

## OFFICIAL BID PRICE SHEET

**Do not amend or alter any item(s) on the Official Bid Price Sheet**

All activities associated with completing the home study which includes, but not limited to, interviews, home visits, contact with collateral witnesses/referenced, court appearances, paper work, travel, etc. must be included in the rate.

SERVICE	PROPOSED RATE
Home Study	\$ 1,000.00
Home Study Update	\$ 400.00

### **AUTHORIZATION SIGNATURE**

By my signature below, I certify that the aforementioned statements are true and correct and that I accept the Terms and Conditions as presented in this bid, and that I am authorized by the respondent to submit this bid on his/her behalf.

Vendor Name: HLH Consultants, LLC	Date: <i>1/28/2020</i>
Signature: <i>H. Lynn Hemphill</i>	Title: CEO
Printed Name: H. Lynn Hemphill	

## **MARKET RESEARCH**

The bids for the home study contract initiative was derived by conducting market research for cost of SAFE home studies in surrounding states. Based on this research, it was determined that the average cost for a completed SAFE home study is \$1,500. It was also discovered that the State of Mississippi pays its contract providers \$1,250 for a completed SAFE home study. HLH Consultants, LLC is proposing a cost of \$1,000 for a completed home study, and \$400.00 for a home study update. This price covers all activities associate with completing the home study which includes, but not limited to, interviews, home visits, contact with collateral witnesses/references, court appearances, paper work, travel, etc.



**Jess H. Dickinson**  
Commissioner

**Request for Qualifications**  
**RFQ No. 2018HOMESTUDY002**  
**Issue Date: December 22, 2017**

**MDCPS WELCOMES PARTICIPATION OF MINORITY BUSINESSES**

**INVITATION: Sealed Statement of Qualifications/Applications, subject to the attached conditions, will be received at this office until January 22, 2018, 12:00 p.m., Central Time for the acquisition of the product/services described below.**

**Home Study Services**

**Request for Qualifications Coordinator: Leigh Washington**  
**Contracts, Procurement and Federal Reporting**  
**[contracts.DFCS@mdcps.ms.gov](mailto:contracts.DFCS@mdcps.ms.gov)**

Applications must be received by the above named party by the official deadline to be considered. Applications will be time stamped as they are received by MDCPS.

Any applications received after the deadline will be marked as being LATE and will not be opened. All proposals received by MDCPS are deemed to be the property of MDCPS and may be used as MDCPS sees fit. MDCPS will not be responsible for non-delivery or late delivery of applications. **The Applicant alone is responsible for ensuring that their application package is delivered to 750 North State Street, Jackson, MS 39202, no later than the official deadline.**

If using a commercial delivery company such as FedEx, UPS, USPS or any other public, private or commercial courier service that requires that you use their shipping package, your proposal should be sealed and labeled as stated above to prevent premature opening. Parties submitting applications assume all risks of delivery, including late delivery, lost delivery or failure to deliver.

Lapses in protocol or deviations from the published standards can result in formal objections, legal challenges and delays in the overall award process, which will ultimately result in failure to provide the necessary services to the citizens of Mississippi.

It is recommended that you submit early (i.e., at least 2 days before the submission deadline date).

**MDCPS reserves the right to amend the contents of this RFQ as it deems necessary. It is the Applicant's sole responsibility to monitor the website for amendments to this RFQ to ensure that their response is pursuant to the amended RFQ, if applicable. If applicable, the acknowledgement of amendment(s) must accompany the Statement of Qualifications/Application immediately following the Statement of Qualifications/Application Cover Sheet (Attachment E).**

***MDCPS RESERVES THE RIGHT TO REJECT ANY AND ALL STATEMENT OF QUALIFICATIONS/APPLICATIONS WHERE THE APPLICANT TAKES EXCEPTION TO THE TERMS AND CONDITIONS OF THE RFQ AND/OR FAILS TO MEET THE TERMS AND CONDITIONS AND/OR IN ANY WAY ATTEMPTS TO LIMIT THE RIGHTS OF MDCPS AND/OR THE STATE OF MISSISSIPPI, INCLUDING BUT NOT LIMITED TO, THE REQUIRED CONTRACTUAL TERMS AND PROVISIONS SET FORTH IN THIS RFQ.***

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## Section 1

### 1.1 Background

The Mississippi Department of Child Protection Services was created as the state's lead child welfare agency by the 2016 Mississippi Legislature, separating it from the Mississippi Department of Human Services. The mission of MDCPS is to lead Mississippi's efforts in keeping children and youth safe and thriving by:

- strengthening families;
- preventing child abuse, neglect and exploitation; and,
- promoting child and family well-being and permanent family connections

### 1.2 Statement of Qualifications/Application Acceptance Period

The Statement of Qualifications/Applications and all attachments shall be signed and submitted to 750 North State Street, Jackson, MS 39205 no later than the time and date specified for receipt of qualifications. Timely submission of the Statement of Qualifications/Application is the responsibility of the Applicant. Statement of Qualifications/Application received after the specified time, shall be rejected and returned to the Applicant unopened. The envelope or package shall be marked with the application opening date and time and the number of the request for qualifications. The time and date of receipt shall be indicated on the envelope or package by the MDCPS Business Office. Each page of the Statement of Qualifications/Application and all attachments shall be identified with the name of the applicant.

#### 1.2.1 Required Letter of Intent

Applicants shall notify MDCPS of their intention to submit an application utilizing Attachment A. The letter of intent (Attachment A) shall be submitted via email [contracts.DFCS@mdcps.ms.gov](mailto:contracts.DFCS@mdcps.ms.gov) by January 15, 2018, 3:00 p.m., Central Time. The letter of intent shall include the title of this request for applications, the applicant's organizational name and address, one (1) to two (2) sentences stating that the applicant's organization intends to submit an application for this service, location of the service area, and the contact person's name, title, phone number, fax number, Tax I.D. number, DUNS number, address and email address. [contracts.DFCS@mdcps.ms.gov](mailto:contracts.DFCS@mdcps.ms.gov) shall acknowledge receipt of letter of intent via email. **A NON--ACKNOWLEDGEMENT is a NON-RECEIPT of required letter of intent. It is the applicant's sole responsibility to ensure timely receipt.**

### 1.2.2 Procurement Schedule

Task	Date
Advertisement	Dec 22, 2017; Dec 29, 2017
Receive Questions for Clarification Deadline	Jan 9, 2018, 3:00 p.m., CT
Respond in Writing to Clarification ( <a href="http://www.mdcpms.ms.gov">www.mdcpms.ms.gov</a> )	Jan 11, 2018
Required Letter of Intent Deadline	Jan 15, 2018, 3:00 p.m., CT
Application Deadline	Jan 22, 2018, 12:00 p.m., CT
Phase I Review	Jan 22-23, 2018 or later
Evaluation of Application(s)	Jan 23-24, 2018 or later
Written Notification to Proposer(s)	Jan 26, 2018 or later
Background Check	Feb 27, 2018, 9:00 a.m.-4:00 p.m.
Home Study Model and Licensure Protocols Training	Feb 27, 2018, 9:00 a.m.-4:00 p.m.
Proposed Period of Performance	Mar 1, 2018, or later – Feb 28, 2019

**NOTE: MDCPS reserves the right to adjust the Procurement Schedule as it deems necessary.**

### 1.3 Expenses Incurred in Preparing Offers

MDCPS accepts no responsibility for any expense incurred by the Applicant in the preparation and presentation of an offer. Such expenses shall be borne exclusively by the Applicant.

### 1.4 Registration with Mississippi Secretary of State

By submitting a Statement of Qualifications/Application the applicant certifies that it is registered to do business in the State of Mississippi as prescribed by the Mississippi Secretary of State or, if not already registered, that it will do so within seven (7) days of being offered an award. Sole proprietors are not required to register with Mississippi Secretary of State

### 1.5 Debarment

By submitting a Statement of Qualifications/Application, the Applicant certifies that it is not currently debarred from submitting Statement of Qualifications/Application for contracts issued by any political subdivision or agency of the State of Mississippi and that it is not an agent of a person or entity that is currently debarred from submitting applications for contracts issued by any political subdivision or agency of the State of Mississippi.

(Attachments B and C - FDVR and PDV Forms, respectively)

### 1.6 Additional Information

Questions related to services shall be submitted in writing to Marcus Davenport at [contracts.DFCS@mdcpms.ms.gov](mailto:contracts.DFCS@mdcpms.ms.gov) no later than January 9, 2018, 3:00 p.m., Central Time. Questions concerning the technical portions of the Request for Qualifications should be directed to Leigh Washington at [contracts.DFCS@mdcpms.ms.gov](mailto:contracts.DFCS@mdcpms.ms.gov) no later than January 9, 2018, 3:00 p.m., Central



Time. Respondents are cautioned that any statements made by the contact or technical contact person that materially change any portion of the Request for Qualifications shall not be relied upon unless subsequently ratified by a formal written amendment to the Request for Qualifications. All questions and answers will be published on MDCPS' website ([www.mdcp.ms.gov](http://www.mdcp.ms.gov)) in a manner that all respondents will be able to view by January 11, 2018. **MDCPS will not be held liable or responsible for responses to applicants by persons other than the persons specifically designated in this section.**

**From the release of this RFQ until a contract is executed, Applicants shall not communicate with any MDCPS staff concerning the RFQ except by using the method described above. If the Applicant attempts any unauthorized communication, MDCPS reserves the right to reject the Applicant's application.**

### **1.7 Proprietary Information**

The Applicant should mark any and all pages of the qualification considered to be proprietary information which may remain confidential in accordance with Mississippi Code Annotated §§ 25-61-9 and 79-23-1 (1972, as amended). Any pages not marked accordingly will be subject to review by the general public after award of the contract. Requests to review the proprietary information will be handled in accordance with applicable legal procedures. (Attachment D)

### **1.8 Type of Contract – Firm Fixed Price Agreement**

### **1.9 Written Qualifications**

All Statement of Qualifications/Applications shall be in writing.

### **1.10 Acknowledgement of Amendments**

Applicants shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment (Attachment E) with the Statement of Qualifications/Application, by identifying the amendment number and date in the space provided for this purpose on the application form, or by letter. The acknowledgment must be received by MDCPS by the time and at the place specified for receipt of Statement of Qualifications/Application.

## **Section 2**

### **2.1 Type of Contract**

Compensation for services will be in the form of firm fixed-price agreement.

### **2.2 Compensation**

- \$1,250.00\* – home environment check completed; documentation collected; home study completed; narrative/recommendation entered in database; documentation compiled and submitted to MDCPS within sixty (60) days
- \$250.00\* – home environment check completed; remainder of process discontinued; narrative/recommendation entered in database; documentation compiled and submitted to MDCPS
- \$500.00\* – home environment check completed; one (1) home visit completed; remainder of process discontinued; narrative/recommendation entered in database; documentation compiled and submitted to MDCPS
- \$750.00\* – home environment check completed; two (2) home visits completed; remainder of process discontinued; narrative/recommendation entered in database; documentation compiled and submitted to MDCPS

### 2.3 Purpose

MDCPS is seeking to establish a contract for Home Study Services. It is understood that any contract resulting from RFQ No. 2018HOMESTUDY002 requires approval by MDCPS Commissioner/designee. Any contract resulting from 2018HOMESTUDY002 shall become effective upon final signature by the MDCPS Commissioner.

### 2.4 Scope of Services

The Mississippi Department of Child Protection Services (MDCPS) is seeking independent contractors to conduct home study services for prospective foster parents to become licensed foster homes for children in our care. Home study services are defined as completing home environment checks, collecting documentation, completing home studies, and entering the recommendation in a database. All home studies will be completed utilizing the **MDCPS Home Study Model**.

Minimum qualifications include:

- Licensed Social Worker (LSW)
- Licensed Master Social Worker (LMSW)
- Licensed Clinical Social Worker (LCSW)
- Licensed Marriage and Family Therapist (LMFT)

Independent contractors must:

- adhere to employment background checks and other employment related processes. The screenings will include MACWIS, Child Abuse Central Registry, Sex Offender Registry, Local Police Department, County Sheriff's Department, and etc., **Feb 27, 2018, 9:00 a.m.- 4:00 p.m., 750 North State Street, Jackson, MS 39202**
- have a Limited Liability Company (LLC) designation and have proof of liability insurance,
- have experience in providing clinical services to children in foster care,
- have a reliable computer and reliable internet service, and

- attend training on the MDCPS Home Study Model and Licensure Protocols at no cost to contractors. **Feb 27, 2018, 9:00 a.m.-4:00 p.m., 750 North State Street, Jackson, MS 39202**

The independent contractor will be assigned no more than three (3) home studies at one time and must complete a minimum of ten (10) home studies throughout the period of performance. Failing to meet the minimum requirement at the fault of the independent contractor or submitting poor quality home studies may result in non-renewal or termination of the contract. Current MDCPS employees are ineligible.

### **2.5 Term/ Renewal of Contracts**

The term of the contract shall be for a period of one (1) year. The contract may be renewed at the discretion of MDCPS upon written notice to the Independent Contractor at least ninety (90) days prior to the contract anniversary date for a period of one (1) successive year under the same prices, terms, and conditions as in the original contract. The total number of renewal years permitted shall not exceed four (4).

### **2.6 Multiple Awards**

MDCPS reserves the right to make multiple awards.

## **Section 3**

### **3.1 Insurance**

The company represents that it will maintain workers' compensation insurance which shall inure to the benefit of all the company's personnel performing services under this Contract, comprehensive general liability insurance, and employee fidelity bond insurance. All general liability, professional liability and fidelity bond insurance will provide coverage to MDCPS as an additional insured.

**All insurance policies shall be issued by companies authorized to do business under the laws of the State of Mississippi. A certificate of insurance providing the aforesaid coverage shall be furnished to MDCPS prior to commencement of services resulting from this RFQ. MDCPS reserves the right to request from carriers, certificates of insurance regarding the required coverage. Insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance.**

## **Section 4**

### **4.2 Minimum Qualifications**

Minimum qualifications include:

- Licensed Social Worker (LSW)
- Licensed Master Social Worker (LMSW)
- Licensed Clinical Social Worker (LCSW)
- Licensed Marriage and Family Therapist (LMFT)

**4.3 Professional/Personal References.** Must include at least two (2) professional and/or two (2) personal references that can be contacted to verify the applicant's qualifications and experience. Reference must not be a family member. References that are no longer in business cannot be used. Inability to reach the reference will result in that reference being considered nonresponsive. MDCPS reserves the right to request information about the applicant from any previous customer of the applicant of whom MDCPS is aware, even if that customer is not included in the Vendor's list of references.

