOLVE. • \$2,600 Wisconsin families who have previously adopted through Crossroads/HOPE/EVOLVE. <i>*This fee is due upon application acceptance.</i> <i>*Due prior to beginning adoption study process. 50% of this fee is refundable if family discontinues process prior to third adoption study meeting with social worker. Once the third meeting has occurred this fee is non-refundable.</i>	\$2,800 <i>(MN residents)</i> \$3,400 <i>(WI residents)</i>
Program	\$5,000 Program Fee - This fee provides our continued efforts in our working relationship with other countries including, but not limited to; licensing, liaison services for an agency representative, and translators in the country for communication to government offices, agency offices in other countries, etc. <i>*This fee is due at adoption study completion, prior to starting the dossier. This fee is non-refundable.</i> \$4,000 Processing Fee - This fee covers costs associated with dossier assistance, documents review, dossier preparation, and country application/registration. <i>*This fee is non-refundable and due upon dossier completion.</i> <i>*Pass through fees include: authentication and country application/registration.</i> \$1,000 Referral Acceptance Fee - This fee covers the administrative and counseling services associated with accepting a referral. <i>*This fee is non-refundable and due upon acceptance of referral.</i> \$1,435 - \$2,060 Thailand Specific Fees - This fee includes psychological evaluation, embassy fees (visa and medical), Thai passport and orphanage donation. <i>*These fees are payable directly to the entity providing the service.</i> <i>*These fees are non-refundable and due upon referral/travel.</i> *Travel/Accommodations Expenses are estimated at \$3,000 - \$5,000 for 2 people for up to 14 days. These expenses are payable directly to the entity providing the service at time of travel, and are not included in the above stated fees.	\$11,435 - \$12,060
Post Placement	This fee includes home visits with a Social Worker after placement, establishing a permanent child file, filing the report to court, tracking, processing and sending of reports, assistance with filing or finalizing the adoption, as well as assistance with adjustment and attachment after the placement. It also includes a \$250 Guardianship Adoption Deposit. Refunds will be reduced by \$25 per month from the date the adoption was granted by the court until the decree is submitted to EVOLVE. A refund will be issued upon receipt of U.S. decree. <u>Additional fees that may apply:</u> <ul style="list-style-type: none"> • \$ 200 PER ADDITIONAL CHILD – This fee is assessed per child when more than one child is placed in the adoptive home at the same time, this one-time fee for each additional child will be assessed. • \$ 350 PER ADDITIONAL REPORT – This fee will be assessed for each additional visit and/or report beyond the three covered in the post placement/post adoption fee. Wisconsin requires monthly post placement visits until the adoption is finalized. <i>*These fees are due at time of referral.</i>	\$1,750
Total Fees	CURRENT FEES WILL BE CHARGED AT THE TIME OF SERVICE. FEES ARE ESTIMATES ONLY AND ARE SUBJECT TO CHANGE.	\$16,385 - \$17,610

