



PRIMARY PROVIDER SERVICES AGREEMENT FOR PARENT-INITIATED OR RELATIVE CHILD ADOPTIONS

ADOPTIVE FAMILY NAME

This Primary Provider Services Agreement ("Agreement") is entered into between Family Resource Center ("FRC") and the prospective adoptive parent(s) ("Participants"). The purpose of this Agreement is to describe FRC's Primary Provider Services and explain the services FRC will provide and the terms under which those services will be delivered. If you agree to the terms of this Agreement and wish to proceed, please complete and return the Agreement as described in the "Acceptance of this Agreement" section. Fees and costs related to these services are detailed throughout this Agreement. FRC also does business as Adoption Center of Illinois at Family Resource Center; however, for Hague Accreditation and Illinois Department of Children and Family Services (DCFS) licensure purposes, the agency's official legal name is Family Resource Center.

BACKGROUND

[The Hague Convention on the Protection of Children and Co-operation in Respect of Intercountry Adoption \(Convention\)](#)

is an international agreement to safeguard intercountry adoptions. The Convention establishes international standards of practice for intercountry adoptions and applies to all adoptions by U.S. citizens habitually resident in the U.S. of children habitually resident in any country outside of the U.S. that is a party to the Convention.

The Intercountry Adoption Universal Accreditation Act of 2012 (UAA) extends the same safeguards provided in Hague Convention adoptions to orphans who are being adopted from countries that are not party to the Hague Adoption Convention. All intercountry adoptions involving U.S. prospective adoptive parents must be processed under the supervision of a Hague Convention accredited Adoption Service Provider (adoption agency). This means that any family intending to bring a child into the US through adoption, including related children, must engage the services of an accredited adoption service provider prior to completing an adoption. This ensures a consistent level of ethical standards of practice, transparency and safeguards against child trafficking and corruption if a child is adopted through either a convention or non-convention country.

FRC offers Primary Provider Services to assist Participants in fulfilling the requirements of the Convention and the UAA in connection with the adoption of children from Hague and non-Hague countries. Participants' purchase of these services and FRC's responsibilities are governed by the terms, fees, and arrangements set forth in this Agreement.

PARENT-INITIATED OR RELATIVE CHILD ADOPTION SERVICE PLAN

As the Primary Provider, FRC bears responsibility to develop and implement a plan for the provision of all six required adoption services. The services are outlined below with an indication of which accredited agency or person or governmental entity shall provide each service. As FRC is the primary provider, other agencies or individuals may act as "supervised providers" to complete each service. Note: Central Authorities and governmental agencies or authorities are not required to be supervised as foreign supervised providers.

This Primary Provider Service Plan reflects the adoption case as of the date of this Agreement. Participants will receive an updated written Primary Provider Service Plan whenever there is a change in the provider responsible for any adoption service. The revised plan will identify the new provider, the specific service(s) affected, and the effective date of the change. Participants will receive a copy of each revised Primary Provider Service Plan. Each revised Service Plan will become part of the adoption case record.

Identifying a child for adoption and arranging an adoption	As dual US/Nigerian citizens PAP applied to the Ministry of X State for adoption. Adoption arranged by the Ministry.
Securing the necessary consent to termination of parental rights to adoption	
Performing a home study and reporting on prospective adoptive parents or a background study and report on a child	Home Study: Background Study: NAME OF DOCUMENT MINISTRY
Making a non-judicial determination of a child's best interests and of the appropriateness of an adoptive placement	ADD MINISTRY
Monitoring a case after a child has been placed with prospective adoptive parents until final adoption	Adoption finalized DATE prior to application to FRC
Assuming custody of a child and providing childcare or any other social service, when necessary, because of a disruption pending alternate placement	Adoption finalized DATE prior to application to FRC

IN THE EVENT OF ADOPTION DISRUPTION

If an adoption disrupts prior to finalization, Participants must notify FRC immediately. FRC will work collaboratively with the Participants to identify options that prioritize the child's best interests, including temporary care, transfer of custody when legally permissible, coordination with governmental authorities and foreign providers, and compliance with reporting requirements. FRC will coordinate required notifications, document actions taken, and assist in ensuring the child's immediate safety and continuity of care. Participants shall not independently transfer custody or arrange an alternate placement without consulting FRC unless emergency circumstances require immediate action. Legal and financial responsibilities during a disruption will depend upon applicable law and the specific circumstances of the case and will be addressed by FRC as part of disruption planning.