#### **4.4 Statement of Qualifications/Application Submission Requirements**

The sealed Statement of Qualifications/Application shall be typed, indexed, numbered and divided to allow for ease of handling by MDCPS in the following order:

- Table of Contents
- Acknowledgment of receipt email by [contracts.dfcs@mdcps.ms.gov](mailto:contracts.dfcs@mdcps.ms.gov) of required letter of intent
- Completed and signed Acknowledgement Form, if applicable (Attachment E)
- Statement of Qualifications/Application Cover Sheet (Attachment F)
- Statement of Qualifications/Application Form (Attachment G)
- Resume' listing abilities, qualifications and experience of all individuals who will be assigned to provide the required services
- References (Attachment H)
- Detailed description of past experience Home Study Services
- Completed and signed Federal Debarment Verification Form (Attachment B)
- Completed and signed Partnership Debarment Verification Form (Attachment C)
- E-verify documentation
- Completed W-9
- Current Certificate of Liability Insurance
- Minority Vendor Self Certification Form (Attachment L)
- Statement of Qualifications/Application Exception Summary Form (Attachment J)
- Completed and signed Proprietary Information Form (Attachment D)
- Statement the applicant certifies that it is registered to do business in the State of Mississippi as prescribed by the Mississippi Secretary of State or, if not already registered, that it will do so within seven (7) days of being offered an award. Sole proprietors are not required to register with Mississippi Secretary of State.
- Copy of current/active social work licensure
- Copy of degree

Additional submission requirements include:

- Mailing or hand delivering one original and two (2) copies of the Statement of Qualifications/Application shall be submitted in a sealed envelope or package to 750 North

State Street, Jackson, MS 39205. The original Statement of Qualifications/Application must be marked "ORIGINAL". All documents contained in the original Statement of Qualifications/Application must have original signatures and must be signed by a person who is authorized to bind the applicant. All additional Statement of Qualifications/Application sets may contain photocopies of the original package. Sealed Statement of Qualifications/Application should be labeled as follows:

**Organization/Name HERE**  
**Request for Qualifications for Home Study Services**  
**RFQ No. 2018HOMESTUDY002**  
**APPLICATION DEADLINE: January 22, 2018, 12:00 p.m., Central Time**  
**OPENING DATE: January 22, 2018, 2:00 p.m., Central Time**  
**Attention: Leigh Washington, RFQ Coordinator**  
**Mississippi Department of Child Protection Services**  
**750 North State Street**  
**Jackson, Mississippi 39205**  
**SEALED STATEMENT OF QUALIFICATIONS/APPLICATION PACKAGE**  
**\*\*\*DO NOT OPEN\*\*\***

- Timely submission of the Statement of Qualifications/Application package is the responsibility of the applicant. Statement of Qualifications/Application received after the specified time will be rejected, shall not be considered for award and applicants shall be notified as soon as practicable of late bid. The time and date of receipt by MDCPS will be indicated on the envelope or package by MDCPS staff.
- Each page of the Statement of Qualifications/Application form and all attachments must be identified with the name of the applicant.
- MDCPS reserves the right to decide, on a case-by-case basis, whether to reject a Statement of Qualifications/Application with modifications or additions as non-responsive.
- Any applicant claiming that its Statement of Qualifications/Application contains information exempt from the Mississippi Public Records Act (Miss. Code Ann. §§ 2561-1 et seq.), shall segregate and mark the information as confidential and provide the specific statutory authority for the exemption.
- All Statement of Qualifications/Application packages must be received by MDCPS no later than **January 22, 2018, 12:00 p.m., Central Time**. Statement of Qualifications/Applications submitted via facsimile (faxes) or email will not be accepted. It is recommended that if a Statement of Qualifications/Application is mailed to MDCPS, it should be posted in certified mail with a return receipt requested. MDCPS will not be responsible for mail delays or lost mail.

#### **4.4.1 Late Submissions**

Statement of Qualifications/Applications received after the exact time specified for receipt will not be considered unless it is the only Statement of Qualifications/Application received.

#### **4.4.2 Responsive Applicant**

Applicant must submit a qualification which conforms in all material respects to this RFQ RFQ No. 2018HOMESTUDY002 as determined by MDCPS.

#### **4.4.3 Responsible Applicant**

Applicant must have capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance, as determined by MDCPS.

#### **4.5 Nonconforming Terms and Conditions**

A qualification that includes terms and conditions that do not conform to the terms and conditions in the Request for Qualifications is subject to rejection as non-responsive. MDCPS reserves the right to permit the Applicant to withdraw nonconforming terms and conditions from its Statement of Qualifications/Application prior to a determination by the MDCPS of non-responsiveness based on the submission of nonconforming terms and conditions.

#### **4.6 Evaluation Procedure**

##### **4.6.1 Evaluation Factors**

(1) The overall quality of the proposed plan for performing the required services (the plan should reflect an understanding of the project and its objectives). Describe how the services will be performed. Consideration will be given to the completeness of the response to the specific requirements of the solicitation. **(Important) 10 Points**

(2) Applicant's ability to provide the required services as reflected/evidenced by qualifications (education, experience, etc.). This includes the ability of the applicant to provide a work product that is legally defensible. A narrative that includes specific timelines, education and general experience in providing the required services as outlined in the detailed specifications. **(Very Important) 25 Points**

(3) The number of personnel, equipment, facilities, financial resources and/or other verifiable means available to perform the services currently available or demonstrated to be made at the time of contracting (reliable transportation, computer and internet, etc.) **(Important) 15 Points**

(4) A descriptive overview of past performance of similar work in scope, size or discipline to the required services were performed or undertaken within the past three (3) years. **(Critical) 50 Points**

**Total: 100 Points**

#### **4.7 Award**

The contract will be awarded by written notice, to the highest ranked Applicant(s) whose statement of qualifications meets the requirements and criteria set forth in this Request for Qualifications.

#### **4.8 Basis of Award**

All Statement of Qualifications/Application packages received in response to this RFQ by the stated deadline will receive a comprehensive, fair, and impartial review. A review committee will consider the Statement of Qualifications/Applications in the following three-phase process:

**Phase 1:** During this phase of the review process, all Statement of Qualifications/Applications received will be reviewed to determine if the following mandatory requirements of this RFQ have been satisfied:

- Statement of Qualifications/Application submission deadline met;
- Table of Contents
- Acknowledgment of receipt email by [contracts.dfcs@mdecps.ms.gov](mailto:contracts.dfcs@mdecps.ms.gov) of required letter of intent;
- Completed and signed Acknowledgement Form, if applicable (Attachment E);
- Required format followed (Table of Contents, typed, indexed, divided, numbered and in required order);
- Required number of copies along with the original Statement of Qualifications/Application provided;
- Signed Statement of Qualifications/Application Cover Sheet provided (Attachment F);
- Responsiveness to the questions contained on the Statement of Qualifications/Application Cover Sheet;
- Signed Statement of Qualifications/Application Form provided (Attachment G);
- Resume' listing abilities, qualifications and experience of all individuals who will be assigned to provide the required services;
- Required number of references provided (Attachment H);
- Detailed description of past experience in Home Study Services;
- Acceptance of all Standard Terms and Conditions;
- Completed and signed Federal Debarment Verification Form (Attachment B);
- Completed and signed Partnership Debarment Verification Form (Attachment C);
- E-verify documentation;
- Completed W-9;
- Current Certificate of Liability Insurance;
- Minority Vendor Self Certification Form (Attachment L);
- Statement of Qualifications/Application Exception Summary Form (Attachment J);
- Completed and signed Proprietary Information Form (Attachment D); and,
- Statement the applicant certifies that it is registered to do business in the State of Mississippi as prescribed by the Mississippi Secretary of State or, if not already registered, that it will do so within seven (7) days of being offered an award. Sole proprietors are not required to register with Mississippi Secretary of State

- A copy of current/active social work licensure
- Copy of degree

Failure to comply with any of the above may result in elimination from further consideration. Applicants that are determined to have complied will continue to the next phase, while applicants that do not comply will be immediately notified of their non-responsive status.

**Phase 2:** During this phase of the review process, all remaining Statement of Qualifications/Applications will be reviewed to determine responsibility; i.e., whether the minimum applicant requirements of this RFQ have been met. Applicants that are determined by the review committee to have shown the minimum qualifications outlined in Section 4 and who received a minimum score of four on the Reference Score Sheet (Attachment I) from reference interviews by MDCPS staff with one applicant reference (for a total minimum score of four) will be found to be responsible. These applicants will continue to the next phase, while applicants that are not determined to be responsible will be immediately notified in writing of such determination.

**Applicants who do not move to Phase 3 will be promptly notified in writing**

**Phase 3:** During this phase of the review process, all remaining Statement of Qualifications/Applications will be reviewed to assess the applicant's qualifications with regard to Home Study Services as well as expertise in the minimum qualifications listed in Section 4. Each Statement of Qualifications/Application will be scored using the Evaluation Criteria for Phase 3 in Section 4.6.1. The highest scoring applicants in each of the following categories (must have a minimum score of 75.

**4.9 Notification**

All participating Applicants will be notified of MDCPS' intent to award a contract. In addition, MDCPS will identify the selected applicant. Notice of award is also made available to the public upon request.

**Section 5**

**5.1 Post-Award Debriefing Request**

An Applicant, successful or unsuccessful, may request a post-award debriefing, in writing, by U.S. mail or electronic submission, to be received by the agency within three (3) business days of notification of the contract award. A debriefing is a meeting and not a hearing; therefore, legal representation is not required. If an Applicant prefers to have legal representation present, the proposer must notify the agency and identify its attorney by name, address, and telephone number. MDCPS shall be allowed to schedule and/or suspend and reschedule the meeting at a time when a representative of the Office of the Mississippi Attorney General can be present.



For additional information regarding Post-Award Debriefing, as well as the information that may be provided and excluded, please see Section 7-112 through 7-112.07, Post-Award Vendor Debriefing, of the Mississippi Personal Service Contract Review Board's Rules and Regulations.

## **5.2 Protests**

Any actual or prospective applicant who is aggrieved in connection with this solicitation or the outcome of this RFP may file a protest with the Commissioner of MDCPS. The protest shall be submitted within seven (7) calendar days following award date, in writing after such aggrieved person or entity knows or should have known of the facts giving rise thereto. All protests must be in writing, dated, signed by the proposer or an individual authorized to sign contracts on behalf of the protesting proposer, and contain a statement of the reason(s) for protest, citing the law(s), rule(s) and regulation(s) or procedure(s) on which the protest is based. The written protest letter shall contain an explanation of the specific basis for the protest. The protesting proposer must provide facts and evidence to support the protest. A protest is considered filed when received by the Commissioner of MDCPS via either U.S. mail, postage prepaid, or by personal delivery. Protests filed after seven (7) calendar days following award date will not be considered.

## **5.3 Statement of Qualifications/Application Exceptions**

Please return the Statement of Qualifications/Application Exception Summary Form (Attachment J) with all exceptions to items in any Section of this RFQ listed and clearly explained or state "No Exceptions Taken." If no Statement of Qualifications/Application Exception Summary Form is included, the Applicant is indicating that he takes no exceptions to any item in this RFQ document.

**5.3.1** Unless specifically disallowed on any specification herein, the Applicant may take exception to any point within this RFQ, including a specification denoted with "must" or "shall," as long as the following are true:

**5.3.1.1** The specification is not a matter of State law;

**5.3.1.2** The Application still meets the intent of the RFQ

**5.3.1.3** A Statement of Qualifications/Application Exception Summary Form is included with the Application; and

**5.3.1.4** The exception is clearly explained, along with any alternative or substitution the Applicant proposes to address the intent of the specification, on the Statement of Qualifications/Application Exception Summary Form.

**5.3.1.5** The Applicant has no liability to provide items to which an exception has been taken. MDCPS has no obligation to accept any exception. During the Application evaluation and/or contract negotiation process, the Applicant and MDCPS will discuss each exception and take one of the following actions:

**5.3.1.6** The Applicant will withdraw the exception and meet the specification in the manner prescribed;

**5.3.1.7** MDCPS will determine that the exception neither poses significant risk to the project nor undermines the intent of the RFQ and will accept the exception;

**5.3.1.8** MDCPS and the Applicant will agree on compromise language dealing with the exception and will insert same into the contract; or

**5.3.1.9** None of the above actions is possible, and MDCPS either disqualifies the Application or withdraws the award and proceeds to the next ranked Applicant.

**5.3.2** Shall MDCPS and the Applicant reach a successful agreement, MDCPS will sign adjacent to each exception which is being accepted or submit a formal written response to the Application Exception Summary responding to each of the Applicant's exceptions. The Statement of Qualifications/Application Exception Summary Form, with those exceptions approved by MDCPS, will become a part of any contract on acquisitions made under this RFQ.

**5.3.3** An exception will be accepted or rejected at the sole discretion of MDCPS:

**5.3.4** MDCPS desires to award this RFQ to an Applicant with whom there is a high probability of establishing a mutually agreeable contract, substantially within the standard terms and conditions of the State's RFQ, including the Standard Contract in Attachment J. As such, Applications, in the sole opinion of MDCPS, reflect a substantial number of material exceptions to this RFQ, may place themselves at a comparative disadvantage in the evaluation process or risk disqualification of their Applications.

**5.3.5** For Applicants who have successfully negotiated a contract with MDCPS in the past, MDCPS requests that, prior to taking any exceptions to this RFQ, the individual(s) preparing this Application first confer with other individuals who have previously submitted Applications to MDCPS or participated in contract negotiations with MDCPS on behalf of their company, to ensure the Applicant is consistent in the items to which it takes exception

### **5.3 Required Contract Terms and Conditions**

Any contract entered into between MDCPS and a vendor/applicant shall include the required clauses found in Attachment K and those required by the *Personal Service Contract Review Board's Rules and Regulations* as updated.

### **5.4 Attachments**

The attachments to this Request for Qualifications are made a part of this Request for Qualifications as if copied herein in words and figures.

Name of Applicant: \_\_\_\_\_

Required Letter of Intent  
Revised April 19, 2016

**ATTACHMENT A**  
**REQUIRED LETTER OF INTENT**

Date

Mr./Ms./Dr. \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Dear Ms. Leigh Washington, RFQ Coordinator

This letter confirms our intent to submit an application pursuant to RFQ No. 2018HOMESTUDY002

service area includes \_\_\_\_\_ . Also, in compliance with the requirements  
County(ies)

of the letter of intent, \_\_\_\_\_ submits the following  
Organization Name

information:

Contact Person's Name: \_\_\_\_\_

Contact Person's Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Tax I.D. Number: \_\_\_\_\_

DUNS Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Authorized Official's Email Address: \_\_\_\_\_

Thank you for your consideration.

Sincerely,

Authorized Official

Name of Applicant: \_\_\_\_\_

Federal Debarment Verification Form  
Revised April 5, 2016

**ATTACHMENT B**

**MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES  
FEDERAL DEBARMENT VERIFICATION FORM**

*Please Print/Type Clearly in Blue Ink*

Subgrantee's/Contractor's Name	
Authorized Official's Name	
DUNS Number	
Address	
Phone Number	
Are you currently registered with <a href="http://www.sam.gov">www.sam.gov</a> (Respond Yes or No)	
Registration Status (Type Active or Inactive)	
Active Exclusions (Type Yes or No)	

I hereby certify that \_\_\_\_\_ is not on the list for federal  
debarment on [www.sam.gov](http://www.sam.gov) –System for Award Management.  
Subgrantee's Name/Contractor's Name

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

Name of Applicant: \_\_\_\_\_

Partnership Debarment Verification Form  
Revised April 5, 2016

**ATTACHMENT C**

**MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES  
PARTNERSHIP DEBARMENT VERIFICATION FORM**

*Please Print/Type Clearly in Blue Ink*

Subgrantee's/Contractor's Name	
Authorized Official's Name	
DUNS Number	
Address	
Phone Number	

I hereby certify that all entities who are in partnership with MDCPS (subcontractors, subrecipients, et al.) are not on the federal debarment list on [www.sam.gov](http://www.sam.gov) – System for Award Management. Proof of documentation of partnership verification with SAM shall be kept on file and the debarment status shall be checked prior to submission of every contract/subgrant and modification to MDCPS.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

Name of Applicant: \_\_\_\_\_

Proprietary Information Form  
Revised February 1, 2017

## ATTACHMENT D

### Proprietary Information Form

Did the Applicant submit any information to the MDCPS for the RFQ No. 2018HOMESTUDY002 which contained trade secrets or other proprietary data which the contractor wishes to remain confidential in accordance with Section 25-61-9 and 79-23-1 of the Mississippi Code?

Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, please indicate which parts/pages below that the contractor wishes to designate as proprietary.

- 1.
- 2.
- 3.
- 4.
- 5.

\_\_\_\_\_  
Signature of Authorized Official/ Title                      Date                      (No stamped signature)

\_\_\_\_\_  
Name of Organization

Name of Applicant \_\_\_\_\_

Acknowledgement of Amendment  
Revised April 19, 2016

**ATTACHMENT E**

**Acknowledgement of Amendment to RFQ No. 2018HOMESTUDY002**

I, \_\_\_\_\_, acknowledge that RFQ No. 2018HOMESTUDY002 has been  
Authorized Official's Name

amended on \_\_\_\_\_ to include the following:  
Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, understand that Statement of Qualifications/Applications will **only**  
Authorized Official's Name

be accepted from applicants who submit this acknowledgement of amendment # \_\_\_\_\_.

\_\_\_\_\_  
Name/Name of Company

\_\_\_\_\_  
Authorized Official's Typed Name/Title

\_\_\_\_\_  
Signature of Authorized Official Date (No stamped signature)

**This acknowledgement should be enclosed in accordance with the instructions located in Section 1.10 of this RFQ.**

Name of Applicant \_\_\_\_\_

**ATTACHMENT F**

**Statement of Qualifications/Application Cover Sheet**

The Mississippi Department of Child Protection Services is soliciting Statement of Qualifications/Applications from qualified Applicants

**PLEASE MARK YOUR ENVELOPE:**

**Organization/Name HERE**

**Request for Qualifications for Home Study Services**

**RFQ No. 2018HOMESTUDY002**

**APPLICATION DEADLINE: January 22, 2018, 12:00 p.m., Central Time**

**OPENING DATE: January 22, 2018, 2:00 p.m., Central Time**

**Attention: Leigh Washington, RFQ Coordinator**

**Mississippi Department of Child Protection Services**

**750 North State Street**

**Jackson, Mississippi 39205**

**SEALED STATEMENT OF QUALIFICATIONS/APPLICATION PACKAGE**

**\*\*\*DO NOT OPEN\*\*\***

**Date Submitted:** \_\_\_\_\_

**Applicant Organization Information:**

**Name/Name of Organization:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Authorized Official:** \_\_\_\_\_

**Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_**

**Tax I.D. No.: \_\_\_\_\_ DUNS No.: \_\_\_\_\_**

**BUSINESS ID No. (Issued from Mississippi Secretary of State's Office (*Out-of-state corporations ONLY*)): \_\_\_\_\_**

**Contact Person for Applicant:**

**Name: \_\_\_\_\_ Title: \_\_\_\_\_**

**Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_**



Name of Applicant \_\_\_\_\_

In addition to providing the above contact information, please answer the following questions:

How many years has the firm been in business to perform the services outlined in this RFQ? \_\_\_\_\_

Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation.

\_\_\_\_\_

If your company is not physically located in the region, how will you supply the services outlined in the RFQ?

\_\_\_\_\_

List all licenses or permits your company possess that are applicable to performing the services required in this RFQ.

\_\_\_\_\_

Describe any specific services which your company offers along with any specialized experience, certification, and/or education of your current staff.

\_\_\_\_\_

*By signing below, I certify that the abovementioned information is true and complete and I have the authority to bind the company. I do not have any questioned costs, audit, monetary and/or unresolved findings with MDHS, Division of Program Integrity or MDCPS, Office of Internal Audit. I understand that as a condition of award, I may be required to present documentation which verifies the accuracy of the information on this Statement of Qualifications/Application Cover Sheet. Any incorrect and/or missing information is considered non-responsive and is subject to rejection.*

\_\_\_\_\_  
Signature of Authorized Official/Title  
(No stamped signature)

\_\_\_\_\_  
Date

Name of Applicant: \_\_\_\_\_

**ATTACHMENT G**

**Statement of Qualifications/Application Form for Home Study Services**

Categories of Services to be provided. **Applicant must mark each category for which they wish to be considered.**

**Home Study Services**

Applicant	Telephone Number	Email Address

**Home Study Services Contract Rate Schedule**

The total compensation available for these services is \$19,000.00

\$1,250	home environment check completed; documentation collected; home study completed; narrative/recommendation entered in database; documentation compiled and submitted to MDCPS within sixty (60) days
\$250	home environment check completed; remainder of process discontinued; narrative/recommendation entered in database; documentation compiled and submitted to MDCPS
\$500.00	home environment check completed; one (1) home visit completed; remainder of process discontinued; narrative/recommendation entered in database; documentation compiled and submitted to MDCPS
\$750.00	home environment check completed; two (2) home visits completed; remainder of process discontinued; narrative/recommendation entered in database; documentation compiled and submitted to MDCPS

County(ies) to be served: \_\_\_\_\_

By signing below, the company representative certifies that he/she has authority to bind the company, and further acknowledges and certifies on behalf of the company:

\_\_\_\_\_  
Authorized Representative

Name of Applicant \_\_\_\_\_

### **MDCPS STANDARD TERMS AND CONDITIONS**

1. That he/she has thoroughly read and understands the Request for Qualifications and Attachments thereto;
2. That the company meets all requirements and acknowledges all certifications contained in the Request for Qualifications and Attachments thereto;
3. That the company agrees to all provisions of the Request for Qualifications and Attachments thereto including, but not limited to, the Required Clauses to be included in any contract resulting from this RFQ (Attachment K);
4. That the company will perform the services required at the prices indicated above;
6. The company represents that its workers are licensed, certified and possess the requisite credentials to perform Home Study Services.
7. **NON-DEBARMENT**-By submitting a Statement of Qualifications/Application, the company certifies that it is not currently debarred from submitting qualifications for contracts issued by any political subdivision, agency of the State of Mississippi, or any other state and that it is not an agent of a person or entity that is currently debarred from submitting qualifications for contracts issued by any political subdivision, agency of the State of Mississippi, or any other state.
8. **INDEPENDENT PRICE DETERMINATION**-The company certifies that the prices submitted in response to the solicitation have been arrived at independently and without (for the purpose of restricting competition) any collusion, consultation, communication, or agreement with any other Applicant or competitor relating to those prices, the intention to submit a qualifications, or the methods or factors used to calculate the prices qualifications/offered.
9. **PROSPECTIVE CONTRACTOR'S REPRESENTATION REGARDING CONTINGENT FEES**-The prospective contractor represents as a part of such Contractor's qualifications or proposal that such Contractor has/has not (please circle applicable word or words) retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.
10. **REPRESENTATION REGARDING CONTINGENT FEES**-The company represents that it **has/has not** (please circle applicable word or words) retained a person to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or other contingent fee, except as disclosed in the company's qualifications or proposal.
11. **REPRESENTATION REGARDING GRATUITIES**-The bidder, applicant, or contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the Mississippi Personal Service Contract Review Board Rules and Regulations.

Name of Applicant: \_\_\_\_\_

**MDCPS STANDARD TERMS AND CONDITIONS**

Company Name: \_\_\_\_\_

Printed name of authorized representative: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Note: Please be sure to **circle the applicable word or words** on numbers 9 (Prospective Contractor's Representation Regarding Contingent Fees) and 10 (Representation Regarding Contingent Fees) above. Failure to circle the applicable word or words and/or sign the qualifications form may result in the qualifications being rejected as non-responsive. **Modifications or additions to any portion of this qualification may be cause for rejection of qualifications.***

Name of Applicant \_\_\_\_\_

**ATTACHMENT H**  
**PROFESSIONAL REFERENCES**

**REFERENCE 1**

Name of Company: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Alternative Contact Person (optional): \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**REFERENCE 2**

-----  
Name of Company: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Alternative Contact Person (optional): \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**REFERENCE 3**

-----  
Name of Company: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Alternative Contact Person (optional): \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name of Applicant \_\_\_\_\_

### PERSONAL REFERENCES

#### REFERENCE 1

Name: \_\_\_\_\_  
How long have you known person: \_\_\_\_\_  
What is relationship? \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

#### REFERENCE 2

-----  
Name: \_\_\_\_\_  
How long have you known person: \_\_\_\_\_  
What is relationship? \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

#### REFERENCE 3

-----  
Name: \_\_\_\_\_  
How long have you known person: \_\_\_\_\_  
What is relationship? \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

*Applicant must submit at least two (2) references. Applicant may submit as many references as desired by submitting as many additional copies of Attachment H, References, as deemed necessary. References will be contacted in order listed until two (2) references have been interviewed and Reference Score Sheets completed. No further references will be contacted; however, applicants are encouraged to submit additional references to ensure that at least two (2) references is available for interview. MDCPS staff must be able to contact one reference within two MDCPS business days of Statement of Qualifications/Application opening for applicant to be considered responsive.*

**ATTACHMENT I**

**Professional Reference Score Sheet**

**TO BE COMPLETED BY MDCPS STAFF ONLY**

**LOCATION** (*city, county, region or statewide*): [ \_\_\_\_\_ ]

Applicant Name: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Spoke to: \_\_\_\_\_

Score: \_\_\_\_\_

Able to provide services in a timely manner?	Yes	No
Satisfied with _____ services provided? If no, please explain.	Yes	No
Applicant easy to work with?	Yes	No
Applicant listened when you had an issue and readily offered a solution? If never an issue, please check here _____.)	Yes	No
Would you recommend?	Yes	No

Each “yes” is one point; each “no” is zero points. Applicant must have a minimum score of “4” from two references (total of “8” points) to be considered responsible and for its bid to be considered.

Do you have any business or professional interest in the applicant’s organization? If yes, please explain.	Yes	No
--	-----	----

Called by: \_\_\_\_\_

Date/Time: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personal Reference Score Sheet**

**TO BE COMPLETED BY MDCPS STAFF ONLY**

**LOCATION** (*city, county, region or statewide*): [ \_\_\_\_\_ ]

Applicant Name: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Spoke to: \_\_\_\_\_

Score: \_\_\_\_\_

What are his/her strengths?*		
What are his/her weaknesses?*		
How does applicant relate to others? *		
How does applicant react to stressful situations? *		
Would you recommend?	Yes	No

Each “yes” or “satisfied” is one point; each “no” or “dissatisfied” is zero points. Applicant must have a minimum score of “4” from two references (total of “8” points) to be considered responsible and for its application to be considered.

\*MDCPS will score based on satisfaction or dissatisfaction with responses to non-polar questions

Do you have any business or professional interest in the applicant’s organization? If yes, please explain.	Yes	No
--	-----	----

Called by: \_\_\_\_\_

Date/Time: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Name of Applicant \_\_\_\_\_

Statement of Qualifications/Application Exception Summary Form  
Revised April 19, 2016

## ATTACHMENT J

### Statement of Qualifications/Application Exception Summary Form

**List and clearly explain any exceptions, for all Statement of Qualifications/Application Sections and Attachments, in the table below. Indicate “N/A”, if there are no exceptions.**

RFQ Reference	Applicant Qualification Reference	Brief Explanation of Exception	MDCPS Acceptance (sign here only if accepted)
Reference specific outline point to which exception is taken	Page, section, items in Applicant’s qualification where exception is explained	Short description of exception being made	
1			
2			
3			
4			
5			
6			
7			

ATTACHMENT K

**TO BE COMPLETED BY MDCPS ONLY**

STATE OF MISSISSIPPI

MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES

CONTRACT FOR \_\_\_\_\_ SERVICES

1. Parties. The parties to this contract are the Mississippi Department of Child Protection Services (hereinafter “MDCPS”) and [Independent Contractor] (hereinafter “Independent Contractor”).
2. Purpose. The purpose of this contract is for the MDCPS to engage Independent Contractor and Independent Contractor hereby agrees to render certain professional services described in Paragraph 3, “Scope of Services.”
3. Scope of Services. Independent Contractor will perform and complete in a timely and satisfactory manner the services described in the “Scope of Services” attached hereto as Exhibit A, and the “*2<sup>nd</sup> Modified Mississippi Settlement Agreement and Reform Plan,*” attached hereto as Exhibit B, and incorporated herein by reference.
4. Consideration. As consideration for the performance of this Contract, the Independent Contractor shall be paid a fee not to exceed \_\_\_\_\_ (\$\_\_\_\_\_) in accordance with the Budget attached hereto as Exhibit C. It is expressly understood and agreed that in no event shall the total compensation paid hereunder exceed the specified amount of \_\_\_\_\_ (\$\_\_\_\_\_).
5. Period of Performance. This contract will become effective for the period beginning [add date] and ending on [add date], upon the approval and signature of the both parties hereto.
6. Renewal of Contract: The contract may be renewed at the discretion of MDCPS upon written notice to Independent Contractor at least ninety days prior to each contract anniversary date for a period of four successive one-year periods under the same prices, terms, and conditions as in the original contract and/or subsequent contracts. The total number of renewal years permitted shall not exceed [four], or extend past [add date]. However, if MDCPS does not intend to renew the contract, the [Independent Contractor’s Name] shall be notified at least ninety (90) days prior to the contract anniversary date.
7. Method of Payment. Independent Contractor agrees to accept payments referenced in

Paragraph 5, "Consideration", to be paid as billed by Independent Contractor, upon review and approval by MDCPS. Independent Contractor agrees to submit invoices to MDCPS that contain a detailed account of each billing. The final invoice is to be submitted no later than [add date]. Independent Contractor is classified as an independent contractor and not a contractual employee of MDCPS. As such, any compensation due and payable to Independent Contractor will be paid as gross amounts. Independent Contractor invoices shall be submitted to MDCPS at [contract.invoices@mdeps.ms.gov](mailto:contract.invoices@mdeps.ms.gov).

8. Applicable Law. The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws, provisions, and any litigation with respect thereto shall be brought in the courts of the State. Independent Contractor shall comply with applicable federal, state, and local laws and regulations.
9. Availability of Funds. It is expressly understood and agreed that the obligation of the MDCPS to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to MDCPS, MDCPS shall have the right upon ten (10) working days written notice to Independent Contractor, to terminate this agreement without damage, penalty, cost or expenses to the MDCPS of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.
10. Representation Regarding Contingent Fees. Independent Contractor represents that it has not retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's bid or proposal.
11. Representation Regarding Gratuities. The Independent Contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the *Mississippi Personal Service Contract Review Board Rules and Regulations*.
12. Compliance with Laws. Independent Contractor understands that MDCPS is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and Independent Contractor agrees during the term of the agreement that Independent Contractor will strictly adhere to this policy in its employment practices and provision of services. Independent Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.