THE PHILIPPINES PROGRAM		
Application	This fee covers reviewing and processing of the application and telephone intake interview. <i>*This non-refundable fee is due with the application.</i>	\$ 400
Adoption Study	This fee may include costs associated with the following services: adoption training and education, assistance with state mandated paperwork, background checks, file checks, home visit, meetings with Social Worker, adoption study report preparation and review, state, federal and international licensing, administrative services and overhead, counseling and support, and communications and publications. <u>Reduced fees for the following situations:</u> <ul style="list-style-type: none"> • \$2,000 Minnesota families who have previously adopted through Crossroads/HOPE/EVOLVE. • \$2,600 Wisconsin families who have previously adopted through Crossroads/HOPE/EVOLVE. <i>*This fee is due upon application acceptance.</i> <i>*Due prior to beginning adoption study process. 50% of this fee is refundable if family discontinues process prior to third adoption study meeting with social worker. Once the third meeting has occurred this fee is non-refundable.</i>	\$2,800 <i>(MN residents)</i> \$3,400 <i>(WI residents)</i>
Program	\$5,000 Program Fee - This fee provides our continued efforts in our working relationship with other countries including, but not limited to; licensing, liaison services for an agency representative, and translators in the country for communication to government offices, agency offices in other countries, etc. <i>*This fee is due at adoption study completion, prior to starting the dossier. This fee is non-refundable.</i> \$4,000 Processing Fee - This fee covers costs associated with dossier assistance, documents review, dossier preparation, and country application/registration. <i>*This fee is non-refundable and due upon dossier completion.</i> <i>*Pass through fees include: authentication and country application/registration.</i> \$1,000 Referral Acceptance Fee - This fee covers the administrative and counseling services associated with accepting a referral. <i>*This fee is non-refundable and due upon acceptance of referral.</i> \$4,875 - \$5,500 Philippines Specific Fees - This fee includes psychological evaluation, ICAB processing fee, ICAB pre-travel fee, embassy fees (visa and medical), and orphanage donation. <i>*These fees are payable directly to the entity providing the service.</i> <i>*These fees are non-refundable and due upon referral/travel.</i> <u>Additional fee that may apply:</u> \$200 - This fee covers the submission of the Questionnaire for Relative Adoption Applicants required for Relative Adoptions, support, and ongoing coordination with ICAB until the child is determined eligible for intercountry adoption. <i>*This fee is non-refundable and due upon submission of the Questionnaire to ICAB.</i> *Travel/Accommodations Expenses are estimated at \$3,000 - \$5,500 for 2 people for 7 days. These expenses are payable directly to the entity providing the service at time of travel, and are not included in the above stated fees.	\$14,875 - \$15,500
Post Placement	This fee includes home visits with a Social Worker after placement, establishing a permanent child file, filing the report to court, tracking, processing and sending of reports, assistance with filing or finalizing the adoption, as well as assistance with adjustment and attachment after the placement. It also includes a \$250 Guardianship Adoption Deposit. Refunds will be reduced by \$25 per month from the date the adoption was granted by the court until the decree is submitted to EVOLVE. EVOLVE is required to provide the decree to the Philippines. A refund will be issued upon receipt of U.S. decree. <u>Additional fees that may apply:</u> <ul style="list-style-type: none"> • \$ 200 PER ADDITIONAL CHILD – This fee is assessed per child when more than one child is placed in the adoptive home at the same time, this one-time fee for each additional child will be assessed. • \$ 350 PER ADDITIONAL REPORT – This fee will be assessed for each additional visit and/or report beyond the three covered in the post placement/post adoption fee. Wisconsin requires monthly post placement visits until the adoption is finalized. <i>*These fees are due at time of referral.</i>	\$1,750
Total Fees	CURRENT FEES WILL BE CHARGED AT THE TIME OF SERVICE. FEES ARE ESTIMATES ONLY AND ARE SUBJECT TO CHANGE.	\$19,825 - \$21,050