IN THE EVENT OF ADOPTION DISSOLUTION

FRC requests that the adoptive family notify FRC immediately regarding any significant concerns about an adoption or an impending dissolution of an adoption. FRC will assist with identifying appropriate post-dissolution resources, coordinating with governmental agencies, and developing a permanency plan that prioritizes the child's best interests. The agency may be willing to take custody of the child on a case-by-case basis.

UNDERSTANDING THE RISKS

Families understand that all parties are acting in good faith toward a successful adoption but that the outcome of the adoption process cannot be guaranteed. Participants acknowledge that intercountry adoption involves legal, financial, and emotional risks that cannot be eliminated despite the best efforts of all parties.

International adoption programs, foreign laws, immigration requirements, governmental policies, and country-specific eligibility requirements may change at any time and are outside FRC's control. Participants acknowledge that such changes, as well as other events beyond FRC's reasonable control—including governmental actions, court delays, civil unrest, war, terrorism, natural disasters, epidemics, pandemics, embassy closures, labor disruptions, transportation interruptions, or similar unforeseen events—may delay, suspend, or prevent the completion of the adoption process or FRC's ability to provide services. FRC makes no representations or warranties regarding the availability of children for adoption, governmental decisions, immigration approvals, visa issuance, processing times, court decisions, or the ultimate completion of the adoption process. FRC will make reasonable efforts to notify Participants of significant developments affecting their case and discuss available options.

The Convention requires Participants to acknowledge and accept a degree of financial risk, as fees paid for services are non-refundable regardless of whether an adoptive placement ultimately occurs.

For a variety of reasons, not the least of which is that there is no guarantee that Participants' efforts will be successful, this process has the potential for significant emotional disappointment on the part of Participants because of

placements that do not occur, or where the process to bring the child to the US does not occur. Participants understand that a favorable home study recommendation and any subsequent home study update remain subject to review and acceptance by USCIS, the applicable foreign governmental authority, and any other required authority.

EXPECTATIONS OF PARTICIPANTS

Participants agree to promptly disclose any information affecting their suitability to adopt, including any material change in household composition, residence, marital status, medical condition, criminal or child welfare history, finances, immigration status, or any other circumstance that may affect the home study, USCIS approval, or adoption process. Participants shall notify FRC of such changes within five business days and cooperate fully with any updated assessments or documentation requests.

Participants understand that approval of a home study or home study update is based upon the information available at the time it is prepared. If FRC becomes aware of new information or a significant change in circumstances that may affect the suitability of the Participants to adopt, FRC may require additional evaluation, charge additional fees, amend the home study, suspend services pending further review, or withdraw its recommendation, as appropriate and in accordance with applicable state and federal requirements. Participants agree to promptly cooperate with any requests for updated information or documentation necessary to reassess their suitability.

Participants must review the country specific information in its entirety on the [US Department of State website](#). This information includes contact information for the offices that oversee adoption in every country and an overview of the country's adoption process and laws. Also visit the [USCIS website](#) to confirm if the child will qualify for international adoption.

Participants are aware that FRC cannot and will not provide legal advice or opinions. Further, it is the responsibility of Participants to ensure that all documentation, legal and otherwise, pertaining to the proposed adoption meets the statutory and legal requirements of the country of origin, the Hague Convention and USCIS. FRC encourages you to obtain competent legal counsel in the country of origin and the US state where they reside as applicable.

Participants understand that FRC has, and all Supervised Providers must have, a strict policy prohibiting employees and agents from giving money or other considerations, directly or indirectly, to a child's parent(s), other individual(s), or any entity as payment for the child or as an inducement to release the child. If permitted or required by the foreign country and US state, an agency or person may remit reasonable payments for activities related to the adoption proceedings, pre-birth and birth medical costs, the care of the child, the care of the birth mother while pregnant and immediately following birth of the child, or the provisions of child welfare and child protection services generally. Permitted or required contributions shall not be remitted as payment for the child or as an inducement to release a child for adoption.

All documents relating to the adoption of the child must be shared with FRC. These include but are not limited to documents that declare the child to be free for adoption, a background study (including all medical/social/educational history about the child), court documents, documents prepared by an in-country attorney, birth certificates, passport, etc. Participants must continue to provide all updated social and medical information that becomes available up until the time a visa is issued and the child(ren) travels to the US. If you need support in getting additional information, please advise FRC.

Adoptive families often have contacts in foreign countries, either government officials or attorneys or others who are familiar with adoption regulations. It is essential that contact information be shared with FRC. It is incumbent upon FRC, as the Primary Provider, to make a reasonable effort to ensure that the contacts a family has made are the correct venue for proper adoption processing. Inter-country adoption is a complicated process. Some countries have separate types of adoption; one for domestic in-country adoptions and one for children who will be adopted by foreigners or by persons holding citizenship in that country but intending to bring the child into the US. It is essential that the

appropriate steps be taken, in the proper sequence, to avoid steps that may run contrary to the intercountry adoption regulations and thus prevent a family from gaining a visa to bring the child into the US.