13. Insurance: Independent Contractor represents that it will maintain workers' compensation insurance as required by the State of Mississippi which shall inure to the benefit of all the Independent Contractor's personnel provided hereunder; comprehensive general liability or professional liability insurance, and employee dishonesty insurance or fidelity bond insurance with third party liability coverage. All general liability, professional liability, employee dishonesty, and fidelity bond insurance will provide coverage MDCPS as an additional insured. MDCPS reserves the right to request from carriers, certificates of insurance regarding the required coverage. Insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance.
14. Stop Work Order.
- a. *Order to Stop Work*: MDCPS, may, by written order to Independent Contractor at any time, and without notice to any surety, require Independent Contractor to stop all or any part of the work called for by this contract. This order shall be for a specified period not exceeding 90 days after the order is delivered to Independent Contractor, unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, Independent Contractor shall forthwith comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the MDCPS shall either:
- i. cancel the stop work order; or,
  - ii. terminate the work covered by such order as provided in the Termination for Default clause or the Termination for Convenience clause of this contract.
- b. *Cancellation or Expiration of the Order*: If a stop work order issued under this clause is canceled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, Independent Contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or Independent Contractor price, or both, and the contract shall be modified in writing accordingly, if:
- i. the stop work order results in an increase in the time required for, or in Independent Contractor's cost properly allocable to, the performance of any part of this contract; and,
  - ii. Independent Contractor asserts a claim for such an adjustment within 30 days after the end of the period of work stoppage; provided that, if MDCPS decides that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under this contract.
- c. *Termination of Stopped Work*: If a stop work order is not canceled and the work covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop work order shall be allowed by adjustment or otherwise.

15. Termination. The Commissioner may terminate this contract with or without cause upon thirty (30) days prior written notice to the Independent Contractor.

16. Termination for Convenience.

a. *Termination.* The Commissioner or designee may, when the interests of the State so require, terminate this contract in whole or in part, for the convenience of the State. The Commissioner or designee shall give written notice of the termination to Independent Contractor specifying the part of the contract terminated and when termination becomes effective.

b. *Independent Contractor's Obligations.* Independent Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination Independent Contractor will stop work to the extent specified. Independent Contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. Independent Contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Commissioner or designee may direct Independent Contractor to assign Independent Contractor's right, title, and interest under terminated orders or subcontracts to the State. Independent Contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

17. Termination for Default.

a. *Default.* If Independent Contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract or any extension thereof, or otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Commissioner or designee may notify Independent Contractor in writing of the delay or nonperformance and if not cured in ten (10) days or any longer time specified in writing by the Commissioner or designee, such officer may terminate Independent Contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part, the Commissioner or designee may procure similar supplies or services in a manner and upon terms deemed appropriate by the Commissioner or designee. Independent Contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.

b. *Contractor's Duties.* Notwithstanding termination of the contract and subject to any directions from the procurement officer, Independent Contractor shall take timely, reasonable, and necessary action to protect and preserve property in the possession of Independent Contractor in which the State has an interest.

c. *Compensation.* Payment for completed services delivered and accepted by the State shall be at the contract price. The State may withhold from amounts due Independent Contractor such sums as the Commissioner or designee deems to be necessary to protect

the State against loss because of outstanding liens or claims of former lien holders and to reimburse the State for the excess costs incurred in procuring similar goods and services.

- d. *Excuse for Nonperformance or Delayed Performance.* Except with respect to defaults of subcontractors, Independent Contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by Independent Contractor to make progress in the prosecution of the work hereunder which endangers such performance) if Contractor has notified the Commissioner or designee within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of the public enemy; acts of the State and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, Independent Contractor shall not be deemed to be in default, unless the services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit Independent Contractor to meet the contract requirements. Upon request of Independent Contractor, the Commissioner or designee shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, Independent Contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly, subject to the rights of the State under the clause entitled in fixed-priced contracts, "Termination for Convenience". (As used in this Paragraph of this clause, the term "subcontractor" means subcontractor at any tier).
  - e. *Erroneous Termination for Default.* If, after notice of termination of Independent Contractor's right to proceed under the provisions of this clause, it is determined for any reason that the contract was not in default under the provisions of this clause, or that the delay was excusable under the provisions of Paragraph (4) (Excuse for Nonperformance or Delayed Performance) of this clause, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the State, be the same as if the notice of termination had been issued pursuant to such clause.
  - f. *Additional Rights and Remedies.* The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this contract.
18. Termination Upon Bankruptcy. This contract may be terminated in whole or in part by MDCPS upon written notice to Independent Contractor, if Independent Contractor should become the subject of bankruptcy or receivership proceedings, whether voluntary or involuntary, or upon the execution by Independent Contractor of an assignment for the benefit of its creditors. In the event of such termination, Independent Contractor shall be entitled to recover just and equitable compensation for satisfactory work performed under this contract, but in no case shall said compensation exceed the total contract price.

19. E-Payment. Independent Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. MDCPS agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies," which generally provides for payment of undisputed amounts by the MDCPS within forty-five (45) days of receipt of invoice. Mississippi Code Annotated § 31-7-305.

20. E-Verify If applicable, Independent Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act of 2008, and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 *et seq.* The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Independent Contractor agrees to maintain records of such compliance. Upon request of the State and after approval of the Social Security Administration or Department of Homeland Security when required, Independent Contractor agrees to provide a copy of each such verification. Independent Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws. The breach of this agreement may subject Independent Contractor to the following:

(1) termination of this contract for services and ineligibility for any state or public contract in Mississippi for up to three (3) years with notice of such cancellation/termination being made public;

(2) the loss of any license, permit, certification or other document granted to Contractor by an MDCPS, department or governmental entity for the right to do business in Mississippi for up

to one (1) year; or,

(3) both.

In the event of such cancellations/termination, Independent Contractor would also be liable for any additional costs incurred by the State due to Contract cancellation or loss of license or permit to do business in the State.

21. Transparency. This contract, including any accompanying exhibits, attachments, and appendices, is subject to the "Mississippi Public Records Act of 1983," and its exceptions. See Mississippi Code Annotated §§ 25-61-1 *et seq.* and Mississippi Code Annotated § 79-23-1. In addition, this contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008. Mississippi Code Annotated §§ 27-104-151 *et seq.* Unless exempted from disclosure due to a court-issued protective order, a copy of this executed contract is required to be posted to the Department of Finance and Administration's independent MDCPS contract website for public access at <http://www.transparency.mississippi.gov>. Information identified by Independent Contractor as trade secrets, or other proprietary information, including confidential vendor information

or any other information which is required confidential by state or federal law or outside the applicable freedom of information statutes, will be redacted.

22. Paymode. Payments by state agencies using the State's accounting system shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of Independent Contractor's choice. The State may, at its sole discretion, require Independent Contractor to electronically submit invoices and supporting documentation at any time during the term of this Agreement. Independent Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.
23. Procurement Regulations. The contract shall be governed by the applicable provisions of the *Mississippi Personal Service Contract Review Board Rules and Regulations*, a copy of which is available at 210 East Capitol, Suite 800, Jackson, Mississippi 39201 for inspection, or downloadable at <http://www.mspb.ms.gov>.
24. Trade Secrets, Commercial and Financial. It is expressly understood that Mississippi law requires that the provisions of this contract which contain the commodities purchased or the personal or professional services provided, the price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information and shall be available for examination, copying, or reproduction.
25. Requirements Contract. During the period of the contract, Independent Contractor shall provide all the service described in the contract. Independent Contractor understands and agrees that this is a requirements contract and that MDCPS shall have no obligation to Independent Contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of MDCPS for the period of the contract. The amount is only an estimate and Independent Contractor understands and agrees that MDCPS is under no obligation to Independent Contractor to buy any amount of the services as a result of having provided this estimate or of having any typical or measurable requirement in the past. Independent Contractor further understands and agrees that MDCPS may require services in an amount less than or in excess of the estimated annual contract amount and that the quantity actually used, whether in excess of the estimate or less than the estimate, shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually used.



In witness whereof, the parties hereto have affixed, on duplicate originals, their signatures on the date indicated below, after first being authorized so to do.

**MISSISSIPPI DEPARTMENT OF CHILD  
PROTECTION SERVICES**

By: \_\_\_\_\_  
Authorized Signature

By: \_\_\_\_\_  
Authorized Signature

Printed Name: Jess Dickinson, Commissioner

Title: Deputy Commissioner

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**INDEPENDENT CONTRACTOR'S NAME**

By: \_\_\_\_\_  
Authorized Signature

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Applicant \_\_\_\_\_

**ATTACHMENT L**

**STATE OF MISSISSIPPI  
MINORITY VENDOR SELF CERTIFICATION FORM**

Please complete the following information on this form and return immediately to the Mississippi Department of Finance and Administration, Attention: Vendor File Maintenance, P.O. Box 1060, Jackson, Mississippi 39215. Forms may also be faxed to (601) 359-5525.

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_ Post Office Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Tax I.D.: \_\_\_\_\_

SAAS Vendor#s (if known): \_\_\_\_\_

**MINORITY STATUS**

As used in this provision, means a business concern that (1) is at least 51% minority-owned by one or more individuals, or minority business enterprises that are both socially and economically disadvantaged and (2) have its management and daily business controlled by one or more such individuals as ascribed under the Minority Business Enterprise Act 57-69 and the Small Business Act 15 USCS, Section 637 (a). See back of form for more information. Should you require additional information regarding your Minority Status, or need assistance in completing this form please call the Mississippi Development Authority, Minority Business Enterprise Division at 601-359-3448.

Applicable  Not Applicable

**IF MINORITY STATUS IS APPLICABLE, PLEASE CHECK APPROPRIATE CODE BELOW:**

**Minority Business Enterprise**

- A (Asian Indian)
- B (Asian Pacific)
- C (Black American)
- D (Hispanic American)
- E (Native American)

**Women Business Enterprise**

- M (Asian Indian)
- N (Asian Pacific)
- O (Black American)
- P (Hispanic American)
- Q (Native American)
- R (Other) Non Ethnic Women

The undersigned certifies under the penalties (administrative suspension and/or ineligibility for participation) set forth in the Minority Business Enterprise Act 57-69, and the Small Business Act 15 USCS, Section 637 (a), that the company classification and selected information above is true and correct. The undersigned will advise of any change in such classification at once.

Business: \_\_\_\_\_ Certified by: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_ Name Printed: \_\_\_\_\_

Issue Date March 31, 2002

ATTACHMENT M

**2<sup>nd</sup> Modified Mississippi  
Settlement Agreement and  
Reform Plan**

(See Mississippi Department of Child Protection Services Website)

<https://www.mdcpms.gov/olivia-v-lawsuit/>



**TN** Department of  
**Children's Services**

# Adoption Fee Schedule

Schedule of Fees for Adoption-Related Services 2018-2019

Tennessee Department of Children's Services | Division of Child Welfare Licensing  
Effective July 1, 2018- June 30, 2019

# Introduction

The following document is a comprehensive list of all agencies licensed to provide adoption-related services within the State of Tennessee and includes each agency's associated fee schedules. All data, including contact information, service rates, service descriptions, etc. is self-reported by each licensed agency. This information is gathered, compiled and published annually by the Tennessee Department of Children's Services Office of Child Welfare Licensing.

Please note that this information is provided in a truncated format and therefore lists only general fee schedules for comparison purposes. More specific fee information may be obtained by contacting each agency directly. All fee schedule data is subject to change so please confirm current service rates with the individual agencies. Some agencies may not be represented on this schedule if they become licensed after the publication date. A current, itemized fee schedule should be requested from any agency you may be considering, whether or not it is included on this list.

If you are attempting to verify information on an agency that has not been included in this schedule, please contact the DCS Office of Child Welfare Licensing at (615) 532-5640 for additional information.

## **A Note from the Licensing Office Regarding Consumer Awareness**

Many children are currently in need of a loving, permanent family and the process of opening one's home to a child in need can be one of the most beautiful and significant events in the life of both a child and that child's adoptive parents.

The State of Tennessee offers many quality options for adoption-related services. However, as with any fee-based business transaction, it is still very important to take time to become familiar with the process and to compare the costs, quality and scope of services among each of the agencies providing these services.

We encourage each prospective adoptive family to research an agency's itemized fees; accreditation status; licensing status and history; liability insurance, etc. and to please read the contract carefully. Tennessee's laws and regulations are in place to help protect both the child and the family (as consumers) but once a legal and binding contract has been

signed, our offices have very few avenues for corrective action or for assisting a disappointed client seeking redress.

*Please also ensure that the agency you are engaging is licensed to provide adoption-related services within the State of Tennessee.*

*Many internet-based adoption services are not effectively regulated and only those programs licensed in Tennessee are covered by Tennessee regulations and consumer-protection laws. Only those agencies reflected on this list or otherwise confirmed by our office are licensed to work with Tennessee children and families.*

If you are in doubt, please call us. We want to ensure your adoption offers a beautiful and rewarding experience for all involved and a little "homework" goes a long way in ensuring that outcome.

We wish each of you the best of luck in your endeavors and please feel free to contact the DCS Office of Child Welfare Licensing if we can ever be of assistance to you.

Mark Anderson, Director  
Tennessee Department of Children's Services  
Office of Child Welfare Licensing

# Domestic Adoption Services

(International Adoption Services begin on Page 40)

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

Adoption Assistance, Inc.  
4021 Windwood Lane, Nashville TN 37214  
Carole Ozment, LCSW 615-391-3099 [carole@adoptionassistance.com](mailto:carole@adoptionassistance.com)  
[www.adoptionassistance.com](http://www.adoptionassistance.com)  
501(c)3 Status: Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation Fee:	
Application Fee:	\$50
Home Study:	\$1,500; \$1,100 independent
Home Study Update/Addendum:	\$350 update; addendum \$50 no visit or \$150 with visit
Court Report & Sealing Records:	\$100
Placement Fee:	
Post Placement Supervision Visit:	\$175 per report
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	
Interim Foster Care	
Birthparent/infant medical/living expenses	
Facilitation of Post adoption communication	
Mileage	
Travel	
Extensive Consultation	\$50/hour
Postage	No fee unless overnight request
Emergency Documents	
Other: (Please specify)	
<b>BIRTH PARENT SERVICES:</b>	
Interview	
Counseling	
Other: (Please specify)	

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.