INTERNATIONAL OWN SOURCE PROGRAM		
Application Fee	This fee covers reviewing and processing of the application and telephone intake interview. <i>*This non-refundable fee is due with the application.</i>	\$ 400
Adoption Study	This fee may include costs associated with the following services: adoption training and education, assistance with state mandated paperwork, background checks, file checks, home visit, meetings with Social Worker, adoption study report preparation and review, state, federal and international licensing, administrative services and overhead, counseling and support, and communications and publications. <u>Reduced fees for the following situations:</u> <ul style="list-style-type: none"> • \$2,000 Minnesota families who have previously adopted through Crossroads/HOPE/EVOLVE. • \$2,600 Wisconsin families who have previously adopted through Crossroads/HOPE/EVOLVE. <p><i>*This fee is due upon application acceptance.</i> <i>*Due prior to beginning adoption study process. 50% of this fee is refundable if family discontinues process prior to third adoption study meeting with social worker. Once the third meeting has occurred this fee is non-refundable.</i></p>	\$2,800 <i>(MN residents)</i> \$3,400 <i>(WI residents)</i>
Program	This fee is for families coming into the adoption study process with an identified agency who will provide child placement. It includes coordination with the agency, assistance with USCIS paperwork and support services. <i>* This non-refundable fee is due when your adoption study is complete.</i>	\$850
Post Placement / Post Adoption	This fee includes up to three home visits with a Social Worker after placement, establishing a permanent child file, filing the report to court, assistance with filing or finalizing the adoption, as well as assistance with adjustment and attachment after the placement. It also covers tracking and processing of the required progress reports for each country/agency, authenticating (MN reports only) and translating as needed and sending reports to the agency as scheduled. <u>Additional fees that may apply:</u> <ul style="list-style-type: none"> • \$ 200 PER ADDITIONAL CHILD – In the case of more than one child being placed in the adoptive home at the same time, this one-time fee for each additional child will be assessed. • \$ 350 PER ADDITIONAL REPORT – This fee will be assessed for each additional visit and/or report beyond the three covered in the post placement/post adoption fee. Wisconsin requires monthly post placement visits until the adoption is finalized. • \$ 350 CHINA OWN SOURCE – This fee will be assessed for families utilizing China programs through other child placing agencies. <p><i>*These fees are due at time of referral.</i></p>	\$1,500
Total Fees	CURRENT FEES WILL BE CHARGED AT THE TIME OF SERVICE. FEES ARE ESTIMATES ONLY AND ARE SUBJECT TO CHANGE.	\$5,550 - \$6,150

MISCELLANEOUS FEES		
The following is a list of miscellaneous fees that may or may not apply to your process.		
Out of Metro Fee	<p>This fee is only applicable to clients living more than 75 miles (one way) from the EVOLVE office closest to your home. Clients who live more than 150 round trip miles will incur a flat fee for each home visit, as follows:</p> <ul style="list-style-type: none"> • Area 1: 151 to 200 round trip miles = \$125.00 • Area 2: 201 to 300 round trip miles = \$180.00 • Area 3: 301+ round trip miles = \$250.00 <p>The out of metro fee is required for each home visit during the adoption process. This may include the initial adoption study visit, home visit to update the adoption study, if required, and post-placement home visit(s). The mileage will be calculated based on Mapquest or similar routing calculator.</p> <p><i>*This non-refundable fee is due prior to each home visit and is non-refundable after visit occurs.</i></p>	\$ _____
Expedited Services	<p>Special circumstances which require expedited adoption study service. Must be matched or have an identified child, with qualifying circumstances such as imminent birth/placement, health status of child, age of child that may impact adoptability, etc. Must be discussed with and approved by the Program Manager.</p> <p><i>*This non-refundable fee is due with the application.</i></p>	\$750
Adoption Study Update - with visit	<p>Adoption studies are valid for 12 months. A home visit is required annually as part of the adoption study update. An adoption study must be updated annually until a child is placed in the client's home and/or finalization has occurred in local court. This fee is also assessed when an in-person visit is required for a change of circumstance adoption study update (i.e. change of residence, program, addition of household members, etc.).</p> <p><i>*This fee is due at the time of adoption study update and is non-refundable.</i></p>	\$850
Adoption Study Update – without visit	<p>This fee is assessed for clients in process who have experienced a change of circumstances that warrants an adoption study update (i.e. change of child characteristics and approval language, job change, for USCIS, etc.) for which an in-person visit is not required.</p> <p><i>*This fee is due at the time of adoption study update and is non-refundable.</i></p>	\$550
Reactivation Fee – Adoption Study Complete	<p>Clients who discontinue their adoption process after completing an adoption study but before placement may choose to reactivate their adoption process within 12 month of file closing. This fee includes an adoption study update and administrative fees associated with reopening the file. You will need to sign a new contract and understanding of current fees at time of reactivation.</p> <p><i>*This non-refundable fee is due at time of case reactivation.</i></p>	\$850
Reactivation Fee – Adoption Study NOT Complete	<p>Clients who discontinue their adoption prior to completing an adoption study must pay the adoption study fee that is in effect at the time of reactivation. You will need to sign a new contract and understanding of current fees at time of reactivation, however, the application fee will be waived if reapplying within 12 months of file closing.</p> <p><i>*This non-refundable fee is due at time of case reactivation.</i></p>	Refer to current adoption study fee
Bridge Care Services	<p>Applicable to domestic adoptions, if needed, Bridge Care is used prior to adoptive placement. Includes administrative costs and care of the child. Fee assessed per calendar day that a child is in Bridge Care.</p> <p><i>*This non-refundable fee is due at time of adoptive placement when the birth parent has received services through our agency.</i></p>	\$50 per day
Third Party Expenses	<p>May include, but are not limited, to the following:</p> <ul style="list-style-type: none"> • USCIS I-800A (\$860-\$1,200) / Certificate of Citizenship (\$1,170) • Birth/marriage/divorce/death certificates and records (\$10-\$200) • Adam Walsh Background Clearances/Fingerprints (\$120) per person • Bureau of Criminal Apprehension, social service, police or other background checks (\$5-\$100) • Retrieval of medical and psychological records (\$25-\$50) • Completion of psychological evaluation (\$375-\$1,000) per person • Physical exams (Additional evaluations may be needed if you have a history of medical/mental health issues) • Parent US passport (\$165); Child US passport (\$105) • Local court filing fee to obtain US adoption decree and amended birth certificate (\$400-\$600) • Visa for child (\$325)/Medical Examination (\$250) • Wisconsin state adoption study/child referral review \$75, and/or foreign adoption bond \$100 	See list

