

**Joyful World Ministries, Inc.
DBA All Age Adoptions Plus
For International Adoptions with
Americans For African Adoptions, Inc.
Service and Policy Agreement Contract
March 1, 2018**

Applicants

Name: _____

Address: _____

Phone: _____

THIS AGREEMENT is made by _____
(hereinafter referred to as Applicant(s)) with Joyful World Ministries, Inc., dba All Age Adoptions Plus.
(hereinafter referred to as JWM, Inc.) & Americans for African Adoptions, Inc. (hereinafter referred to as
AFAA).

Joyful World Ministries, Inc
11811 Menaul Blvd. NE
Albuquerque, NM 87112
505-323-6002
Adopt@adoptionsplus.org

Americans for African Adoptions, Inc. .
8910 Timberwood Drive
Indianapolis, IN 46234
317-271-4567
amfaaUS@gmail.com

This agreement is for an adoption that JWM, Inc. will facilitate in partnership with Americans for African Adoptions, Inc. (AFAA). All issues and liabilities covered in this agreement apply to both JWM and AFAA. An additional application, agreement and/or contract with AFAA may be required.

This agreement is NOT between any foreign country parties.

1. Foreign Country Requirement/Regulations: Applicant(s) **must** meet the country requirements and regulations in order to be involved with the JWM, Inc. International Program. JWM, Inc. and AFAA, Inc. **must** abide by country requirements and regulation.

2. Information Accuracy: Applicants/s state and warrant that all information and data provided during all processes of the adoption services are true, accurate and complete to the best of their knowledge. If any information is determined to be willfully, incorrectly stated, withheld or misrepresented to JWM, Inc. and/or AFAA, Inc. representatives, it may result in immediate termination of services and/or cancellation of the adoption procedures. Applicant(s) have a good faith duty of candor specifically noting the ongoing duty of disclosure of new events or information which may require an updated or amended home study. Applicant(s) must inform JWM, Inc. and/or AFAA, Inc., of any circumstantial changes that occur, including but not limited to marriage, household members, employment, arrest, change of residence, etc.

_____ Initial

3. Adoption Service Fee: Applicant(s) agree to pay for service in accordance with the JWM, Inc. schedule in effect at the time services are rendered. (See current fee schedule included as an addendum). Fees may be paid by cash or check. JWM, Inc. and AFAA, Inc. can accept payment by credit cards through our **Paypal accounts (a 2% surcharge will be added)**.

Applicant(s) agree to pay all fees for adoption services in full as set forth in the fee schedule. JWM, Inc. and/or AFAA, Inc. will have no obligation to provide any unpaid service in accordance with the fee schedule. Applicant(s) understand that all adoption expenses, and all other expenses of any kind or nature, incurred by applicants/s, on applicant(s) behalf, are the sole responsibility of the applicant(s) and not the responsibility of JWM, Inc. and/or AFAA, Inc.

A fee is reduced or may be waived for some special needs children. Application and Humanitarian Fees are non-refundable. Fees sent to Liberia for any Foreign Country Service and the Care of the Child(ren) are non-refundable once the money has been transferred to Liberia. US Agency Fee for the portion of the services not rendered, due to issues that interfere with a completion of an adoption, may be refunded within 60 days from a request in writing. Fees are non-refundable if adoptive family withdraws. (See current fee schedule included as an addendum.)

Each country, government entity or other agency involved with said adoption may change their fees, requirements or policies at any time during the process. In some cases, unforeseen expenses may occur. JWM, Inc. and AFAA are not responsible for any of these changes. Should fees change, JWM, Inc. will give applicant(s) written and/or verbal notice of any change, addition or deletion of a fee when we are made aware of the situation.

4. Prohibition on Child Buying: JWM, Inc. and AFAA, Inc. work to ensure that inter-country adoptions are in the best interests of children and seeks to prevent the sale, exploitation, abduction or trafficking of children. JWM, Inc. and/or AFAA, Inc. do not compensate any individual providing adoption services with incentive fees, or fees contingent on each child located for adoption. Compensation is solely based on services rendered or on an hourly wage or salary basis. Any practice that consists of, or is related to, payment for a child, or as an inducement to release a child for adoption, is strictly forbidden. JWM, Inc. and AFAA, Inc. employees, coordinators, adoption service providers and prospective adoptive parents are prohibited from giving money, gifts, bribes or other consideration directly or indirectly to any person or entity, including any biological relative or caregiver of a child, as payment for a child, or as inducement to release a child for purposes of adoption.

Legitimate, ethical adoption related costs and expenses permitted under Hague Convention standards may include:

- Costs of care for the child.
- Legal, governmental and other reasonable costs related to an adoption proceeding.
- Costs and expenses for providing child welfare and child protection services, including contributions to agencies, institutions or orphanages and government administrative fees.
- Expenses for birth mothers during pregnancy, labor and delivery and immediately after birth.