**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

**ADOPTION AND PREGNANCY SERVICES, INC.  
3703 HIXSON PIKE, CHATTANOOGA, TN 37415  
ANITA RIVERS 423-877-5990  
501(c)3 Status: Non-Exempt**

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
<b>Orientation Fee:</b>	<b>NA</b>
<b>Application Fee:</b>	<b>150</b>
<b>Home Study:</b>	<b>1450</b>
<b>Home Study Update/Addendum:</b>	<b>550</b>
<b>Court Report &amp; Sealing Records:</b>	<b>250</b>
<b>Placement Fee:</b>	<b>NA</b>
<b>Post Placement Supervision Visit:</b>	<b>350</b>
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
<b>Interstate Services</b>	<b>50.00 PER REPORT</b>
<b>Interim Foster Care</b>	<b>NA</b>
<b>Birthparent/infant medical/living expenses</b>	<b>NA</b>
<b>Facilitation of Post adoption communication</b>	<b>125 HR</b>
<b>Mileage</b>	<b>.58</b>
<b>Travel</b>	<b>75 HR</b>
<b>Extensive Consultation</b>	<b>125</b>
<b>Postage</b>	<b>AS USED</b>
<b>Emergency Documents</b>	<b>150 HR</b>
<b>Other: (Please specify)</b>	
<b>ADDITIONAL DCS CLEARANCE</b>	<b>25 EACH</b>
<b>BIRTH PARENT SERVICES:</b>	<b>NA</b>
<b>Interview</b>	
<b>Counseling</b>	
<b>Other: (Please specify)</b>	

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

**Adoption Promises**  
**P.O. Box 654, Smyrna, TN 37167**  
**Joanne Zambo – 731-415-7503**  
**www.adoptionpromises.com**  
**Non-Exempt**

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
<b>Orientation Fee:</b>	
<b>Application Fee:</b>	
<b>Home Study:</b>	<b>1300</b>
<b>Home Study Update/Addendum:</b>	<b>350</b>
<b>Court Report &amp; Sealing Records:</b>	
<b>Placement Fee:</b>	
<b>Post Placement Supervision Visit:</b>	<b>350</b>
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
<b>Interstate Services</b>	
<b>Interim Foster Care</b>	
<b>Birthparent/infant medical/living expenses</b>	
<b>Facilitation of Post adoption communication</b>	
<b>Mileage</b>	
<b>Travel</b>	
<b>Extensive Consultation</b>	
<b>Postage</b>	
<b>Emergency Documents</b>	
<b>Other: (Please specify)</b>	
<b>BIRTH PARENT SERVICES:</b>	
<b>Interview</b>	
<b>Counseling</b>	
<b>Other: (Please specify)</b>	

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

Agape Child & Family Services, Inc.  
3160 Directors Row, Memphis, TN 38131  
(901) 323-3600, ext. 272  
BAILEY.FUQUA@AGAPEMEANSLOVE.ORG  
www.AgapeMeansLove.org  
501(c)3

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
<b>Orientation Fee:</b>	
<b>Application Fee:</b>	\$200
<b>Home Study:</b>	\$1200 + mileage reimbursement
<b>Home Study Update/Addendum:</b>	\$250 + mileage reimbursement
<b>Court Report &amp; Sealing Records:</b>	None
<b>Placement Fee:</b>	\$6,500-\$14,000 based on 15% of the adoptive parents' combined adjusted gross income.
<b>Post Placement Supervision Visit:</b>	\$200 per visit + mileage reimbursement
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
<b>Interstate Services</b>	\$300
<b>Interim Foster Care</b>	Costs incurred by cradle care family (ex: diapers, formula, clothes, etc.)
<b>Birthparent/infant medical/living expenses</b>	Varies by case
<b>Facilitation of Post adoption communication</b>	None
<b>Mileage</b>	.47 cents a mile
<b>Travel</b>	N/A
<b>Extensive Consultation</b>	N/A
<b>Postage</b>	Included in placement fee
<b>Emergency Documents</b>	N/A
<b>Other: (Please specify)</b>	PATH Training \$100 for families who have not applied with Agape
<b>BIRTH PARENT SERVICES:</b>	
<b>Interview</b>	Included in placement fee
<b>Counseling</b>	Included in placement fee
<b>Other: (Please specify)</b>	

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019**  
**Fees for Domestic Adoption Services**

**AGAPE**  
 4555 Trousdale Drive, Nashville, TN 37204  
 615-781-3000 / jfox@agapenashville.org  
 agapenashville.org  
 501(c)3 Status: Exempt

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
<b>Orientation Fee:</b>	<b>\$ 200.00</b>
<b>Application Fee:</b>	<b>½ of homestudy fee below due at application</b>
<b>Home Study:</b>	<b>\$1200.00 (includes application fee above)</b>
<b>Home Study Update/Addendum:</b>	\$250.00 (annual update) \$600.00 (application and update fee when couple/individual requests AGAPE placement assistance but homestudy was completed by another agency and homestudy is less than 5 years old). \$750.00 (update of an original AGAPE homestudy not more than 5 yrs old and application is being made for an additional child). \$1000.00 (new homestudy when original AGAPE homestudy is more than 5 yrs old and application is being made for additional child(ren)).
<b>Court Report &amp; Sealing Records:</b>	
<b>Placement Fee:</b>	15% of combined gross income based on most recent tax return with maximum fee of \$20,000.00
<b>Post Placement Supervision Visit:</b>	\$750.00 for independent placements (3 visits). \$150.00 per visit if more than three visits are required.
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
<b>Interstate Services</b>	<b>\$200.00 (report fee)</b>
<b>Interim Foster Care</b>	
<b>Mileage</b>	<b>\$.45 per mile for travel over 80 miles round trip.</b>
<b>Extensive Consultation</b>	<b>Negotiable</b>
<b>Postage</b>	<b>\$10.00 per mailing (when homestudies are sent to other agencies for potential matching with waiting children).</b>
<b>Other: (Please specify)</b>	<b>Fingerprinting - \$38.00 per adult or higher (fee determined by and paid directly to the fingerprinting company).</b>
<b>BIRTH PARENT SERVICES:</b>	
<b>Interview</b>	<b>\$50.00 (contracted svcs for another agency)</b>
<b>Counseling</b>	<b>\$50.00 (contracted svcs for another agency)</b>

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

All Blessings International, Inc.  
1650 Murfreesboro Road, Suite 203, Franklin, TN 37067  
Stephanie Williams, Tennessee Director or Natasha Foltyniewicz, 615-905-6586  
www.allblessings.org  
501(c)3 Status:Exempt

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
Orientation Fee:	\$0
Application Fee:	\$50 for HS only, \$250 for Program
Home Study:	\$1500
Home Study Update/Addendum:	\$550 for annual update, \$50-\$150 for life change update
Court Report & Sealing Records:	\$200
Placement Fee:	\$5000 1 <sup>st</sup> agency fee non-refundable \$22,000 2 <sup>nd</sup> agency fee refundable if placement does not occur
Post Placement Supervision Visit:	\$200
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	\$100 for file transfer, \$500 for foster/adopt cases
Interim Foster Care	Included in Placement Fee
Birthparent/infant medical/living expenses	\$0-\$3000 birthparent living/case dependent for infant medical
Facilitation of Post adoption communication	Included in Placement Fee
Mileage	.40 per mile with gas surcharge mileage dependent
Travel	Hotel if overnight stays needed
Extensive Consultation	Case dependent
Postage	Fed Ex Account Required
Emergency Documents	\$100
Other: (Please specify)	
<b>BIRTH PARENT SERVICES:</b>	
Interview	Included in the placement fees
Counseling	\$500 refundable if birth mother does not utilize after 6 months
Other: (Please specify) Birth mother counseling and support for a different out of state agency	\$6000

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

**America World Adoption**  
 1520 Greenbrier Ridge Way Apt. 1206 Knoxville, TN 37909 –TN Office      6723 Whittier Ave  
 McLean, VA 22101-Corporate office  
 elizabeth.gray@awaa.org (615) 423-4431  
 www.awaa.org  
 501(c)3 Status: Exempt

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
<b>Orientation Fee:</b>	
<b>Application Fee:</b>	<b>\$175.00- \$250.00</b>
<b>Home Study:</b>	<b>\$1600.00</b>
<b>Home Study Update/Addendum:</b>	<b>\$350.00-\$1,000</b>
<b>Court Report &amp; Sealing Records:</b>	<b>\$200.00</b>
<b>Placement Fee:</b>	
<b>Post Placement Supervision Visit:</b>	<b>\$250.00</b>
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
<b>Interstate Services</b>	
<b>Interim Foster Care</b>	
<b>Birthparent/infant medical/living expenses</b>	
<b>Facilitation of Post adoption communication</b>	
<b>Mileage</b>	<b>\$.54.5 per mile</b>
<b>Travel</b>	
<b>Extensive Consultation</b>	
<b>Postage</b>	
<b>Emergency Documents</b>	<b>\$200.00</b>
<b>Other: (Please specify)</b>	
<b>BIRTH PARENT SERVICES:</b>	
<b>Interview</b>	
<b>Counseling</b>	
<b>Other: (Please specify)</b>	

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

**Appalachian Family Outreach**  
 805 Tiger Creek Road; Roan Mountain, TN 37687  
 Phone: (423) 725-2450 Email: [information@appfamily.org](mailto:information@appfamily.org)  
[www.appfamily.org](http://www.appfamily.org)  
 501(c)3 Status: Exempt

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
Orientation Fee:	N/A
Application Fee:	N/A
Home Study:	\$1,400
Home Study Update/Addendum:	\$100- \$300
Court Report & Sealing Records:	\$400
Placement Fee:	N/A
Post Placement Supervision Visit:	\$100
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	\$200
Interim Foster Care	N/A
Birthparent/infant medical/living expenses	N/A
Facilitation of Post adoption communication	N/A
Mileage	IRS rate for out of region
Travel	At cost for out of region
Extensive Consultation	N/A
Postage	N/A
Emergency Documents	N/A
Other: (Please specify)	N/A
<b>BIRTH PARENT SERVICES:</b>	
Interview	N/A
Counseling	N/A
Other: (Please specify)	

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**

**Fee Schedule for Adoption Related Services FY2019**  
**Fees for Domestic Adoption Services**

Bethany Christian Services of Greater Chattanooga  
 930 McCallie Ave, Chattanooga, TN 37403  
 Amy Scott, MA – ascott@bethany.org/423-622-7360  
 www.bethany.org/chattanooga  
 501(c)3 Status:Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation Fee:	Included in Program Fee I of \$7,600
Application Fee:	\$550
Home Study:	\$2,400/Contract Domestic HS \$1,500
Home Study Update/Addendum:	\$250 for renewal
Court Report & Sealing Records:	Included in Post Placement Supv Fee
Placement Fee:	Program Fee II - \$8,500
Post Placement Supervision Visit:	\$1,950 covers all visits/Contract Domestic \$250 per visit
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	\$250 for GA/TN, \$500 for all other states
Interim Foster Care	Included in Placement fee/\$25 per day contract
Birthparent/infant medical/living expenses	Included in Program Fee I
Facilitation of Post adoption communication	Included in Program Fee II
Mileage	N/A
Travel	N/A
Extensive Consultation	Included/\$100 per hour for contract cases
Postage	Included unless overnight shipping requested
Emergency Documents	Included in PFI/PFII/Cost varies for contract
Other: (Please specify)	
<b>BIRTH PARENT SERVICES:</b>	
Interview	Included in PFI/ Contract \$100 per hour
Counseling	Included in PFI/Contract \$100 per hour
Other: (Please specify)	
	Total cost for full Bethany domestic adoption =\$21,000 plus ICPC fee if applicable (fees listed above ) All services available on contract basis

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.



**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

**Bethany Christian Services of East Tennessee**  
**318 Erin Drive, Suite 10, Knoxville, TN, 37919**  
**Lauren Wilson, 865-588-5283, lwilson@bethany.org**  
**www.bethany.org/knoxville**  
**501(c)3 Status:Exempt**

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
<b>Orientation Fee:</b>	<b>N/A</b>
<b>Application Fee:</b>	<b>\$550</b>
<b>Home Study:</b>	<b>\$2,000</b>
<b>Home Study Update/Addendum:</b>	<b>\$300/\$150</b>
<b>Court Report &amp; Sealing Records:</b>	<b>N/A</b>
<b>Placement Fee:</b>	<b>\$12,950</b>
<b>Post Placement Supervision Visit:</b>	<b>\$300 per visit</b>
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
<b>Interstate Services</b>	<b>\$200</b>
<b>Interim Foster Care</b>	<b>Free</b>
<b>Birthparent/infant medical/living expenses</b>	<b>\$8,500</b>
<b>Facilitation of Post adoption communication</b>	<b>N/A</b>
<b>Mileage</b>	<b>N/A</b>
<b>Travel</b>	<b>N/A</b>
<b>Extensive Consultation</b>	<b>N/A</b>
<b>Postage</b>	<b>N/A</b>
<b>Emergency Documents</b>	<b>N/A</b>
<b>Other: (Please specify)</b>	
<b>BIRTH PARENT SERVICES:</b>	
<b>Interview</b>	<b>Free</b>
<b>Counseling</b>	<b>Free</b>
<b>Other: (Please specify)</b>	

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

**Bethany Christian Services West TN**  
 1255 Lynnfield Rd Ste 236 Memphis, TN 38119  
 901-818-9996 bcsmemphis@bethany.org  
 www.bethany.org/Memphis  
 501(c)3 Status: Non-Exempt

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
Orientation Fee:	N/A
Application Fee:	\$550
Home Study:	\$2000
Home Study Update/Addendum:	\$300
Court Report & Sealing Records:	\$150
Placement Fee:	\$7891 and up (sliding scale)
Post Placement Supervision Visit:	\$1950
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	\$200
Interim Foster Care	\$25
Birthparent/infant medical/living expenses	N/A
Facilitation of Post adoption communication	N/A
Mileage	.55
Travel	\$50 per hour
Extensive Consultation	N/A
Postage	Actuals
Emergency Documents	\$50-100
Other: (Please specify)	N/A
<b>BIRTH PARENT SERVICES:</b>	
Interview	\$2000
Counseling	\$2000
Other: (Please specify)	N/A

**Please note all fees are subject to change. Please contact the agency directly to verify fees status or to obtain additional information.**

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

Bethany Christian Services of Middle Tennessee  
230 Great Circle Road, Suite 229 Nashville TN 37228  
615-242-0909  
knjohnson@bethany.org  
[www.bethany.org/nashville](http://www.bethany.org/nashville)  
501(c)3 Status: Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation Fee:	Free
Application Fee:	\$550
Home Study:	\$2,000
Home Study Update/Addendum:	\$500
Court Report & Sealing Records:	\$25/hour
Placement Fee:	\$13,500
Post Placement Supervision Visit:	\$1,950 for all required visits and court mandated documents
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	\$750
Interim Foster Care	Included
Birthparent/infant medical/living expenses	\$8,000
Facilitation of Post adoption communication	\$25/hour
Mileage	Included (50 cents/mile if applicable)
Travel	N/A
Extensive Consultation	\$50/hour
Postage	Package weight
Emergency Documents	Included
Other: (Please specify)	Legal Services: \$1,000
<b>BIRTH PARENT SERVICES:</b>	
Interview	Free
Counseling	Free
Other: (Please specify)	

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

Camelot Care Inc.,  
446 James Robertson Parkway Suite 200 Nashville, TN 37219  
Laura Eanes 615-242-7410  
Thecamelotdifference.com  
501(c)3 Status: Non-Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation Fee:	
Application Fee:	
Home Study:	1500.00
Home Study Update/Addendum:	500.00
Court Report & Sealing Records:	
Placement Fee:	
Post Placement Supervision Visit:	250.00
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	
Interim Foster Care	
Birthparent/infant medical/living expenses	
Facilitation of Post adoption communication	
Mileage	
Travel	
Extensive Consultation	
Postage	
Emergency Documents	
Other: (Please specify)	
<b>BIRTH PARENT SERVICES:</b>	
Interview	
Counseling	
Other: (Please specify)	

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

Catholic Charities of Tennessee  
2806 McGavock Pike, Entrance #7  
Nashville, TN 37214  
Julie Bolles, 615-352-3087, jbolles@cctenn.org  
Cctenn.org  
501(c)3 Status:Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation Fee:	N/A
Application Fee:	
Home Study:	\$1800 independent
Home Study Update/Addendum:	\$900 update \$300 starting fee for addendums
Court Report & Sealing Records:	\$150 court report, \$0 for sealing records
Placement Fee:	15% of gross annual income with minimum of \$108000 and maximum of \$22,000
Post Placement Supervision Visit:	\$200 domestic placement
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	\$300 to prepare packet
Interim Foster Care	Any amount above \$250
Birthparent/infant medical/living expenses	Any amount above \$1800 for medical Any amount above \$80 for birth parent expense
Facilitation of Post adoption communication	n/a
Mileage	Charged at current state rate
Travel	
Extensive Consultation	\$125 hour consultation/counseling fee
Postage	Included in placement fees
Emergency Documents	n/a
Other: (Please specify)	
<b>BIRTH PARENT SERVICES:</b>	
Interview	
Counseling	
Other: (Please specify)	