Participants must keep detailed information regarding any adoption-related fees previously paid prior to FRC's involvement in the process and all fees paid as the adoption process continues. Receipts should be kept, and a copy of all receipts should be shared with FRC. Participants are directed to the [State Department website](#) with information on adoption fees for each country adoption program. This offers a reliable source of information and a benchmark to ensure that fees paid in-country are not unreasonably high and not intended to influence an adoption.

FRC is committed to preventing and reporting adoption fraud and expects full transparency from all parties involved in the adoption process. Participants agree to provide FRC with complete and accurate copies of all documentation they receive related to the adoption. FRC will review these materials to the best of its ability but cannot guarantee the authenticity or accuracy of documents prepared or issued by third parties, including foreign providers, attorneys, or governmental authorities. Participants understand that they share responsibility in helping identify and prevent fraud by promptly disclosing all information, communications, and documents related to the case. Any suspicion of falsified or misleading information must be reported immediately to FRC so that appropriate action can be taken. FRC reserves the right to suspend services while allegations of fraud or document irregularities are investigated.

FRC reserves the right to discontinue the use of any supervised provider or foreign supervised provider that no longer meets applicable accreditation standards or agency requirements and will notify Participants if an alternate provider becomes necessary.

Participants acknowledge that FRC may rely upon documents provided by governmental entities, attorneys, foreign providers, and other third parties and reserves the right to request supplemental documentation or independent verification whenever concerns arise regarding authenticity or completeness.

Participants agree to hold and save harmless FRC and its representatives of any and all reasonable expenses and fees for such attorneys and its costs, in the event it should become necessary or advisable, in the reasonable opinion of FRC or its representatives to be represented by attorneys in any judicial proceedings related to the process of adopting this child, or any judicial proceedings ancillary thereto, provided however, this indemnification is not intended to apply should FRC be adjudicated to be negligent in discharging its responsibilities in said adoption process.

COMMUNICATION EXPECTATIONS

Participants in the Primary Provider Services program will communicate directly with the Primary Provider team on an ongoing basis. FRC strives to respond to phone calls and emails within 1-3 business days. Phone numbers are provided and the team has 24-hour availability for unusual or emergency circumstances.

In addition to the contacts referred to above, FRC's Executive Director is available to speak with Participants during regular working hours, and in an emergency. The Executive Director can be contacted 24 hours a day through FRC's main line. Participants are encouraged to communicate any questions, concerns, or feedback by email so they may be reviewed and addressed promptly.

FRC recognizes that the adoption process can be emotionally challenging. Participants and FRC agree to communicate in a timely, respectful, and professional manner throughout the adoption process, particularly during periods of stress or uncertainty.

Participants agree to respond promptly to requests for information or documentation. Failure to provide requested information may delay services or require suspension of case activity.

FRC reserves the right to withdraw from this Agreement if Participants materially interfere with FRC's ability to provide services or otherwise materially breach this Agreement, consistent with applicable law and accreditation requirements.

PARTICIPANTS DECIDING TO DISCONTINUE SERVICES & PROPER NOTICE

A decision to discontinue service on the part of the Participants must be in writing and sent to the Primary Provider team by email communication. Completion of the steps described above constitutes proper notice to FRC that Participants have elected to discontinue services. The non-refundability of fees paid described above under “Understanding the Risks” continues to apply if Participants discontinue services.

CASE CLOSURE OR TRANSFER OF SERVICES

In accordance with applicable federal regulations governing accredited adoption service providers, if FRC ceases providing intercountry adoption services, loses or relinquishes its accreditation or approval, or is otherwise unable to continue providing Primary Provider Services, FRC will take appropriate steps to ensure continuity of services for active intercountry adoption cases. Active cases and adoption records will be transferred, as appropriate, to another accredited or approved adoption service provider, approved person, or other entity authorized under applicable law, including a State archive when required. Participants will be notified of any transfer affecting their case and provided with information regarding the receiving provider, when applicable. FRC will cooperate in the orderly transfer of records and case information as permitted by law and consistent with applicable confidentiality requirements. Any fees for services not yet rendered will be handled in accordance with this Agreement and applicable law. Participants understand that federal regulations may require transfer of their case or adoption records without a specific request from the Participants.