5. Pre-placement Home Study: A home study, also called a pre-placement study, is a process in which the applicant(s) actively participate to explore their parenting abilities, lifestyle, background, beliefs, values and other aspects of their lives, in addition to the resources for the types of children in need of homes. The home study assessment must be performed and a written pre-placement home study report must be prepared before an applicant can be considered for the placement of a child. A home study is legally required to complete an adoption. It must be completed in the applicant(s) state of residence.

_____ Initial

In New Mexico the home study will meet the requirements outlined in NM CYFD 8.26.4.12, Assessment Process for Foster or Adoptive Home License 8.26.3.18. Applicant(s) understand that if they are adopting through the JWM, Inc. International Program while residing in New Mexico, that JWM, Inc. must provide all home study and post-placement services pursuant to this agreement. A home study must be updated during the adoption process as needed before expiration.

New Mexico applicant(s) agree to provide all home study documents and information requested in a timely manner to JWM, Inc. to initiate and complete the home study. Not submitting paperwork on time could jeopardize or change applicant(s) status in the home study and the adoption process. Submitting and keeping a record of what paperwork is submitted is the responsibility of the applicant, however JWM, Inc. may contact applicant(s) via phone, e-mail or mail concerning documents not submitted or provided.

All information and paperwork provided to JWM, Inc. and AFAA, Inc. in the process of the home study becomes the property of JWM, Inc. The applicant(s) are entitled and encouraged to make and keep copies of paperwork before giving it to JWM, Inc. and AFAA, Inc. The home study report may not be automatically released to the applicant(s). If it is released to the applicant alterations are prohibited. Reproduction or distribution may be allowed with permission.

Pre-placement fees are outlined in the fee agreement. The cost of the pre-placement study is paid at the beginning of the study and is not reimbursable regardless of the outcome of the study.

JWM//AFAA has the right and obligation to withdraw or change approval or recommendation, for events or actions which come to the attention of JWM/AFAA. Approvals or recommendations may be changed in the best interest of the child based on information after the home study is completed for reason including but not limited to; refusal to cooperate with JWM,/AFAA, adoption or post-placement supervision requirements, criminal or legal action concerning the adoptive family, mental health issues of applicant(s) or other matters that JWM,/AFAA determines will have a negative impact on the child.

JWM/AFAA may require additional documentation, clearances, explanations or counseling as deemed necessary or advisable. Refusal to reasonably comply may result in termination of adoption proceedings as may be necessary to protect the best interest of the child. In such event JWM, Inc. must send a notice of withdrawal of approval to USCIS and to all other agencies which received copies of the approved home study.

New Mexico applicant(s) acknowledge, understand and agree that JWM, Inc. cannot and does not under any circumstances guarantee in advance that applicant(s) will be approved for an adoption or that JWM, Inc. will recommend that a child be placed with or assigned to the applicant(s). A home study is not a contract or a guarantee for the placement of a child. JWM/AFAA or the applicant(s) can stop the home process at any time. If JWM/AFAA decides to stop the process, the applicant(s) will receive a written explanation and recommendations.

6. Interagency Cooperation: Applicants residing in other states must secure the services of a local, state-licensed, Hague accredited agency to provide their home study and post placement services; and to work in cooperation with JWM, Inc. which functions as the Primary Provider and AFAA, Inc. as the Foreign Services Provider. Please provide the name, address, phone number, email address and contact person of your home study provider to JWM/AFAA.

The out-of-state home study agency must agree to provide JWM/AFAA with a timely and complete home study which meets the requirements of their state of operation, Liberia, U.S. immigration standards, and

_____ Initial

Hague convention standards. The out-of-state home study agency agrees to notify JWM, Inc. promptly of any changes to the family's status or discovery of circumstances that could affect the recommendation of the family for adoption. The home study agency is responsible for educating and advising prospective adoptive parents on the risks of adoption, international adoption issues and adjustments the child and family may experience. The home study agency must agree to provide prospective parents with information, counseling, preparation and resources for adoption.

The home study agency must agree to provide post-placement supervision, providing support and referral resources, if needed, to the family; submitting required reports in a timely manner and assisting the family with finalization or validation of the adoption in their state of residency. The home study agency must provide JWM, Inc. with copies of licensure and its social workers' credentials. The home study agency must agree to notify JWM, Inc. promptly of any changes in agency licensure.

7. Referral and Placement: The applicant(s) understands that the submission of **this** agreement/contract does not guarantee the referral or placement of a child. **The first priority of JWM, Inc. and AFAA, Inc. is in making a referral or placement in the best interest of the child.** JWM/AFAA and the service provider or representative in the foreign country facilities determines what is in the best interest of the child; and **to the best of their ability legally investigates the child's orphan status.** This may or may not lead to an adoptive placement. The application date, contract submission, or home study approval, etc., shall not necessarily bear upon the order of selection of matching a child with the applicant(s).