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

**Crossroads Integrated Health Services, Inc./ Karan E. Goins, LCSW**  
**836 West 1<sup>st</sup> North Street, Morristown, TN 37814**  
**423-581-5342, karangoins@hotmail.com**  
**501(c)3 Status Non-Exempt**

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
<b>Orientation Fee:</b>	n/a
<b>Application Fee:</b>	n/a
<b>Home Study:</b>	1000.00
<b>Home Study Update/Addendum:</b>	500.00
<b>Court Report &amp; Sealing Records:</b>	n/a
<b>Placement Fee:</b>	n/a
<b>Post Placement Supervision Visit:</b>	150.00 per visit
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
<b>Interstate Services</b>	n/a
<b>Interim Foster Care</b>	n/a
<b>Birthparent/infant medical/living expenses</b>	n/a
<b>Facilitation of Post adoption communication</b>	n/a
<b>Mileage</b>	\$.55 per mile outside of Hamblen County
<b>Travel</b>	n/a
<b>Extensive Consultation</b>	125.00 per hour
<b>Postage</b>	n/a
<b>Emergency Documents</b>	n/a
<b>Other: (Please specify)</b>	additional requested services 125.00 per hour
	TBI/FBI fingerprints, and charges by the local law enforcement agencies will be applicant's responsibility
<b>BIRTH PARENT SERVICES:</b>	
<b>Interview</b>	125.00
<b>Counseling</b>	125.00
<b>Other: (Please specify)</b>	n/a
	n/a

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

Destiny Adoption & Consulting Services, Inc.  
10341 Kingston Pike  
Knoxville, TN 37922  
Kristen McBee: (865)230-5535 (kristen@destinyadoption.com)  
www.destinyadoption.com  
501(c)3 Status: Non-Exempt

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
Orientation Fee:	N/A
Application Fee:	\$1,000.00 (Rolls over into Matching Fee)
Home Study:	\$1,300.00 (Plus Fingerprinting & Local Background Checks) \$1,500.00 for Expedited (Completed within 30 days)
Home Study Update/Addendum:	\$650.00
Court Report & Sealing Records:	Included in Placement Fee
Placement Fee:	3 <sup>rd</sup> Trimester: \$15,500.00 (in state) \$16,500.00 (out of state) 1 <sup>st</sup> -2 <sup>nd</sup> Trimester: \$19,500.00 (in state) \$20,500.00 (out of state)
Post Placement Supervision Visit:	\$250.00 per visit (Included in Placement Fee)
Matching Fee	\$11,500.00-\$12,500.00
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	\$1,000.00 (Included in Placement Fee)
Interim Foster Care	\$25.00/day
Birthparent/infant medical/living expenses	Varies due to individual circumstances
Facilitation of Post adoption communication	Included in Placement Fee
Mileage	Included in Matching Fee
Travel	Included in Matching Fee
Extensive Consultation	Included in Matching Fee
Postage	Included in Placement Fee
Emergency Documents	Included in Placement Fee
Other: Pre-Birth Legal Fees	Included in Matching Fee
Post-Birth & Finalization Legal Fees	Included in Placement Fee
Case Management For Birth Parent	Included in Match Fee
Support Services For Adoptive Parent	Included in Match Fee
<b>BIRTH PARENT SERVICES:</b>	
Interview	\$250.00 (Included in Match Fee)
Counseling	\$80.00/Hour
Other: (Please specify)	

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

**FOREVER HOPE ADOPTION SUPPORT, LLC**  
**P.O Box 1113, Lawrenceburg, TN 38464**  
**931-629-5567, foreverhopeadoptions@gmail.com**  
**501(c)3 Status:Non-Exempt**

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
<b>Orientation Fee:</b>	<b>NA</b>
<b>Application Fee:</b>	<b>\$200.00</b>
<b>Home Study:</b>	<b>\$1500.00</b>
<b>Home Study Update/Addendum:</b>	<b>\$700.00</b>
<b>Court Report &amp; Sealing Records:</b>	<b>NA</b>
<b>Placement Fee:</b>	<b>NA</b>
<b>Post Placement Supervision Visit:</b>	<b>\$250.00</b>
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
<b>Interstate Services</b>	<b>Up to \$200.00</b>
<b>Interim Foster Care</b>	<b>NA</b>
<b>Birthparent/infant medical/living expenses</b>	<b>NA</b>
<b>Facilitation of Post adoption communication</b>	<b>NA</b>
<b>Mileage</b>	<b>IRS rate over 20 miles per visit</b>
<b>Travel</b>	<b>NA</b>
<b>Extensive Consultation</b>	<b>NA</b>
<b>Postage</b>	<b>NA</b>
<b>Emergency Documents</b>	<b>NA</b>
<b>Other: (Please specify)</b>	
<b>Expedited Home Study (30 days or less)</b>	<b>Additional \$500</b>
<b>BIRTH PARENT SERVICES:</b>	
<b>Interview</b>	<b>NA</b>
<b>Counseling</b>	<b>NA</b>
<b>Other: (Please specify)</b>	<b>NA</b>

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**



**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

**Greater Chattanooga Christian Services**  
 6816 Ty Hi Drive, Chattanooga, TN 37421  
 423-499-9535  
 OURGCCS.ORG  
 501(c)3 Status:

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
Orientation Fee:	n/a
Application Fee:	n/a
Home Study:	\$1500; \$1750 for an expedited home study (30 days or less)
Home Study Update/Addendum:	\$150 per visit plus mileage
Court Report & Sealing Records:	n/a
Placement Fee:	n/a
Post Placement Supervision Visit:	\$150 per visit plus mileage (done for placements from another agency)
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	n/a
Interim Foster Care	n/a
Birthparent/infant medical/living expenses	n/a
Facilitation of Post adoption communication	n/a
Mileage	IRS rate for 2018
Travel	Less than 50 miles- \$0; 50-100 miles- \$175; 100-200 miles- \$350; over 200 miles- \$500
Extensive Consultation	n/a
Postage	Included
Emergency Documents	n/a
Other: (Please specify)	FBI Fingerprinting: \$35-50; Local Background Checks: \$5-25 (varies by city); Court Appearances: Travel fees and mileage (includes up to two hours in court. If presence in court is required for longer than 2 hours, client will be charged an additional \$50 per hour)
<b>BIRTH PARENT SERVICES:</b>	
Interview	n/a
Counseling	n/a
Other: (Please specify)	n/a

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

**Hannah's Hope**  
 5676 Stage Rd Bartlett, TN 38134  
 Rev. Trina Morrison, Executive Director 901-327-5560 / trina@hannahs-hope.org  
 www.hannahs-hope.org  
 501(c)3 Status:Exempt

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
<b>Orientation Fee:</b>	N/A
<b>Application Fee:</b>	\$300 (Waiting Family app: \$400)
<b>Home Study:</b>	\$1000
<b>Home Study Update/Addendum:</b>	Update: \$500 / Addendum: \$100
<b>Court Report &amp; Sealing Records:</b>	\$350
<b>Placement Fee:</b>	\$13,500-\$22,000
<b>Post Placement Supervision Visit:</b>	\$250 + mileage
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
<b>Interstate Services</b>	\$1400
<b>Interim Foster Care</b>	\$10/day
<b>Birthparent/infant medical/living expenses</b>	As needed
<b>Facilitation of Post adoption communication</b>	Included
<b>Mileage</b>	IRS rate
<b>Travel</b>	N/A
<b>Extensive Consultation</b>	N/A
<b>Postage</b>	N/A
<b>Emergency Documents</b>	\$100 fee to expedite
<b>Other: (Please specify)</b>	N/A
<b>BIRTH PARENT SERVICES:</b>	
<b>Interview</b>	N/A
<b>Counseling</b>	\$100/hour for private adoption clients
<b>Other: (Please specify)</b>	N/A

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

Harmony Family Center, Inc.  
118 Mabry Hood Road, Suite 400, Knoxville TN 37922  
Pam Frye at [pfrye@harmonyfamilycenter.org](mailto:pfrye@harmonyfamilycenter.org)  
865-982-5225  
[www.harmonyfamilycenter.org](http://www.harmonyfamilycenter.org)  
5013C/Not for Profit

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
Orientation Fee:	\$100 for infant placement families only
Home Study:	\$1,600 for domestic
Home Study Update/Addendum:	\$100 per hour
Court Report & Sealing Records:	NA
Placement Fee:	\$2000 for infant placement families only
Post Placement Supervision Visit:	\$250 per visit and report
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	NA
Interim Foster Care	NA
Birthparent/infant medical/living expenses	Based on actual costs
Facilitation of Post adoption communication	NA
Mileage	NA
Travel	NA
Extensive Consultation	\$100 per hour
Postage	Based on actual costs
Emergency Documents	Based on actual costs
Other: (Please specify)	3% upcharge for credit use to pay fees \$400 additional charge for a preliminary home study
<b>BIRTH PARENT SERVICES:</b>	
Interview	
Counseling	No cost for birth parents, \$100 per hour if matched with family or contracted
Other: (Please specify)	No cost for birth parents, \$100 per hour if matched with family or contracted

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019**  
**Fees for Domestic Adoption Services**

Heaven Sent Children Adoption, a program of The Center for Family Development  
 2604 Merchants Walk, Murfreesboro, TN 37128 (Adoption office)  
 310 Colloredo Blvd., Suite B, Shelbyville, TN 37160 (Business office)  
 Cindy Posey, 615-898-0803/cindy@heavensentchildren.com  
 www.heavensentchildren.com  
 501(c)3 Status:Exempt

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
Orientation Fee:	N/A
Application Fee:	\$200
Home Study:	\$1,500
Home Study Update/Addendum:	\$400
Court Report & Sealing Records:	N/A
Placement Fee:	Sliding scale based on income; ranges from \$10,000-\$21,000
Post Placement Supervision Visit:	\$250
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	\$200
Interim Foster Care	\$10/day
Birthparent/infant medical/living expenses	Up to \$2,500 if needed – case by case situation
Facilitation of Post adoption communication	No charge
Mileage	.47/mile above 30 miles
Travel	N/A
Extensive Consultation	N/A
Postage	N/A
Emergency Documents	N/A
Other: (Please specify)	
<b>BIRTH PARENT SERVICES:</b>	
Interview	N/A
Counseling	\$3,000
Other: (Please specify) Birth Parent Surrender and Related Documents	\$2,000

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

Holston United Methodist Home for Children  
404 Holston Drive, Greeneville, Tennessee (Serving TriCities, Knoxville, and Chattanooga areas)  
Trista Herren, Adoption Director 423-366-5577 or [tristaherren@holstonhome.org](mailto:tristaherren@holstonhome.org)  
[www.holstonhome.org](http://www.holstonhome.org)  
501(c)3 Status:Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation Fee:	n/a
Application Fee:	\$300
Home Study:	\$1400
Home Study Update/Addendum:	\$100-\$500
Court Report & Sealing Records:	\$250
Placement Fee:	n/a
Post Placement Supervision Visit:	\$250 per report
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	n/a
Interim Foster Care	n/a
Birthparent/infant medical/living expenses	n/a
Facilitation of Post adoption communication	n/a
Mileage	\$.50 per mile for home visits
Travel	n/a
Extensive Consultation	n/a
Postage	n/a
Emergency Documents	n/a
Other: (Please specify)	
<b>BIRTH PARENT SERVICES:</b>	
Interview	
Counseling	
Other: (Please specify)	

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

Home Adoption Studies  
642 Pemberton Dr. Lebanon, TN 37087  
615.519.7182/leslie@homeadoptionstudies.com  
www.homeadoptionstudies.com  
501(c)3 Status:Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation Fee:	N/A
Application Fee:	\$200
Home Study:	\$ 1,300.00
Home Study Update/Addendum:	\$600 (new clients \$800)
Court Report & Sealing Records:	\$250
Placement Fee:	N/A
Post Placement Supervision Visit:	\$225
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	N/A
Interim Foster Care	N/A
Birthparent/infant medical/living expenses	N/A
Facilitation of Post adoption communication	N/A
Mileage	.54.5 per mile
Travel	N/A
Extensive Consultation	N/A
Postage	N/A
Emergency Documents	N/A
Other: (Please specify)	N/A
<b>BIRTH PARENT SERVICES:</b>	
Interview	N/A
Counseling	N/A
Other: (Please specify)	N/A

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

Jewish Family Service of Nashville and Middle Tennessee, Inc.  
801 Percy Warner Blvd, Nashville, TN 37205  
Phone: (615)356-4234 Email: [info@jfsnashville.org](mailto:info@jfsnashville.org)  
[www.jfsnashville.org](http://www.jfsnashville.org)  
501(c)3 Status: Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation Fee:	0
Application Fee:	\$200
Home Study:	Preliminary: \$300 Full and Complete:\$1500
Home Study Update/Addendum:	Update: \$800 if JFS did original home study, \$1000-\$1200 if original was done by another agency/Addendum: \$75 per page
Court Report & Sealing Records:	Court Report: \$150 Sealing records: 0
Placement Fee:	N/A
Post Placement Supervision Visit:	\$200 per visit, \$50 per additional child
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	0
Interim Foster Care	N/A
Birthparent/infant medical/living expenses	N/A
Facilitation of Post adoption communication	0
Mileage	IRS rate
Travel	0
Extensive Consultation	0
Postage	Overnight or Express-actual cost
Emergency Documents	0
Other: (Please specify)	
Send home study and supporting documentation to another agency	No charge for sending up to 2 agencies, \$50 per additional request
Any service not covered above	\$80 per hour
<b>BIRTH PARENT SERVICES:</b>	
Interview	0
Counseling	No charge for up to 3 sessions if birthparent not yet matched with adoptive family, sliding scale after that and until match. After match, adoptive family will be charged \$80 per hour for counseling provided to birthparents
Other: Any services not noted above	\$80 per hour

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

Life Choices of Memphis, Inc.  
 5575 Raleigh Lagrange, Memphis, TN 38134  
 Judith McLaughlin 901-388-1172 judy.mclaughlin@lifechoicesmemphis.org  
 www.lcfriends.org/www.lifechoicesmemphis.org  
 501(c)3 Status:Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation Fee:	\$50
Application Fee:	\$300
Home Study:	\$1000 agency/\$1500 independent
Home Study Update/Addendum:	\$500/250 agency/\$550 independent
Court Report & Sealing Records:	\$0 agency/\$100 independent
Placement Fee:	15% AGI, \$10,000-20,000max
Post Placement Supervision Visit:	\$0 agency/\$150 independent, \$200 w/ICPC
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	No fee
Interim Foster Care	\$10 day after 15 days
Birthparent/infant medical/living expenses	Billed at cost
Facilitation of Post adoption communication	No fee
Mileage	.40 outside Shelby County
Travel	Billed at cost
Extensive Consultation	No fee
Postage	No fee
Emergency Documents	No fee
Other: (Please specify)	
<b>BIRTH PARENT SERVICES:</b>	
Interview	No fee
Counseling	\$75 /hour for independent only
Other: (Please specify)	

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.