POST-ADOPTION SUPPORT AND RESOURCES

FRC recognizes that adoption is a lifelong process and that families may benefit from support both before and after finalization. FRC is committed to providing information regarding available post-adoption resources and services, including educational materials, referrals to community resources, counseling providers, support groups, crisis intervention resources, and other services, as appropriate. Participants are encouraged to contact FRC whenever concerns arise regarding adjustment, attachment, behavioral, developmental, educational, medical, or mental health issues affecting the adopted child or family. Although FRC cannot guarantee the availability of specific services, it will make reasonable efforts to identify appropriate resources upon request.

Participants acknowledge that they are responsible for complying with all post-placement and post-adoption reporting requirements established by the child's country of origin, applicable governmental authorities, and their home study provider. These reports help ensure that adopted children continue to receive appropriate care and protection.

FRC requests that, at a minimum, post-adoption reports be completed approximately one month and six months after the child's arrival home. If the child's country of origin, home study provider, or state of residence requires additional post-placement or post-adoption reports, Participants are responsible for ensuring those requirements are met.

RECORD RETENTION AND CONFIDENTIALITY

FRC will maintain adoption case records in accordance with applicable federal and state laws, accreditation requirements, and agency retention policies. Participants are encouraged to maintain copies of all adoption documents for their own records. Participants may request copies of records maintained by FRC to the extent permitted by applicable federal and state law. FRC will protect confidential information consistent with applicable federal and state privacy laws and accreditation requirements.

FEES FOR PRIMARY PROVIDER SERVICES

FRC provides document review, consultation, and primary provider services throughout the international adoption process. Fees are structured in phases that reflect the scope and timing of services rendered. Prior to application, FRC provides Participants with a schedule of expected total fees and estimated expenses, including the conditions under which fees or expenses may be charged or refunded.

Document Review & Consultation (\$250 Fee Per Child)	\$250
This non-refundable fee is due and covers:	
a) FRC's preliminary review of all documents related to a potential adoption or finalized adoption b) FRC's preliminary determination of willingness to serve as Primary Provider	

Phase I	\$3,100
This non-refundable fee is due upon submission of the FRC application and includes the following services:	
a) Processing of the Participants' application to FRC b) Initial communication with other adoption service providers, in-country attorneys, and governmental authorities a) Review of documentation related to the termination of parental rights b) Review of documentation required in the Background Study c) Review of documentation regarding non-judicial determination of a child's best interest and the appropriateness of an adoptive placement d) FRC's assessment of the viability of a potential placement and determination of FRC's ability to serve as the Primary Provider	
Note: Phase I includes a \$815 Monitoring and Oversight fee. FRC pays this non-refundable fee to CEAS, the accrediting entity, for the adoption of one child. If more than one child is being adopted, Phase I will include an additional \$1,100 per child (\$815 for each child will be sent directly to CEAS for Monitoring and Oversight).	

Phase II	\$3,100
This non-refundable fee is due upon FRC's receipt of an initial draft or previously completed Home Study and includes the following services:	
a) Ongoing communication and supervision of the approved home study service provider b) Review of international home study to ensure full compliance with Hague standards c) Oversight and coordination with foreign supervised providers, foreign attorneys, governmental agencies, and Central Authorities, as applicable. d) Submission of home study to Central Authority or designated authority, as required e) Review and/or preparation of all documentation to ensure compliance with Hague Convention rules f) Monitoring the case after a child has been placed with prospective adoptive parents until final adoption, if applicable g) Assuming custody of a child and arranging childcare or any other social service, if necessary, due to a disruption pending alternate placement h) Support and oversight of USCIS applications including I600A and/or I600 i) Assistance with reviewing and responding to RFEs, NOIDs, NODs, or other immigration requests. j) Review of prospective adoptive parent USCIS approval k) Ongoing communication and assistance with visa application process l) Review of all documentation that may be required for the Participants to return to the United States m) Review of post-placement reports until finalization (IR-4) or post-adoption reports.	

Note: A Home Study Update/Addendum review fee is required under the following circumstances:	\$250
a) If a “Request for Evidence” (RFE), “Notice of Intent to Deny” (NOID), and/or “Notice of Denial” (NOD) is issued by USCIS for your non-disclosure of information. Examples of non-disclosures: Any arrest, conviction, or other criminal history, even if the record was expunged, sealed, and/or pardoned; previous divorces/annulments; any additional children, biological or adopted; any residence (State/Country) you resided in since the age of 18 that was not included in the HS as a child abuse registry clearance is required. b) If a significant change occurs in the household, including but not limited to a change in residence, family composition, marital status, criminal history, or financial resources. c) If the home study agency requires a Home Study Update in accordance with their state regulations.	