FEE DISCLOSURE STATEMENT

PROGRAMS

Information regarding EVOLVE's programs, general eligibility, children served and fees may be found in this application, the application packet and on the EVOLVE website. If you are utilizing an international EVOLVE program and live outside of our adoption study service area, or you would like to adopt from a country we do not have a direct program in, you can find a Hague Accredited Adoption Service Provider here: <https://travel.state.gov/content/adoptionsabroad/en/hague-convention/agency-accreditation/adoption-service-provider-search.html>.

The information provided in the *EVOLVE Application, Services Contract and Fees Disclosure*, represents those countries and programs from where the majority of the children placed in adoption by EVOLVE are currently coming. For each of the listed programs, EVOLVE works through our collaborative agencies who will work directly with the central authority in the foreign country, national child placing agency or has a liaison/service provider who assists with the processing of the adoption in the country.

COMPLIANCE WITH STATE, FEDERAL AND INTERNATIONAL LAWS

EVOLVE Adoption & Family Services complies with state, federal and international laws governing adoption. These include: *Indian Child Welfare Act*, Public Law 95-608; *Minnesota Indian Family Preservation Act*, MN Statutes, sect. 260.751 to 260.835; *Heritage Act*, MN Statutes, sect. 259.29, 260C.193, subd. 3, and 260C.212 to 260C.215; and *Interstate Compact on the Placement of Children*, MN Statutes, sect. 260.851; *United States Citizenship and Immigration Services (USCIS)* rules and regulations regarding orphan and convention petitions to immigrate children; *Americans with Disabilities Act (ADA)*; *The Hague Convention on Protection of Children and Cooperation in Respect of Intercountry Adoption* and the *Intercountry Adoption Act (IAA)* and the *Universal Accreditation Act (UAA)*; regulations implementing the IAA; and the adoption laws of the states and countries from which EVOLVE places children.