**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

**Lifeline Children's Services (Tennessee)**  
 8386 Skybrook Drive, Ooltewah, Tennessee 37363  
 205.967.0811 or 423.693.7389/ michelle.barrett@lifeline.org  
 Lifelinechild.org  
 501(c)3 Status: Exempt

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
<b>Orientation Fee:</b>	<b>N/A</b>
<b>Application Fee:</b>	<b>\$300</b>
<b>Home Study:</b>	<b>\$1,000 - \$2,000</b>
<b>Home Study Update/Addendum:</b>	<b>\$100 - \$500</b>
<b>Court Report &amp; Sealing Records:</b>	<b>Not paid to Lifeline</b>
<b>Placement Fee:</b>	<b>\$4,600 with Profile submission</b>
<b>Post Placement Supervision Visit:</b>	<b>Included in the above</b>
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
<b>Interstate Services</b>	<b>N/A</b>
<b>Interim Foster Care</b>	<b>N/A</b>
<b>Birthparent/infant medical/living expenses</b>	<b>N/A</b>
<b>Facilitation of Post adoption communication</b>	<b>N/A</b>
<b>Mileage</b>	<b>N/A</b>
<b>Travel</b>	<b>N/A</b>
<b>Extensive Consultation</b>	<b>N/A</b>
<b>Postage</b>	<b>N/A</b>
<b>Emergency Documents</b>	<b>N/A</b>
<b>Other: (Please specify)</b>	<b>\$4,600 at match</b>
	<b>\$16,000 at placement</b>
<b>BIRTH PARENT SERVICES:</b>	
<b>Interview</b>	<b>N/A</b>
<b>Counseling</b>	<b>N/A</b>
<b>Other: (Please specify)</b>	<b>N/A</b>

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

Love and Hope Adoption Services  
 201 West Main Street Livingston, TN 38570  
 Mailing Address: 695 Nashville Pike #178 Gallatin, TN 37066  
 615-663-6764 marian@loveandhopeadoptions.org  
 loveandhopeadoptions.org  
 501(c)3 Status: Non-Exempt

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
Orientation Fee:	none
Application Fee:	none
Home Study:	1,200.00
Home Study Update/Addendum:	750.00
Court Report & Sealing Records:	n/a
Placement Fee:	4,500.00
Post Placement Supervision Visit:	325.00
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	1,700.00
Interim Foster Care	n/a
Birthparent/infant medical/living expenses	n/a
Facilitation of Post adoption communication	n/a
Mileage	No charge
Travel	
Extensive Consultation	350.00
Postage	As applicable
Emergency Documents	200.00
Other: (Please specify)	
<b>BIRTH PARENT SERVICES:</b>	
Interview	n/a
Counseling	n/a
Other: (Please specify)	

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

**Mercy Multiplied**  
P.O. Box 111060  
Nashville, TN 372222  
Chelsea Rahbar, LMSW – Director of Adoptions  
[crahbar@mercymultiplied.com](mailto:crahbar@mercymultiplied.com) or 615-831-6987  
[www.mercymultiplied.com](http://www.mercymultiplied.com)  
501(c)3 Status: Exempt

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
Orientation Fee:	\$0
Application Fee:	\$25 Application Fee & \$200 Application Processing Fee
Home Study:	N/A (Don't provide – will need outside agency to complete)
Home Study Update/Addendum:	N/A
Court Report & Sealing Records:	\$0
Placement Fee:	\$0
Post Placement Supervision Visit:	N/A (Don't provide – will need outside agency to complete)
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	<b>No set agency cost – Only charge families for actual expenses incurred</b>
Interstate Services	General range of \$75-100
Interim Foster Care	\$24/Day plus Gas Mileage Reimbursement
Birthparent/infant medical/living expenses	Any Birth Mother/Infant medical costs not covered by insurance
Facilitation of Post adoption communication	\$0
Mileage	Based on IRS Standards
Travel	\$0
Extensive Consultation	\$0
Postage	Per placement needs – Ex: Mailing Birth Father paperwork & ICPC Documents
Emergency Documents	\$0
Other: (Please specify)	N/A
<b>BIRTH PARENT SERVICES:</b>	
Interview	\$0
Counseling	\$0
Other: (Please specify)	\$0

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

Mid-South Adoptions, Inc.  
 5244 Cole Road, Memphis, TN 38120  
 Marlene Siegel, LAPSW, (901) 682-1242/C: (901) 490-5858/Marlenekraftsiegel@gmail.com  
 www.midsouthadoptions.com  
 501(c)3 Status: Non-Exempt

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
Orientation Fee:	No Charge
Application Fee:	\$350.00
Home Study:	\$1350.00
Home Study Update/Addendum:	Update: \$450.00 - \$1500.00 Addendum: \$100.00-\$150.00
Court Report & Sealing Records:	\$125.00/Court Report/ No charge for sealing records
Placement Fee:	\$21,500.00
Post Placement Supervision Visit:	\$400.00/per visit
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	Billed at cost
Interim Foster Care	N/A
Birthparent/infant medical/living expenses	Billed at cost
Facilitation of Post adoption communication	\$125.00/hr.
Mileage	\$.50/mile
Travel	\$125.00/hr. if greater than 50 miles from agency
Extensive Consultation	\$125.00/hr.
Postage	Billed at cost
Emergency Documents	Double the fee for service
Other: (Please specify)	
<b>BIRTH PARENT SERVICES:</b>	
Interview	N/A
Counseling	\$125.00 per hour
Other: (Please specify)	

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

Miriam's Promise  
1008 19<sup>th</sup> Ave. S  
Nashville, TN 37212  
Deborah H. Robinson, Executive Director  
615.292.3500  
drobinson@miriamspromise.org  
[www.MiriamsPromise.org](http://www.MiriamsPromise.org)  
501(c) 3 Status: Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation Fee:	NA
Application Fee:	\$200 for agency program only
Home Study:	\$1400 independent in-state
Home Study Update/Addendum:	\$90/hour
Court Report & Sealing Records:	\$150
Placement Fee:	\$9,500-20,000 sliding scale for agency placements; includes supervision
Post Placement Supervision Visit:	\$200 independent only
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	\$200
Interim Foster Care	\$25/night
Birthparent/infant medical/living expenses	Included in placement fee
Facilitation of Post adoption communication	
Mileage	Federal rate
Travel	NA
Extensive Consultation	\$90/hour
Postage	As charged by FedEx
Emergency Documents	NA
Other: (Please specify)	
<b>BIRTH PARENT SERVICES:</b>	
Interview	No expenses charged to birth parents
Counseling	In independent placements-\$125/hour charged to prospective adoptive family
Other: (Please specify)	

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

Monroe Harding, Inc.  
 1120 Glendale Lane  
 Rhonda C. Allen 615-298-5573 ext. 122 [rhondaallen@monroeharding.org](mailto:rhondaallen@monroeharding.org)  
[www.monroeharding.org](http://www.monroeharding.org)  
 501(c)3 Status: Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation Fee:	N/A
Application Fee:	N/A
Home Study:	\$1500.00
Home Study Update/Addendum:	\$ 175.00
Court Report & Sealing Records:	N/A
Placement Fee:	N/A
Post Placement Supervision Visit:	N/A
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	N/A
Interstate Services	N/A
Interim Foster Care	N/A
Birthparent/infant medical/living expenses	N/A
Facilitation of Post adoption communication	N/A
Mileage	.47 A MILE
Travel	N/A
Extensive Consultation	N/A
Postage	N/A
Emergency Documents	N/A
Other: (Please specify)Background Check Fees	\$70.00
<b>BIRTH PARENT SERVICES:</b>	N/A
Interview	N/A
Counseling	N/A
Other: (Please specify)	N/A

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

**New Beginnings International Children's & Family Services**  
**745 S. Church Street Suite 129**  
**Murfreesboro, TN 37130**  
**Elizabeth Ledford [elizabeth@newbeginningsadoptions.org](mailto:elizabeth@newbeginningsadoptions.org) (615) 504-4098**  
**[www.newbeginningsadoptions.org](http://www.newbeginningsadoptions.org)**  
**501(c)3 Status:Exempt**

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
<b>Orientation Fee:</b>	n/a
<b>Application Fee:</b>	\$500.00
<b>Home Study:</b>	\$1300.00
<b>Home Study Update/Addendum:</b>	Update \$660 addendum \$180
<b>Court Report &amp; Sealing Records:</b>	\$130/\$135
<b>Placement Fee:</b>	\$270 per visit
<b>Post Placement Supervision Visit:</b>	
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
<b>Interstate Services</b>	n/a
<b>Interim Foster Care</b>	\$25/day as needed
<b>Birthparent/infant medical/living expenses</b>	varies
<b>Facilitation of Post adoption communication</b>	n/a
<b>Mileage</b>	Federal mileage rate
<b>Travel</b>	n/a
<b>n/a</b>	n/a
<b>Postage</b>	n/a
<b>Emergency Documents</b>	varies
<b>Other: (Please specify)</b>	
<b>BIRTH PARENT SERVICES:</b>	
<b>Interview</b>	n/a
<b>Counseling</b>	n/a
<b>Other: (Please specify)</b>	

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

**New Direction Wellness Center**  
**404 BNA Drive Suite 110 Nashville TN 37214**  
**615-601-0580 x 711 JenniferD@NDCACGroup.com**  
**www.NDCACgroup.com**  
**501(c)3 Status: Non exempt**

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
<b>Orientation Fee:</b>	<b>N/A</b>
<b>Application Fee:</b>	<b>\$50</b>
<b>Home Study:</b>	<b>\$1,500.00</b>
<b>Home Study Update/Addendum:</b>	<b>\$500</b>
<b>Court Report &amp; Sealing Records:</b>	<b>\$100</b>
<b>Placement Fee:</b>	<b>\$7,500</b>
<b>Post Placement Supervision Visit:</b>	<b>\$300 each</b>
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
<b>Interstate Services</b>	<b>\$500</b>
<b>Interim Foster Care</b>	<b>Part of Placement fee</b>
<b>Birthparent/infant medical/living expenses</b>	<b>Varies \$0-\$3000</b>
<b>Facilitation of Post adoption communication</b>	<b>Part of Placement fee</b>
<b>Mileage</b>	<b>.54 per mile</b>
<b>Travel</b>	<b>\$25 hour</b>
<b>Extensive Consultation</b>	<b>\$100 hour</b>
<b>Postage</b>	<b>Actual cost</b>
<b>Emergency Documents</b>	<b>N/A</b>
<b>Other: (Please specify) Legal Fees</b>	<b>Varies</b>
<b>BIRTH PARENT SERVICES:</b>	
<b>Interview</b>	<b>\$100 hour</b>
<b>Counseling</b>	<b>\$100 hour</b>
<b>Other: (Please specify)</b>	

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**



**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

Options 4 Adoption, Inc.  
 1615 Amanda Court, Brentwood, TN 37027  
 Main office in GA: 1014 Park Manor Terrace NW, Marietta, GA 30064  
 Kelly L. Barth at 770-514-7324 [Kelly@options4adoption.com](mailto:Kelly@options4adoption.com)  
 Tonya Boggs at 770-928-1871 [Tonya@options4adoption.com](mailto:Tonya@options4adoption.com)  
[www.options4adoption.com](http://www.options4adoption.com)  
 501(c)3 Status: Non-Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation Fee:	\$0
Application Fee:	\$100
Home Study:	\$1275 domestic
Home Study Update/Addendum:	\$700/\$150
Court Report & Sealing Records:	\$200
Placement Fee:	N/A
Post Placement Supervision Visit:	\$250 plus case worker mileage
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	\$0
Interim Foster Care	N/A
Birthparent/infant medical/living expenses	N/A
Facilitation of Post adoption communication	N/A
Mileage	At current IRS guidelines
Travel	N/A
Extensive Consultation	N/A
Postage	N/A
Emergency Documents	N/A
Other: (Please specify)	\$300 additional for expedited home study
<b>BIRTH PARENT SERVICES:</b>	
Interview	N/A
Counseling	N/A
Other: (Please specify)	N/A

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

Small World Inc.  
9695 Lebanon Rd. Suite 120 Mount Juliet, TN 37122  
PO Box 1109 Mount Juliet, TN 37121  
(615) 754-6540  
[Info@SmallWorldAdoption.com](mailto:Info@SmallWorldAdoption.com)  
[www.SmallWorldAdoption.com](http://www.SmallWorldAdoption.com)  
501(c)3 Status: Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation Fee:	N/A
Application Fee:	250
Home Study:	1,750 (Clients in GA, MO, TN)
Home Study Update/Addendum:	1,200
Court Report & Sealing Records:	N/A
Placement Fee:	18,000
Post Placement Supervision Visit:	N/A
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	1,500
Interim Foster Care	N/A
Birthparent/infant medical/living expenses	0-8,000
Facilitation of Post adoption communication	N/A
Mileage	N/A
Travel	175 daily per diem plus Air and Ground Transportation when applicable
Extensive Consultation	145 per hour
Postage	N/A
Emergency Documents	145 per hour
Other: (Please specify)	Program Fee 3,000 Profile & Birthmother Letter 500 Surrender of Parental Rights 2,500-4,000 Social Services to Birth Mother 145 per hour
<b>BIRTH PARENT SERVICES:</b>	
Interview	N/A
Counseling	90 per ½ hour session
Other: (Please specify)	
Homestudy Review Fee	200 (applies only to homestudies completed by agencies other than Small World)

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

Smoky Mountain Children's Home  
 449 McCarn Circle Sevierville, TN 37862  
 Melody Jones, Adoption Support Coordinator (865) 661-5506 mjones@smch.org  
 www.smch.org  
 501(c)3 Status:Exempt

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
Orientation Fee:	N/A
Application Fee:	\$450 (non-refundable)
Home Study:	\$1,000
Home Study Update/Addendum:	\$300
Court Report & Sealing Records:	\$250 per hour
Placement Fee:	\$2,500 (if applicable)
Post Placement Supervision Visit:	\$100 per hour
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	N/A
Interim Foster Care	N/A
Birthparent/infant medical/living expenses	N/A
Facilitation of Post adoption communication	\$100 per hour
Mileage	.42 cents per mile
Travel	Not to exceed \$150 per night
Extensive Consultation	\$75 per hour
Postage	Regular state postage rates
Emergency Documents	N/A
Other: (Please specify)	
<b>BIRTH PARENT SERVICES:</b>	
Interview	\$75 per hour
Counseling	\$75 per hour
Other: (Please specify)	

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

**Solomon Family Solutions**

210 Railroad St. Sweetwater TN

Agency Contact [info@solomonfamilysolutions.com](mailto:info@solomonfamilysolutions.com)//423-271-6201

Agency Web Address [www.solomonfamilysolutions.com](http://www.solomonfamilysolutions.com)

501(c)3 Status:Exempt

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
Orientation Fee:	N/A
Application Fee:	\$100 – Goes toward total cost
Home Study:	\$650 - \$1000 (Income Based/Sliding Scale)
Home Study Update/Addendum:	N/A
Court Report & Sealing Records:	N/A
Placement Fee:	N/A
Post Placement Supervision Visit:	N/A
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	N/A
Interim Foster Care	N/A
Birthparent/infant medical/living expenses	N/A
Facilitation of Post adoption communication	N/A
Mileage	N/A
Travel	N/A
Extensive Consultation	N/A
Postage	N/A
Emergency Documents	N/A
Other: (Please specify)	N/A
<b>BIRTH PARENT SERVICES:</b>	
Interview	N/A
Counseling	N/A
Other: (Please specify)	N/A

