

# FAMILY OPTIONS

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## FEE POLICY Effective January 2016

The purpose of this document is to set forth in writing the policies and procedures of Family Options regarding fees for adoption services provided by the agency. All policies and procedures are subject to review and revision by the Executive Director in consultation with the Board of Directors.

The policy regarding payment of fees is as follows:

1. Collection: Payment for agency services is due prior to those services being provided (or as assigned by court, state agencies, etc.) unless an exception has been granted by the Executive Director. Clients will receive a statement of costs. All fees once paid are non-refundable, with the exception of the Placement Fee.
2. Late or Non-Payment of Fees: Clients will be contacted by the Director of Administration, attorney or a Family Options representative if required fees are not received at the onset of services. The agency must have all fees paid in full prior to release of documents, placement or finalization. A 12% interest rate (compounded annually) will be applied to any balance not satisfied prior to adoption finalization. Family Options reserves the right to utilize third party collection services when prior attempts at collecting fees have failed.
3. Discounts: Family Options offers a 10 % discount to active and retired members of the military (identification required).
4. Refunds: Placement fees are held in escrow until surrenders are obtained. If a placement does not occur, this fee will be refunded in entirety. However, if a placement occurs through a source other than Family Options after Family Options has initiated services, the Placement fee will not be refunded. All other fees are non-refundable.
5. Setting Fees: The Board of Directors will review the schedule of fees regularly. Fees charged for agency services will be assessed at the rate in effect when the services are requested.
6. Notice of Fees: All agency clients will receive a written schedule of the current fees as part of their initial consultation with the agency. However, the fee schedule is subject to change at any time and the fee in place at the time a service is performed will be charged. It is the responsibility of the client to maintain knowledge of the current rate of services.
7. Birth Parent Expenses: Funds requested of adoptive applicants to pay for agency-approved birth parent expenses will be applied directly to birth parent expenses. These funds cannot be recovered once paid. Funds remaining and not applied to birth parent expenses, will be returned to the adoptive family upon completion of the placement process.

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Signature of Adoptive Applicant      Date

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