Expedited (as applicable)	\$500
An expedited fee may be assessed when services for new Participants require completion, filing, or submission within sixty (60) calendar days of their initial engagement with FRC. This fee applies when expedited processing is necessary to accommodate urgent timelines, including, but not limited to, the preparation and filing of Forms I-600A and I-600, responses to Requests for Evidence (RFEs), Notices of Intent to Deny (NOIDs), Notices of Denial (NODs), USCIS or governmental deadlines, home study reviews required for immigration filings, adoption-related immigration matters, or other time-sensitive services requiring priority handling. The expedited fee is intended to cover the additional administrative time and resources necessary to prioritize a case and does not guarantee approval by USCIS or any governmental authority, nor does it guarantee processing times outside of FRC's control. The fee is non-refundable once work has commenced. FRC reserves the right to determine when expedited processing is required and whether the Expedited fee applies.	

The following are examples of common **third-party expenses** that may be incurred during the adoption process. These fees are not paid to FRC as part of the Primary Provider Services and are the sole responsibility of the Participants. All fees described in this Agreement are estimates unless specifically stated otherwise. Third-party fees are determined by the service provider and may change without notice. Participants are solely responsible for third-party costs incurred on their behalf. Participants acknowledge that fees charged by governmental entities, foreign providers, attorneys, translators, courier services, medical providers, and other third parties are outside FRC's control and may change without notice. FRC will make reasonable efforts to notify Participants of significant anticipated increases before additional expenses are incurred whenever practicable.

Third Party Fees	
US Passport: Fees are established by the US Department of State and vary depending on the type of passport requested. (For applicants without current US passport)	\$130 per person
USCIS Filing Fees/Biometrics: Forms I-600A and/or I-600	\$920
Form I-600A/I-600 Supplement 3 Request for Action on Approved Form I-600A/I-600	\$455
Document Translation/Interpretation Services: Costs associated with translating, interpreting, copying, certifying, notarizing, or obtaining documents required for the adoption process.	\$50-100 per hour .15-.30/word
Shipping: Courier, shipping, and mailing fees.	\$50-500
Child Expenses in-Country: Clothing, food, shelter, medical care, foster care services, orphanage care, and any other services provided directly to the child.	\$300-800/month (Estimate)
Child Medical Examination in-Country: Costs associated with the required immigration medical examination, including additional testing, specialist evaluations, immunizations, when necessary.	\$150-500
Immigrant Visa interview and processing fee	\$325
Home Study, Training, Post-Placement/Adoption visits/reports (Participants working with other Exempt Provider or Supervised Home Study Provider): Fees for the home study, post-placement reports until finalization (IR-4) or post-adoption reports will be determined by and paid directly to Participant's home study provider.	\$2,000–5,000 TBD by Home Study Provider
Child Abuse Registry / State Clearances	\$0-60 Varies by State

International Re-Adoption: Participants are recommended and/or required to re-adopt their child after the child's arrival in US. Recognition and validation of the adoption is subject to the laws of the parents' state of residence. Review the Child Information Gateway for further information.	\$100-2,500 (costs vary by state)
In-Country Adoption Fees Including Required Contributions: May include attorney fees, court costs, government processing fees, document procurement, passport issuance, birth certificates, translations, required child welfare contributions permitted by law, foster care or orphanage fees, and other country-specific expenses.	\$500 - \$2,000
Travel Cost Estimate: Expenses include airfare, lodging, meals, local transportation, visas, and other travel-related costs which vary depending upon where you go and the time of year that you travel.	\$3,000-15,000

ACCEPTANCE OF THIS AGREEMENT

Participants have the right to submit concerns or complaints regarding the services provided by FRC. Complaints should be submitted in writing to FRC's Executive Director. FRC will acknowledge receipt of complaints promptly and review them in accordance with its [grievance policy](#). If the complaint cannot be resolved through FRC's internal complaint process, Participants may submit a complaint through the Intercountry Adoption Complaint Registry in accordance with applicable federal regulations.

FRC and Participants acknowledge their shared obligation to comply with the Hague Convention, the Intercountry Adoption Act, the Universal Accreditation Act, and applicable federal and state laws prohibiting child buying, inducement, fraud, exploitation, and trafficking. All adoption-related payments must be lawful, reasonable, properly documented, and not intended to improperly influence the relinquishment or placement of a child.

If you understand and agree to the terms of this Agreement, please sign and return it to FRC. Electronic signatures shall have the same force and effect as original signatures for this Agreement.

Signature Adoptive Parent

Print Name

Date

Signature Adoptive Parent

Print Name

Date

For Family Resource Center:

Jane B Turner, ACSW, Program Coordinator