



## Post Adoption Service Categories and Fee Description

All fees cover partial costs of rendering the following post adoption services to the Requester of these services. New Life Family Services believes in providing excellent post adoption services and will not deny service based on inability to pay for requested service. New Life Family Services does, however, rely on financial donations to continue to offer and provide services. New Life Family Services encourages the Requester of the post-adoption services to consider the payment of these services as an investment in your future as well as a support to this ministry.

Receipt of the "Application for Post Adoption Services" by New Life Family Services is required for any requested post adoption assistance other than **Category 1**. A \$15 processing fee is required to cover documentation of the request, to assess the needs of the case, and to re-open the file. This fee is non-refundable.

### Category 1 – STANDARD

- No fee charged. Cost of services is underwritten by financial donations made to New Life Family Services and payment of previous adoption fees.
- Includes requests to update addresses, setting up visits through New Life Family Services, communicating information concerning death or terminal illness (birth parent/adoptee), communicating new medical information from birth family, providing a social worker to facilitate meetings within the first two years after placement, connecting clients with similar adoption circumstances, referrals, processing of initial correspondence for the file, forwarding/copying regular correspondence once contract has been made, and basic correspondence related questions.

### Category 2 – ADMINISTRATIVE

#### Checking file for correspondence from opposite party

- \$15 fee.
- This fee is applied if a request comes from one party to check their file for correspondence from another party for any reason. This fee covers staff time to research the file, document each request and response and storage expenses. If a party does not keep us updated on their address, the correspondence intended for them is placed in their file. If in the future that party desires to periodically check their file for correspondence, this fee is applied each time we check the file. This service may include parties who are checking their file for the first time as well as cases where letters have been returned to New Life Family Services for storage due to an undeliverable address.

#### Partial Report from File

- \$25 fee.
- This fee is applied toward the expense of copying and sending one or two small items from the file. This may include such things as social or medical information, specific signed documents, misplaced letters, copies of an adoption study, etc. This fee covers documentation of the request, compiling information, copying information and postage.

#### Significant/Full Report from File

- \$85 fee.
- This fee is applied for copying and sending multiple items from the file such as full medical information or complete non-identifying information. This fee covers documentation of the request, compiling, significant time compiling from the file, copying and postage.

## Category 3 – ADOPTION OPENING

### Level A

#### Initiating contact for a potential relationship or request

- \$45 fee.
- This fee is applied when one party desires to initiate contact with another, when at least 5 years have passed with no contact between the two parties. In this situation, New Life Family Services must be involved to begin facilitating contact. The reasons for contact could pertain to medical information, questions, an interest in pursuing some level of relationship, etc.
- This fee covers opening and reviewing the files, providing instruction, making contact and acting as an intermediary. The party requesting contact can write another letter at any time for no additional charge. New Life Family Services cannot require the other party to respond or give a time frame of when correspondence should be expected. Every contact situation and relationship is different. If at any point throughout the initiating stage additional support or counsel is needed, any party may schedule an openness consultation. See Category 4 – PROFESSIONAL SERVICES.
- The process to initiate this type of contact involves the following steps:
  - The initiating party writes a letter to the party they wish to contact and sends the letter to New Life Family Services.
  - The Post Adoption department confidentially contacts the party being sought after at their last known address to offer the letter.
  - If the address is not current, the initiating party has the option to request further services to search under Level C. Otherwise the letter may remain in the file. The fee is non-refundable.
  - If the letter is accepted, New Life Family Services forwards it, provides limited counsel and encourages the party to respond. The initiating party is informed that the letter has been accepted.
  - If the letter is not accepted, the Post Adoption department contacts the initiating party, provides limited counsel and stores the letter in the file until the party being sought after requests to receive it.
  - If at some point in the future the letter is received, the initiating party is informed of that development.