All information received by JWM/AFAA regarding the child is given to the waiting applicant(s). In some cases, a referral may be withdrawn prior to placement, due to change or decline in the health of the child, death of the child, changing governmental laws or removal of the child from the orphanage by the government or a birth family member. In most cases, the child matched to applicant(s) will be the applicant(s) child, but it is important to understand the risks and applicant(s) agree to assume such risks.

Applicant(s) understand they **have two weeks** to consider the needs of the child and their ability to meet those needs, and to obtain physician review of medical information and or descriptive information, including videotapes of the child, if available. JWM/AFAA may not withdraw a referral prior to the two weeks. Applicant(s) understand the extenuating circumstances involving the child's best interest may require a more expedited decision.

Applicant(s) understands that even though JWM, Inc. approves applicant(s) for an adoptive placement, this approval in no way guarantees the placement of a child. Approval must also be made by the foreign placement source, the United States Citizenship and Immigration Services (USCIS), the American Embassy in the country of the child's adoption, and the High Court in the foreign country where applicable. Applicant(s) acknowledges that any one of these persons or agencies could deny or prevent the completion of an adoption. Neither JWM, Inc. nor AFAA, Inc. has control over these entities and shall hold no liability for the decisions or actions of these entities.

Applicant(s) understands that JWM, Inc. and AFAA, Inc. works cooperatively with many sources, including but not limited to, foreign orphanages, foreign facilitators, adoption agencies, and other consultants. Applicant(s) agrees that JWM/AFAA shall in no way be held responsible for the actions or inaction of other cooperating entities related to the adoption placement.

Applicant(s) understands and agrees that JWM, Inc. and AFAA, Inc. cannot be held responsible for unforeseen political or economic events, including but not limited to, wars or rebellions, strikes or sanctions, civil instability, adoption policy changes, or travel restrictions that could impede or prevent the

_____ Initial

adoption process.

Applicant(s) acknowledge and understand that the approval and recommendation of applicant(s) for the placement of a child involves many different considerations, including, but not limited to: the physical and mental health of the child and of the applicant(s); the motivation, readiness, suitability and financial ability of the applicant(s); and the applicant's preparedness to parent a child with a different racial, cultural, linguistic, religious or socioeconomic background. If any facts change, or any other facts develop, JWM, Inc. will make a professional judgment to consider if such facts will be material in the placement of a child with the applicant(s).

8. Medical Risks and Financial Responsibilities: JWM, Inc. and AFAA, Inc. make every effort to obtain all medical, emotional, developmental, background and placement information available to JWM, Inc. on the child. The applicant(s) will receive all information available to JWM, Inc. prior to placement. Applicant(s) understands there **may be limited, inaccurate or no** medical, psychological, emotional, social or family background information available and that information will be limited that is given to JWM, Inc. or AFAA, Inc. by the foreign representative.

There may be a risk of undetected health problems, immunizations, blood tests (or inaccuracies thereof), age and size discrepancies, malnutrition, unknown family background and social history, or a change of child's health with no additional medical information after initial referral. When these reports are available, they may not follow US standards because of the wide differences in various countries medical systems. The reports may be inaccurate, unreliable or incomplete and medical diagnosis cannot be guaranteed nor discounted in any way.

Applicant(s) understands and agrees that JWM, Inc. and AFAA, Inc. are not liable for the accuracy or completeness of information received from other cooperating sources, including but not limited to translations of medical or other background information.

Applicant(s) understands that the child/ren **may have undiagnosed medical, developmental, emotional or physical problems.** Applicant(s) understands that adoption involves risks; the same as birthing a child holds risks. This could occur at any time in the process, even if the child is tested and evaluated for medical or emotional conditions before placement and the tests state that they are "normal." There are no guarantees about the future. Neither JWM, Inc. nor AFAA, Inc. is responsible for medical, physical and/or emotional problems that may be evident or manifest at placement and/or post-adoption.

Applicant(s) acknowledge and understand that the Foreign Service Provider may have arranged for a child's medical or psychological examination and JWM, Inc. and AFAA, Inc. do not conduct any independent assessment, testing, or evaluation of any child. JWM, Inc. and AFAA, Inc. have no knowledge of any child's actual medical or psychological condition other than what has been reported to JWM, Inc. or AFAA, Inc. or may appear in any medical records.

Applicant(s) understands and agrees that from the earliest time the child is in the applicant's care, all expenses of any potential problems will be the responsibility of the applicant. Applicant(s) acknowledges that financial, health and psychological risks are among the risks of adoption. Applicant(s) in the adoption program will fully accept the above statement to continue.

9. Post-Placement and Post-Adoption: JWM, Inc., AFAA, Inc. and the foreign country requires post-placement and /or post adoption supervision for adoptive families. Applicant(s) agrees to abide with the requirements for post-placement adoption supervision and will cooperate fully. Applicant(s) understands

_____ Initial

and agrees that some foreign countries, judges, or other state or governmental agencies may require additional post placement/adoption visits or services. Applicant(s) will abide by said requirements. Applicant(s) understand and agree that JWM, Inc. and AFAA, Inc. are not responsible for any additional fees set by any other agency, foreign or domestic.

