

CATHOLIC SOCIAL SERVICES,  
DIOCESE OF BELLEVILLE  
ADOPTION POLICY AND PROCEDURES MANUAL

Policy Title: **ADOPTION RELATED PAYMENTS**

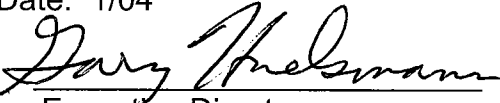
Revised Date: 2/2004

Type: Program

Revised Date: 3/24/08

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Effective Date: 1/04

Approval:   
Executive Director

3/28/2008  
Date

  
Secretary, Board of Directors

4/08/2008  
Date

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- I. **Policy Statement:** The Adoption Program shall promote the Adoption of children in a manner consistent with the Catholic Charities, USA, and Code of Ethics. CSS has a sliding scale fee for domestic adoption services and a flat rate for services pertaining to International adoptions. CSS will facilitate all adoptions equally regardless of the amount charged to a client.
- II. **Agency Values:** Stewardship and Justice
- III. **Purpose/Rationale:** To assure the best possible services for individuals and families in accordance with the Agency mission statement. And, to assure CSS does not discriminate based on a family's income, providing the family has the ability to pay for the adoption services provided.
- IV. **Procedures/Guidelines:**
- A) The client agrees to pay a fee for the services provided under the Catholic Social Service Fee Agreement at the rate determined according to the due dates set forth in the Adoption Fee Schedule.
  - B) The services designated on the Adoption Fee Schedule are anticipated services to be provided bases on the client's needs at the time the document is signed. The client(s) and worker sign the document. A copy is given to the client(s). The original is kept in the client(s) file.
  - C) If there is a need to change program services to facilitate the adoption process, the Adoption Specialist and the client(s) will execute an updated Adoption Fee Schedule.
  - D) All fee exceptions are to be approved by the Adoption Director.
  - E) Should services be provided by CSS that are not currently anticipated, the client will be responsible for any additional fees associated with the additional services, as long as the client has been appropriately apprised of the additional services and costs prior to the services being performed.

- F) The standard fees, paid to the agency according to the existing sliding-fee scale, are the only fees that CSS or its employees are authorized to accept in relation to adoption services.
- G) CSS prohibits charging or accepting any additional fees for providing expedited or preferential service.
- H) With respect to managing accounts receivable, after bills have been submitted, refer to the "CSS Accounts Receivable Process and Write Offs to Bad Debt" procedure.