FEES

Adoption related fees are for services rendered and not for the purchase of a child or for a guarantee of the ability to adopt a child. Fees received by EVOLVE reflect the agency's reasonable and necessary expenses for pre-adoptive counseling and training, adoption study, provision of services to children prior to adoption including child search and support, supervision of the placement until legal adoption, licensing, accreditation and program expenses in the child's country and in the US. EVOLVE ensures full disclosure of expected total fees and estimated expenses payable to EVOLVE. Agency fees and program fees are listed in the above information. EVOLVE will state the anticipated expenses related to specific domestic and international adoption services for collaborating agencies to the best of its knowledge. Clients realize that in domestic and international adoptions, the increase of fees or the refund of fees paid to referring agencies is beyond the control of EVOLVE. Clients understand that fees are owed to EVOLVE according to EVOLVE payment schedule.

EVOLVE accepts payment by personal or cashier's check, money order, credit or debit card. Fees for each part of the process are due prior to the provision of that service as described, and are non-refundable once the service has been provided. (See *Fee Disclosure*.)

Payment by personal check – Paying fees by personal check is preferred. A fee of \$50 will be assessed for checks that are not bank honored.

Payment by credit or debit card – EVOLVE accepts U.S.-issued debit and credit cards (American Express, Master Card and Visa). Payment must be authorized by cardholder with family authorization. Only those fees payable for EVOLVE services will be allowed to be made by credit/debit card. For example, we cannot accept payment by credit/debit card for country program fees payable to domestic or foreign governments or liaisons. If you wish to use a credit/debit card, please contact the EVOLVE office with your payment information. A 3% credit/debit card processing fee will apply when using this payment type.

ADJUSTMENT/INCREASE OF FEES

EVOLVE reduces adoption study fees for re-applicants. Agency fees are not waived or reduced unless there are extraordinary circumstances, as approved by the Executive Director. In general, agency fees are not refundable. In the event that a refund is warranted, please refer to the information listed under each fee as described in the *Fee Disclosure*. EVOLVE will refund any unused portion of the fees paid in advance if adoption services are not provided. Refund requests must be made in writing and approved by the Executive Director. Refunds are payable within 60 days of the completion of the delivery of services.

All fees and expenses are subject to change and are due when services are provided under the most current EVOLVE fee schedule. Clients are responsible for fees that are current at the time the fee is due. EVOLVE does not customarily charge additional fees and expenses beyond those disclosed in the adoption services contract. In the event that unforeseen fees and expenses are required, EVOLVE will provide notification of increased fees payable to EVOLVE, and obtain consent to fee increases in excess of \$1,000. EVOLVE will provide clients a receipt for fees paid directly to EVOLVE.

The fees listed in this disclosure include only those for services contracted for and provided by EVOLVE. Fees to outside entities include, but are not limited to, background check processing, legal fees, court fees, fees to other placing entities and pregnancy service providers, and legally approved pregnancy related expenses to birth parents.

I/We have read the *Fee Disclosure and Fee Disclosure Statement* and have had an opportunity to ask questions.

Applicant #1 Signature

Date

Applicant #2 Signature

Date

BEFORE SUBMITTING THIS APPLICATION, ENSURE YOU HAVE SIGNED AND DATED ON PAGES: 14, 17 AND 29.

A FEW LAST QUESTIONS

How did you hear about us?

- Adoption Agency Listing
- Advertisement – Newspaper, TV or Radio
- Another Agency Referral
- Conference/Fair
- Friend, Family or Word of Mouth
- Internet Search/Website
- Other:

How long have you been considering adoption?

Comments you would like us to know about how you heard of us:

PLEASE MAKE A PHOTOCOPY of this entire document, for your records.

When submitting this application - please print, sign and mail ***all 29 pages***, with your application fee, for processing to:
EVOLVE Adoption & Family Services, 5850 Omaha Avenue N, Oak Park Heights, MN 55082

If you have any questions concerning the submission of your application or any of the information provided within this document, please call (651) 439-2446 or e-mail to: evolve@evolveservices.org.