When a placement is in crisis in the post-placement or post-guardianship/adoption phase, the applicants will inform JWM, Inc., AFAA, Inc. and their home study agency. JWM, Inc. and AFAA, Inc. will make an effort to provide, arrange or make a referral for counseling by an individual with appropriate skills to assist the family in dealing the problems that have arisen.

10. Dissolution of Adoptions: The applicant(s) understand that the child will be placed with them only after a final decree from the Liberian court is obtained. Applicants understand that after returning home with their child, they decide for whatever reason, they cannot parent their child; they will inform JWM, Inc., AFAA, Inc. and their home study agency. They agree to fully cooperate with all parties involved in making a plan including counseling as mentioned above and that is in the child's best interest. All expenses incurred, including but not limited to counseling, administrative fees, legal expenses, and/or foster care, incurred for keeping the child in the adoptive home and/or disrupting the adoption are the responsibility of the adoptive parent(s). If the adoption fails, and all legal ties between the adoptive parents and child are severed after the adoption has been finalized, the event is called "dissolution." It is the right of any child in a disruption situation to receive full protection and services. The child will be considered the primary client by JWM, Inc. and the applicant(s). The applicant(s) understand that once they receive a final decree, the adoptive child acquires all the rights, privileges and immunities of a child born to the applicant(s) and the applicant(s) have all the responsibilities, legal obligations and duties to the child the same as though the child were born to the applicant(s) in childbirth. Applicant(s) agrees to hold JWM, Inc., AFAA, Inc. and all employees and contractors of JWM, Inc. and AFAA, Inc. harmless in the case of any disruption to the process as a result of the actions taken by birth parents or other government entities.

Adoptive parents agree to notify JWM, Inc. or AFAA, Inc. and the family's home study agency of intent to dissolve an adoption, or if a dissolution occurs. If the child is residing in the US, adoptive parents understand and accept financial responsibility for all costs required for their child's care and for supervision and reporting as required, until the time an alternate placement or guardianship/re-adoption occurs and a US court decrees legal custody to a new party. If a dissolution is sought after the adoption is finalized in Liberia, but prior to the child arriving in the US, adoptive parents accept financial accountability for all legal costs required in Liberia to relinquish parental rights and financial responsibility for all costs required for their child's care, and for supervision and reporting, until the time alternate placement or re-adoption can occur. Adoptive parents will pay such costs upon billing by JWM, Inc. Further, adoptive parents understand that neither JWM, Inc. nor AFAA, Inc. will reimburse adoptive parents for any costs of the adoption or expenses relating to disruption, dissolution, or interim placement or subsequent placement, guardianship or re-adoption of the child, including, but not limited to, custodial care, medical care or legal fees. Adoptive parents will cooperate with JWM, Inc. to provide notification to the appropriate US and foreign government authorities about changes in the child's custody and placement.

11. Release of Documents Authorization: Applicant(s) authorize JWM, Inc. to disclose and/or release information they received from applicant(s) and about applicant(s) during the pre-placement study process. This information may include the final home study, supporting documents, dossier documents, post-placement reports, profiles or any other documents. Individual and entities may include, but is not limited to: NM Children Youth and Family Department, the Interstate Compact for the Placement of Children, United States Immigration and Naturalization Service, other child placement agencies, courts, attorneys, officials and judges. Non-identifying information may be given to other adoptive families who

_____ Initial

need information about the adoption process and to biological families considering placing a child with adoptive parents.

12. Travel and Expense Estimates: JWM, Inc. and AFAA, Inc. can only estimate the length of travel and stay in a foreign country and the costs and expenses while there. Estimates are made based on previous experience. Travel time may be extended for many reasons, including but not limited to changes in the foreign government or government employees, holidays, requirements imposed by either foreign or US governments, etc. Applicant(s) assume all risks and expenses of travel and acknowledge that neither JWM, Inc., nor AFAA, Inc. is responsible for travel expenses. Applicant(s) acknowledge and understand that unexpected events or catastrophes during the adoption process or while traveling to the foreign country may occur and applicant(s) will release JWM, Inc. and AFAA from all liability.

13. Waiver of Claims and Release of Liability: Applicant(s) hereby waive any and all claims, which applicant(s) may have now or have in the future against JWM, Inc. or AFAA, Inc. and its directors, officers, employees and agents. Applicant(s) agree to hold JWM, Inc. or AFAA, Inc. harmless and its directors, officers and employees against any claims known or unknown, now existing or which may exist in the future, which may arise out of the adoption service policy or the receipt of services from, or adoption through JWM, Inc. or AFAA, Inc..

Applicant(s) hereby release JWM, Inc. and AFAA, Inc. and, their directors, employees and agents from all liability and all responsibility regarding the risks assumed by applicant(s) as explained above, including risk of unsuccessful outcome of the adoption proceedings, all legal risks, all medical and social risks, and all risks of informational inaccuracies. Applicant(s) hereby release JWM, Inc., AFAA, Inc. and their directors, officers, employees and agents from any claim or claims arising out of the actions, inaction, error or omissions committed by other organizations or entities involved in the applicant's) adoption process.