### Level B

#### Searching for a party when New Life Family Services has outdated contact information

- \$180 fee for two hours (maximum of \$360); two hour minimum. Initial \$180 payment is required before search can begin.
- This fee applies when the initiating party attempts to forward a letter via New Life Family Service and it is found that New Life Family Services does not have a current address. This level of searching is only needed if Level A “Opening an Adoption” is unsuccessful in finding the sought party.
- This fee covers opening and reviewing files, staff time researching, database fees, initial contract supporting the party being found, limited counsel and communication with party searching regarding next steps. One hour of openness consultation professional services for the initiator is included in this fee. See Category 4 – PROFESSIONAL SERVICES. This consultation can be used at the timing of the initiator’s choice.
- A letter to the party for whom the search is requested must be written by the initiating party and submitted with the initial payment before a search can begin. Any search engines requiring additionally user fees may be suggested and used only after obtaining the consent and payment of the initiating party. Fees are not dependent on the outcome of the search.
- This service can be extended in two hour increments.
- The process to initiate this type of contact involves the following steps:
  - After unsuccessful forwarding to the last known address, New Life Family Services begins to use other methods using the identifying information in the file to search for possible addresses and phone numbers of the party being searched.

- After two hours of searching, the initiator will be approached and told the outcome of the search up to that point. The initiator will be offered continued search services for a fee of \$180 for an additional two hours of searching. This pattern may continue until the initiator decides to discontinue searching for the sought after party, New Life Family Services has exhausted all accessible resources or the sought after party is located.
- If the sought after party is located, New Life Family Services will contact them to offer the initiator's correspondence. If the letter is accepted, New Life Family Services will forward it, provide limited counsel and will encourage the party to respond. Category 4 – PROFESSIONAL services for openness consultation and education are also suggested and offered. The initiating party is informed that the letter has been accepted and is encouraged to wait for a response.
- If the letter is not accepted, the Post Adoption department contacts the initiating party, provides limited counsel and stores the letter in the file until the party being sought after requests it.
- The initiating party is informed at the point in the future when the letter would be received.
- If parties choose to continue to open the adoption on their own, they are free to correspond by means of New Life Family Services' Post Adoption correspondence services.

### **Level C**

#### Initiating contact for information only

- \$275 fee.
- This fee applies when one party desires information from another party, but would not like to have personal contact by means of a request in a letter.
- This fee covers opening and reviewing files and the additional intermediary work necessary for this type of request. If follow up information is needed from the initiating party, the requesting party will be charged by the hour. See Category 5 – MISCELLANEOUS SERVICES. It is highly suggested that the party requesting the information write a follow up letter to New Life Family Services communicating the outcome or progress of the situation. This information will be generalized to provide confidentiality and out of respect will be provided to the party who provided the additional information.
- The process to initiate this type of contact involves the following steps:
  - The initiating party submits the specific information they are requesting (additional medical information, health history, etc.) to the Post Adoption department.
  - The Post Adoption department contracts the appropriate party, relays the request, acts as an intermediary, and provides support and counsel to the receiving party.

### **Category 4 – PROFESSIONAL**

#### Openness Consultation/Education with One Party

- \$60 fee for one hour; one hour minimum.
- This fee applies for an in office or phone appointment on the topics of openness in adoption.
- May include preparation for a meeting or facilitation of a discussion if a party desires to explore the possibility of opening their adoption, education on open adoption dynamics, renegotiating cooperative agreements, debriefing after a search is completed, etc.
- Fee covers preparation, actual time and documentation.
- This service can be extended in one hour increments. Partial hours are billed as a full hour of service.

#### Facilitation of Meeting between Multiple Parties

- \$120 fee for one hour; one hour minimum.
- Meeting for up to three parties (typically between two of the three following: adoptive parents, adopted persons, birth family). Fee covers preparation, actual time and documentation.

### **Category 5 – MISCELLANEOUS**

- \$60 fee for one hour; one hour minimum.
- This service includes any Post Adoption request not listed in a category above. It is determined on a case-by-case basis and may include assistance with Adoption Subsidy appeals, ICWA matters, etc.
- Fee covers time spent on requested service.
- This service can be extended in one hour increments. Partial hours are billed as a full hour of service.

*Minnesota law allows for agencies to charge reasonable fees for Post Adoption services. According to New Life Family Services' practice, for all Post Adoption services, except for fees charged for searching, payment must be received before the service is rendered. New Life Family Services charges the above fees in order to assist in covering costs for the services rendered. Vital services will not be denied. If necessary, contact New Life Family Services' Post Adoption department for possible fee reductions based on income.*