14. Grievance Policy and Procedure: Any and all complaints or claims by the adoptive parent(s) arising out of or relating to the terms or performance of this agreement must be presented and pursued in writing to the JWM, Inc. Board of Directors listing the grievance. The parties agree to attempt in good faith to resolve any unresolved disputes, claims or controversies by allowing the Board to suggest an acceptable solution for both parties. Any complaint or claim of the adoptive parent(s) which cannot be resolved by the grievance procedure shall be resolved as specified in the following paragraphs:

The parties agree to attempt in good faith to resolve any unresolved disputes, claims or controversy by Arbitrary Mediation, administered by The American Arbitration Association under its Commercial Mediation Rules. The parties shall select a single arbitrator within ten (10) days of the date for a written demand for arbitration is received by either party from the other. In the event the parties fail to select an arbitrator within the 10-day period, either party may make immediate application to the District Court of New Mexico, or Indiana for the appointment of an arbitrator. The parties agree to be bound by the Court's appointment of an arbitrator.

The arbitrator shall have broad authority to fashion an equitable remedy, including the authority to award specific performance. Any decision of the arbitrator shall be reduced to and entered as final judgment in the appropriate district court of New Mexico or Indiana. Such award and judgment shall constitute a final and binding adjudication of all matters submitted to arbitration. The parties expressly agree to waive any and all rights to appeal the arbitrator's decision.

Each party shall be responsible for one-half of any arbitrator's fees and expenses incurred. Each party shall

_____ Initial

be solely responsible for any attorney fees or other costs that party has incurred on its own behalf. Any liability of JWM, Inc. or AFAA, Inc. or their employees or agents, for a claim arising out of or relating to this agreement, shall be limited to the total amount of fees paid to JWM, Inc. by the applicant(s).

JWM, Inc. permits any birth parent, prospective adoptive parent, or adoptee to lodge directly with the agency or person signed and dated complaints about any of the services or activities of the agency or person (including its use of supervised providers) that he or she believes raise an issue of compliance with the Hague Convention, the Intercountry Adoption Act (IAA), or the regulations implementing the IAA, and advises such individuals of the additional procedures available to them if they are dissatisfied with the agency's or person's response to their complaint. In the unlikely event of a complaint stemming from an Inter-country adoption, clients will be informed of the process to contact the Complaint registry with the agency response. Procedures for filing complaints are outlined below.

JWM, Inc. will respond in writing within 30 days of receipt of all complaints received pursuant to the above paragraph and provides expedited review of such complaints that are time-sensitive or that involve allegations of fraud.

Written maintenance of each complaint received pursuant of the above paragraphs and the steps taken to investigate and respond to it will be kept on record. This record will be made available to the accrediting entity or to the Secretary upon request.

Any complaint must be in writing; state specifically the date and nature of the complaint, including the names of persons involved; and be signed and dated by the complainant. The JWM, Inc. Executive Director will respond in writing to the grievance within one week (5 business days). An expedited review shall be provided in the event of time-sensitive complaints within 72 hours. All reasonable attempts shall be made to amend the situation. In the event the client is not satisfied with the agency response to the complaint, he/she may file a grievance with the State by submitting in writing his or her grievance referencing the agency license name to:

Children, Youth and Family Department
P.O. Drawer 5160
Santa Fe, NM 87502-5160

Issues related to compliance with the Hague Convention or the Inter-country Adoption Act and its regulations which cannot be resolved by the agency may be forwarded to the US Department of State or the Council on Accreditation.

Attn: US Central Authority
US Department of State
Bureau of Consular Affairs
Office of Children's Issues, Adoption Unit (SA-29)
2201 C Street, NW
Washington, DC 20520

Applicants may also request a complaint form by calling the Department of State at (888)407-4747. Any complaint filed with JWM, Inc. shall not affect negatively any ongoing process the client contracted with the agency. If, however, the client wishes to terminate the contractual relationship with JWM, Inc. as a result of the complaint, then a termination agreement shall be drawn up to satisfy the applicant and JWM, Inc. and will be placed in the applicant's file.

_____ Initial

All grievances will be reviewed in the quality assurance process and any necessary systemic or policy changes will be implemented. Any information requested by the accrediting entity, Secretary, or Federal or state government shall be complied with within 7 days of said request. The information will be reported in writing via U.S. Postal Service and signed by the JWM, Inc. Executive Director.

15. Record-keeping and Reporting: JWM, Inc. will keep a record of each written complaint made pursuant to this procedure. The record will include the steps taken to investigate any allegations and response to the complaint. The record will be maintained in the complainant's file, and a summary maintained on a separate spreadsheet maintained by the JWM, Inc. Executive Director. The summary will include the number of complaints received and how each complaint was resolved and an assessment of any discernible patterns in complaints received against the agency or person. JWM, Inc. will provide a six month report to agency's accrediting entity and make available to NM CYFD and the Secretary of State, upon request, access to all complaint records.

16. Confidentiality and Disposition of Adoptive Records: All adoption related records shall be considered confidential and protected from unauthorized review. They shall be made available immediately upon request to the staff of the NM CYFD. These confidential adoption records and proceedings may only be inspected by court order for good cause shown and only in a manner to preserve the anonymity of birth parents, child and adoptive parents except in a designated adoption. Approved cases: Adoption records shall be retained by the JWM, Inc. in locked files for one hundred (100) years from the date of case closure. The agency may preserve records through microfilming or other electronic measures. For cases that did not result in an adoption finalizing in New Mexico the agency shall retain cases for five (5) years after the case is closed. If the child is adopted the child's record shall be retained by the agency as described above herein 8.26.5.26 Maintenance of Records:

The entire case file is the property of JWM, Inc. and shall be maintained in secure storage at the main office. Any duplicate files maintained by AFAA, Inc. and adoption workers during the completion of an adoption shall be stored in a secure manner, and returned to the main JWM, Inc. office when the adoption is completed. After a file is completed, contract or staff workers may not keep copies of adoption related, confidential records. In the event this agency is closed or goes out of business, the agency shall forward records to Protective Service Department for permanent storage according to New Mexico regulations.

17. Termination of Agreement: JWM/AFAA retains the right to terminate adoption services for cause at any time, based upon JWM/AFAA professional assessment. While working with a JWM/AFAA international program, working with another agency or being involved in another program is prohibited by JWM, Inc. unless otherwise agreed upon in writing.

18. Right to Legal Counsel: Parents have the right to seek legal counsel regarding adoption.

_____ Initial

JWM, Inc. Complaint Form

My Name: _____

Address: _____

Daytime Phone: _____

Nighttime Phone: _____

Please thoroughly describe complaint. Be specific and include any names of staff, social worker or others involved in incident. Include any supporting documents you may have and attach any additional sheets if necessary.

Suggestion on how you feel this issue was handled or how it could be handled differently in the future:

Investigated by:

Date:

Details on what took place and action taken: _____

_____ Initial

Addendum to
Joyful World Ministries, Inc.
DBA All Age Adoptions Plus
For International Adoptions with
Americans for African Adoptions, Inc.
Service and Policy Agreement Contract

LIBERIA
Disclosure of Adoption/Child Services Provided Addendum
22 CFR §96.44

This document outlines the six adoption/child services as set-forth by the US State Department and Hague guidelines and reflects who is providing each of the six adoption/child services for Prospective Adoptive Parent. The six adoption/child services are provided by Joyful World Ministries, Inc. through arrangements with Americans for African Adoptions, Inc. as the supervised foreign service providers, recognized as a non-governmental organization by the Government of Liberia as permitted by § 96.14(c).

CONTACT INFORMATION:

Cheryl Carter-Shotts
Americans for African Adoptions, Inc.
8910 Timberwood Drive
Indianapolis, IN 46234
317-271-4567
amfaaUS@gmail.com

Cathrine Troy
Joyful World Ministries, Inc.
11811 Menaul Blvd. NE
Albuquerque, NM 87112
505-323-6002
Adopt@adoptionsplus.org

The Liberian Orphanage: The AFAA House.
Director Oretha D. James
DuPort Road
In Front of Yealla Motel
Paynesville, Liberia
(contact through Cheryl Carter-Shotts)

The Government Entity: Government of Liberia
Ministry of Gender, Children & Social Protection
PO Box 1375
1000 Monrovia, 10 Liberia

_____ Initial

Child Service Provided By:

Child Service Provided	Service Provided By
1) Identifying a child for adoption and arranging an adoption;	Government of Liberia, AFAA House Orphanage plus Americans for African Adoptions (Supervised Provider)
2) Securing the necessary consent to termination of parental rights and to adoption;	Liberian attorney, AFAA House Orphanage plus Americans for African Adoptions (Supervised Provider)
3) Performing a background study on a child, or a home study on prospective adoptive parent(s), and reporting on such a study;	Liberian Ministry of Gender, AFAA House Orphanage and Americans for African Adoptions (Supervised Provider). Joyful World Ministries, Inc. for NM residents or Joyful World Ministries, Inc. as Primary provider to supervised or exempt home study provider in adopting family's state.
4) Making non-judicial determinations of the best interests of a child and of the appropriateness of an adoptive placement for the child;	Liberian Ministry of Gender, Americans for African Adoptions (Supervised Provider) and Joyful World Ministries, Inc.
5) Monitoring a case after a child has been placed with prospective adoptive parent(s) until final adoption; or	JWM/AFAA or Hague supervised or exempt home study provider in adopting family's State.
6) When necessary, because of a disruption before final adoption, assuming custody of a child and providing (including facilitating the provision of) child care or any other social service pending an alternative placement.	AFAA House Orphanage - Americans for African Adoptions (Supervised Provider).

_____ Initial

LIBERIAN PROGRAM
JOYFUL WORLD MINISTRIES, INC.
AMERICANS FOR AFRICAN ADOPTIONS, INC.
INTERNATIONAL ADOPTION FEES & ESTIMATED COSTS
March 1, 2018

LIBERIA	Fees
Application fee:	\$400
JWM Home study: for New Mexico residents: _____ Out-of-State residents: _____	\$2000 plus travel _____ Fee determined by home study agency _____
Interagency Fee.	\$500
Humanitarian Aid Donation: Mail with Service Policy and Agreement: Tax-deductible for Humanitarian Fund. Donations are used for humanitarian aid projects and each family will be given a receipt for this donation. This donation is received by JWM and AFAA - will go to support the AFAA House and vehicle, counseling to expectant mothers or birth families, local families in need, towards special needs and/or family adoptions, and/or to a humanitarian aid project at the agencies' discretion.	\$1250 per family <i>Waived for special needs adoptions.</i> \$500 for Liberian/American families
US State Dept. Monitoring Fee: Mail with Service Policy and Agreement: In compliance with the mandate issued by the US State Department, as of 2/15/2018, this fee is paid to JWM who will pay it to the agency appointed by the US State Department for Monitoring and Oversight. The US State Department requires that the \$500 (<i>per child</i>) fee be remitted following the finalized contract for services with your adoption agency. The payment will not be refunded by the Monitoring agency under any circumstance. \$25 minimally covers the agency's banking and accounting time.	\$525 per child
US Program Fee: JWM, Inc. and AFAA, Inc. agency processing fee is received by AFAA & JWM and covers agencies cost to facilitate your adoption with Liberian orphanages, US agencies, Liberian and US attorneys and government officials in the United States and Liberia. This fee includes two hours Hague training specific to Liberia; post-placement processing and shipping; personnel costs to include training; administrative overhead; filing fees; US operational costs; communication with Liberia; child referrals; dossier preparation; assistance with USCIS forms and applications, communication, publications costs associated with providing adoption services in-country.	\$7400 one child \$3000 additional for each related or unrelated child. \$3600 for one special needs child – (\$3800 is AFAA/JWM grant)

_____ Initial

<p>International Fees: Includes dossier review by AFAA Country Director, multiple Liberian government Ministries, Liberian lawyer, High Court judge; Liberian government officer's investigation and report; orphanage investigation of the child's background, family and any known witnesses involved; child's initial medical exam and HIV 1 & 2, Hepatitis B, Hepatitis C, VDRL and Sickle Cell tests. Child's original birth certificate, 2nd birth certificate with adopting family's last name. Death certificates of biological parents, if applicable, Child's Liberian passport. Obtaining, copying records and/or documents required to complete the adoption and other documents related to the adoption; notarization; international shipping; representing adoptive parents with various Liberian Ministries including the Foreign Affairs Ministry, Liberian immigration department. Also personnel costs, administrative overhead, operational costs, coordination and communication costs and miscellaneous costs associated with providing adoptive services in Liberia. There are no translation fees as English is the national language.</p> <p>These fees are received by: GOL Ministry of Gender, Children & Social Protection. AFAA House Orphanage Director and Staff - Oretha D. James SALT Physical Therapy Clinic - if needed The Kemp & Associates Legal Consultancy Chambers, Inc. GOL Judicial Branch of the Montserrado County High Court GOL Ministry of Health & Social Welfare Clinic medical tests US Embassy designated physician GOL Birth Certificate Office GOL Death Certificate Office GOL Ministry of Foreign Affairs GOL Immigration Department Liberian Police Liberian doctors, clinics, nurses, x-ray technicians, etc.</p>	<p>\$4700 one child</p> <p>\$3000 additional for each <i>child including siblings & special needs children</i></p>
<p>Orphanage Child Care Fee for children living at the AFAA House: Estimated expenses for care of <i>one child</i> in Liberia prior to the adoption, including, but not limited to expenses for food, medical care, clothing, shelter, staffing and other services provided directly to the child. <i>This fee only applies if your child is living at the AFAA House.</i></p> <p>Education fees for children at the AFAA House: One year of private Christian school tuition, uniforms, school shoes, school supplies, school photos & registration - age 4 and up.</p>	<p>\$1500 per child</p> <p>\$375 per child per year</p>
<p>Post-decree: Three home visits and reports for the first year to Liberia and assistance with the Recognition of Foreign Adoption decree and birth certificate.</p> <p>New Mexico Residents pay to JWM:</p> <p>Out of State Residents pay to home study agency</p>	<p>\$1000</p> <p>Fee set by home study agency</p>

Fee Schedule	
\$400 Application fee paid to JWM with the application.	\$400 to JWM
\$500 Interagency fee is paid to JWM when you start your home study with an out-of-state agency.	\$500 to JWM
\$1250 Humanitarian Fee (\$500 for Liberian/American families - Waived for special needs) is paid to AFAA when the application is accepted and the Service and Policy Agreement Contract is submitted. No fee for special needs children.	\$1250 per family \$500 for Liberian American family paid to AFAA.
\$525 US State Department Monitoring Fee is paid to JWM when Service Policy and Agreement is submitted. This fee is per child. If you are matched with more than one child JWM will be required to send an additional \$500 per child to the accrediting agency.	\$525 sent to JWM
First Program Payment \$2000 paid to AFAA when your home study is approved.	\$2000 to AFAA
Second Program Payment – paid to AFAA when you are matched with a child \$2700 US Program fee for 1st child & \$1500 for each additional child. \$4700 International Fee for 1st child and \$3000 for each additional related child. \$750 (½) orphanage fee for each child. \$375 One year School Fee for each child four years & older. \$525 – US State Dept. Monitoring Fee for each child additional child.	\$8150 for one child to AFAA +\$5250 for each additional child +\$375 for each school age child +\$525 for each additional child
Third Program Payment paid to AFAA when Child History Report is completed by Government of Liberia, includes; \$2700 US Program Fee for 1st child. \$750 (2nd half) of the Orphanage Fee for one child. \$1500 – US Program fee for 2 nd child (each child after 1 st). \$750 – ½ Orphanage Fee for 2 nd child (each child after 1 st).	\$3450 for one child to AFAA \$2250 for each additional child.
Post-adoption fee \$1000 for NM OR Fee determined by home study agency due prior to travel.	\$1000
Waivers, Reductions and Refunds: Reduced Fees or possible waivers: see above for special needs and siblings. Refunded Fees: Fees are paid as expenses incurred by JWM, AFAA and the GOL. They are not held in escrow or in reserve. Application and Humanitarian Fees are non-refundable. Fees sent to Liberia for any Foreign Country Services and the Care of the Child(ren) are non-refundable once the money has been transferred to Liberia. Fees for services rendered are non-refundable. Fees for Department of State for Monitoring are non-refundable.	

_____ Initial

Additional and Estimated Third Party Fees

Fees not covered in the Program Fees above and paid directly by the adopting family (known fees are added):

USCIS I-600A per family + fingerprints for two adults - (\$775, plus \$85 biometric per each adult - please check USCIS for any changes in fees – paid to USCIS).

USCIS I-600 form for each unrelated child - family pays to US Embassy in Liberia - An additional \$775 for each unrelated child -please check USCIS for any changes in fees).

Additional Hague training through your home study agency or on-line (\$100 - \$500)

Parents passports & two passport photos each parent (approximately \$135- \$165 for passport & \$10-\$20 for photos).

Parents Liberian Visas – pay to Liberian Embassy in DC - is good for three months. (\$130 - please check with the Liberian embassy in Washington for any changes).

Child's US visa – families pay to the US Embassy in Liberia (\$325 per child).

Liberia (US Embassy designated) Medical Exam Doctors – parents pay to AFAA House orphanage director so she can pay the fee to the doctor (\$125 - 150 up to age of 15 - \$325- \$375).

Recognition of the Foreign Adoption decree or Re-adoption - United States attorney fees, court fees and US birth certificates – fees are dependent on your state of residency and your attorney of choice.

USCIS Certificate of Citizenship - ***Your child should receive an IR-3 visa in their Liberian passport - there is no fee for the Citizenship Certificate & Liberian adoptions are final.*** If the child arrives with an IR-4 Visa the cost for a citizenship certificate is (\$1170 - please see USCIS for changes).

Travel &Accommodation, meals and other personal in-country expenses. Vaccinations and Malaria medication – **recommended** - (please consult your health dept. and/or health care provider).

Air travel - (One trip, by at least one parent, for approximately four weeks is required \$1900 and \$3000).

Basic guesthouse estimate - \$25 - 75 a day.

Guest House Meals, per meal, per person - estimate of \$25 a meal, each person.

Other guest houses and hotels are available - up to about \$375 a day.

In-country transportation – payto orphanage director for fuel & car rental - \$50 for a full day **OR** \$25 for a half day.

Internet and phone services - estimate of \$25 a day.

Gifts, souvenirs & Liberian clothes – at your discretion but recommended for your child.

_____ Initial

This document is being signed voluntarily, without reliance on any other promises or representations. I have had the opportunity to meet or speak with the JWM, Inc. Executive Director or other qualified person on JWM, Inc. staff to discuss this agreement prior to signing it. Any modification or supplement to this Agreement, including this section, must be in writing, and signed by all affected parties. I have read the above statement including JWM, Inc. Grievance policy and procedure and do hereby agree to the terms stated herein.

Adoptive Applicant

Adoptive Applicant

Date

Date

STATE OF _____

COUNTY OF _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20_____

NOTARY PUBLIC

My Notary Public Commission expires _____

_____ Initial