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

Therapeutic Interventions, Inc.  
1321 Murfreesboro Pike, Suite 320  
Michael A. Hullett  
Tiicares.com  
Non-Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation Fee:	
Application Fee:	
Home Study:	\$2,500 *
Home Study Update/Addendum:	\$500 *
Court Report & Sealing Records:	
Placement Fee:	
Post Placement Supervision Visit:	
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
Interstate Services	
Inferim Foster Care	
Birthparent/infant medical/living expenses	
Facilitation of Post adoption communication	
Mileage	
Travel	
Extensive Consultation	
Postage	
Emergency Documents	
Other: (Please specify)	
<b>BIRTH PARENT SERVICES:</b>	
Interview	
Counseling	
Other: (Please specify)	

**\*All fees are waived for foster to adopt children in custody of State of Tennessee (Tennessee only)**

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**

**Fee Schedule for Adoption Related Services FY2019  
Fees for Domestic Adoption Services**

**TRACES Foster Care and Adoption**  
**2001 Stonebrook Place Kingsport, TN 37660**  
**Staci Seaton/423-224-1043/sseaton@frontierhealth.org**  
**Tracesne.org**  
**501(c)3 Status: Exempt**

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
<b>Orientation Fee:</b>	<b>N/A</b>
<b>Application Fee:</b>	<b>200.00</b>
<b>Home Study:</b>	<b>1,100.00</b>
<b>Home Study Update/Addendum:</b>	<b>400.00</b>
<b>Court Report &amp; Sealing Records:</b>	<b>85.00</b>
<b>Placement Fee:</b>	<b>N/A</b>
<b>Post Placement Supervision Visit:</b>	<b>85.00/visit</b>
<b>OPTIONAL/ADDITIONAL EXPENSES</b>	
<b>Interstate Services</b>	<b>N/A</b>
<b>Interim Foster Care</b>	<b>N/A</b>
<b>Birthparent/infant medical/living expenses</b>	<b>N/A</b>
<b>Facilitation of Post adoption communication</b>	<b>N/A</b>
<b>Mileage</b>	<b>N/A</b>
<b>Travel</b>	<b>N/A</b>
<b>Extensive Consultation</b>	<b>N/A</b>
<b>Postage</b>	<b>N/A</b>
<b>Emergency Documents</b>	<b>N/A</b>
<b>Other: (Please specify)</b>	<b>N/A</b>
<b>BIRTH PARENT SERVICES:</b>	
<b>Interview</b>	<b>N/A</b>
<b>Counseling</b>	<b>N/A</b>
<b>Other: (Please specify)</b>	<b>N/A</b>

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**

# International Adoption Services

**Fee Schedule for Adoption Related Services FY2019  
Fees for International Adoption Services**

Adoption Assistance, Inc.  
 4021 Windwood Lane, Nashville TN 37214  
 Carole Ozment, LCSW 615-391-3099 [carole@adoptionassistance.com](mailto:carole@adoptionassistance.com)  
[www.adoptionassistance.com](http://www.adoptionassistance.com)  
 501(c)3 Status: Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation or Agency Fee:	
Application Fee:	\$50
Home Study:	\$1,700
Home Study Update/Addendum:	\$400 update; \$50 addendum no visit; \$150 addendum with visit
International Adoption Training:	
Dossier Preparation Assistance:	
Post Placement Supervision:	\$200 per report
Court Report & Sealing Records:	\$100
Mileage/Travel:	
Extensive Consultation:	\$50 per hour
Postage & Authentication Fees:	No fee unless overnight request
CIS:	
FBI Finger Prints:	
Foreign Fee:	
Exit Documents:	
Other (please specify)	

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**



**Fee Schedule for Adoption Related Services FY2019  
Fees for International Adoption Services**

All Blessings International, Inc.  
1650 Murfreesboro Road, Suite 203, Franklin, TN 37067  
Natasha Foltyniewicz, LMSW, 615-905-6586  
www.allblessings.org  
501(c)3 Status:Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation or Agency Fee:	\$0
Application Fee:	\$50 for HS only, \$250 for Program
Home Study:	\$1500
Home Study Update/Addendum:	\$550 for annual update, \$50-\$150 for life change update
International Adoption Training:	\$200
Dossier Preparation Assistance:	\$100-\$1150 depending on program
Post Placement Supervision:	\$1500 for program post adoption monitoring/\$200 per report
Court Report & Sealing Records:	\$200
Mileage/Travel:	.40 per mile with gas surcharge mileage dependent
Extensive Consultation:	NA
Postage & Authentication Fees:	Fed Ex Account Required – authentication in the dossier preparation fee
CIS:	\$775 form fee + \$85/adult for fingerprinting paid to USCIS
FBI Finger Prints:	\$85 per adult as listed above
Foreign Fee:	Dependent on program \$800 - \$17,533
Exit Documents:	\$325
Other (please specify) Program Fee	
Haiti	\$10,850 regular program/\$15,850 preidentified child per child
Hong Kong	\$9750
Taiwan	\$9750
Burkina Faso	\$9750
Latvia	\$9250
El Salvador (relative adoption only)	\$10,250
Central African Republic	\$8250
Korea Network Program	\$750

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for International Adoption Services**

America World Adoption  
 1520 Greenbrier Ridge Way #1206 Knoxville, TN 37909  
[elizabeth.gray@awaa.org](mailto:elizabeth.gray@awaa.org) (615) 423-4431  
[www.awaa.org](http://www.awaa.org)  
 501(c)3 Status: Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation or Agency Fee:	
Application Fee:	\$175.00-\$250.00
Home Study:	\$1900.00
Home Study Update/Addendum:	\$350.00-1,000.00
International Adoption Training:	
Dossier Preparation Assistance:	N/A
Post Placement Supervision:	\$350.00
Court Report & Sealing Records:	
Mileage/Travel:	\$.54.5 per mile
Extensive Consultation:	
Postage & Authentication Fees:	N/A
CIS:	
FBI Finger Prints:	
Foreign Fee:	
Exit Documents:	
Other (please specify)	

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for International Adoption Services**

**Bethany Christian Services of Greater Chattanooga**  
**930 McCallie Ave, Chattanooga, TN 37403**  
**Amy Scott, MA - ascott@bethany.org/423-622-7360**  
**www.bethany.org/chattanooga**  
**501(c)3 Status:Exempt**

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
<b>Orientation or Agency Fee:</b>	<b>\$2,000</b>
<b>Application Fee:</b>	<b>\$550</b>
<b>Home Study:</b>	<b>\$2,400/ Contract \$2,000</b>
<b>Home Study Update/Addendum:</b>	<b>\$500</b>
<b>International Adoption Training:</b>	<b>Included in Program Fee I</b>
<b>Dossier Preparation Assistance:</b>	<b>Included in Program Fee I</b>
<b>Post Placement Supervision:</b>	<b>\$2,600/ \$350 per visit for contract</b>
<b>Court Report &amp; Sealing Records:</b>	<b>Included in Program Fee II</b>
<b>Mileage/Travel:</b>	<b>N/A</b>
<b>Extensive Consultation:</b>	<b>N/A</b>
<b>Postage &amp; Authentication Fees:</b>	<b>N/A</b>
<b>CIS:</b>	<b>At cost</b>
<b>FBI Finger Prints:</b>	<b>At cost</b>
<b>Foreign Fee:</b>	<b>Varies by country</b>
<b>Exit Documents:</b>	<b>N/A</b>
<b>Other (please specify)</b>	
	<b>Program Fee I - \$4,900</b>
	<b>Program Fee II - \$3,400</b>
	<b>Intl =\$15,850 + country fee for full Bethany</b>
	<b>Contract available for \$2,000 HS plus \$350 per visit for post placement supervision</b>

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**

**Fee Schedule for Adoption Related Services FY2019  
Fees for International Adoption Services**

**Bethany Christian Services of East Tennessee**  
**318 Erin Drive, Suite 10, Knoxville, TN, 37919**  
**Lauren Wilson, 865-588-5283, lwilson@bethany.org**  
**www.bethany.org/knoxville**  
**501(c)3 Status:Exempt**

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
<b>Orientation or Agency Fee:</b>	<b>N/A</b>
<b>Application Fee:</b>	<b>\$550</b>
<b>Home Study:</b>	<b>\$2,900</b>
<b>Home Study Update/Addendum:</b>	<b>\$500</b>
<b>International Adoption Training:</b>	<b>N/A</b>
<b>Dossier Preparation Assistance:</b>	<b>\$1,800</b>
<b>Post Placement Supervision:</b>	<b>\$2,600</b>
<b>Court Report &amp; Sealing Records:</b>	<b>N/A</b>
<b>Mileage/Travel:</b>	<b>N/A</b>
<b>Extensive Consultation:</b>	<b>N/A</b>
<b>Postage &amp; Authentication Fees:</b>	<b>N/A</b>
<b>CIS:</b>	<b>At Cost</b>
<b>FBI Finger Prints:</b>	<b>At Cost</b>
<b>Foreign Fee:</b>	<b>Varies by Country</b>
<b>Exit Documents:</b>	<b>N/A</b>
<b>Other (please specify)</b>	
<b>Program Fee 1</b>	<b>\$3,750</b>
<b>Program Fee 2</b>	<b>\$2,350</b>

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**

**Fee Schedule for Adoption Related Services FY2019  
Fees for International Adoption Services**

**Bethany Christian Services West TN  
1255 Lynnfield Rd Ste 236 Memphis, TN 38119  
901-818-9996 bcsmemphis@bethany.org  
www.bethany.org/Memphis  
501(c)3 Status:Non-Exempt**

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
<b>Orientation or Agency Fee:</b>	<b>N/A</b>
<b>Application Fee:</b>	<b>\$550</b>
<b>Home Study:</b>	<b>\$2000</b>
<b>Home Study Update/Addendum:</b>	<b>\$500</b>
<b>International Adoption Training:</b>	<b>\$2000</b>
<b>Dossier Preparation Assistance:</b>	<b>\$5350</b>
<b>Post Placement Supervision:</b>	<b>\$6450 (due at acceptance of referral)</b>
<b>Court Report &amp; Sealing Records:</b>	<b>N/A</b>
<b>Mileage/Travel:</b>	<b>\$50 per hours and .55 per mile</b>
<b>Extensive Consultation:</b>	<b>\$1000</b>
<b>Postage &amp; Authentication Fees:</b>	<b>Actual</b>
<b>CIS:</b>	<b>Actual</b>
<b>FBI Finger Prints:</b>	<b>\$</b>
<b>Foreign Fee:</b>	<b>N/A</b>
<b>Exit Documents:</b>	<b>N/A</b>
<b>Other (please specify)</b>	<b>N/A</b>

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**

**Fee Schedule for Adoption Related Services FY2019  
Fees for International Adoption Services**

Bethany Christian Services of Middle Tennessee  
230 Great Circle Road, Suite 229 Nashville TN 37228  
615-242-0909  
knjohnson@bethany.org  
[www.bethany.org/nashville](http://www.bethany.org/nashville)  
501(c)3 Status: Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation or Agency Fee:	FREE
Application Fee:	\$550
Home Study:	\$2,500
Home Study Update/Addendum:	\$500
International Adoption Training:	Included
Dossier Preparation Assistance:	\$350
Post Placement Supervision:	\$3,250
Court Report & Sealing Records:	Included
Mileage/Travel:	Included
Extensive Consultation:	NA
Postage & Authentication Fees:	NA
CIS:	\$1,100
FBI Finger Prints:	Pass through cost (actual cost)
Foreign Fee:	\$1,050
Exit Documents:	NA
Other (please specify)	Global Services Fee \$1,800 Program Fee 2- \$3,450 Authentication- \$519 Program Development- \$700 Shipping and Wiring Fee- \$300 Child Visa and Courier- \$375 Travel Package- \$4,000

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for International Adoption Services**

Catholic Charities of Tennessee  
2806 McGavock Pike, Entrance #7  
Nashville, TN 37214  
Julie Bolles, 615-352-3087, jbolles@cctenn.org  
Cctenn.org  
501(c)3 Status:Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation or Agency Fee:	
Application Fee:	\$300 for Sierra Leone program, \$0 for all other international
Home Study:	\$2000
Home Study Update/Addendum:	\$1000 for update, \$500 for USCIS extension
International Adoption Training:	\$0- included if done at CC
Dossier Preparation Assistance:	\$1000
Post Placement Supervision:	\$300
Court Report & Sealing Records:	\$150
Mileage/Travel:	State rate currently \$.47 a mile
Extensive Consultation:	\$125 an hour
Postage & Authentication Fees:	\$35 courier fee, \$3 document per certification, \$2 document per apostille/authentication
CIS:	\$785 filing fee for i600A/I800A \$85 per adult member for fingerprinting through Dept. of Homeland Security
FBI Finger Prints:	Approximately \$50 per person
Foreign Fee:	\$16,000 for one child in Sierra Leone adoption program
Exit Documents:	Approximately \$400
Other (please specify)	

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for International Adoption Services**

Crossroads Integrated Health Services, Inc./ Karan E. Goins, LCSW  
 836 West 1<sup>st</sup> North Street, Morristown, TN 37814  
 423-581-5342, karangoins@hotmail.com  
 501(c)3 Status Non-Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation or Agency Fee:	n/a
Application Fee:	n/a
Home Study:	1200.00
Home Study Update/Addendum:	600.00
International Adoption Training:	n/a
Dossier Preparation Assistance:	n/a
Post Placement Supervision:	175.00
Court Report & Sealing Records:	n/a
Mileage/Travel:	\$.55 per mile outside of Hamblen County
Extensive Consultation:	125.00 per hour
Postage & Authentication Fees:	n/a
CIS:	n/a
FBI Finger Prints:	applicant's responsibility
Foreign Fee:	n/a
Exit Documents:	n/a
Other (please specify)	additional requested services 125.00 per hour

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**



**Fee Schedule for Adoption Related Services FY2019  
Fees for International Adoption Services**

Harmony Family Center, Inc.  
 118 Mabry Hood Road, Suite 400, Knoxville TN 37922  
 Pam Frye at [pfrye@harmonyfamilycenter.org](mailto:pfrye@harmonyfamilycenter.org)  
 865-982-5225  
[www.harmonyfamilycenter.org](http://www.harmonyfamilycenter.org)  
 5013C/Not for Profit

SERVICES	RANGE OF FEE OR N/A
Orientation or Agency Fee:	NA
Home Study:	\$1,750
Home Study Update/Addendum:	\$100 per hour
International Adoption Training:	NA
Dossier Preparation Assistance:	NA
Post Placement Supervision:	\$250 per report
Court Report & Sealing Records:	NA
Mileage/Travel:	NA
Extensive Consultation:	\$100 per hour
Postage & Authentication Fees:	Actual costs
CIS:	NA
FBI Finger Prints:	\$48
Foreign Fee:	NA
Exit Documents:	NA
Other (please specify)	%3 upcharge for credit card use to pay fees

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for International Adoption Services**

Heaven Sent Children Adoption, a program of The Center for Family Development  
 2604 Merchants Walk, Murfreesboro, TN 37128 (Adoption office)  
 1304 Madison Street, Shelbyville, TN 37160 (Business office)  
 Cindy Posey, 615-898-0803/cindy@heavensentchildren.com  
 www.heavensentchildren.com  
 501(c)3 Status:Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation or Agency Fee:	N/A
Application Fee:	\$200
Home Study:	\$1,500
Home Study Update/Addendum:	\$400
International Adoption Training:	N/A
Dossier Preparation Assistance:	N/A
Post Placement Supervision:	\$250
Court Report & Sealing Records:	N/A
Mileage/Travel:	.47/mile above 30 miles
Extensive Consultation:	N/A
Postage & Authentication Fees:	N/A
CIS:	N/A
FBI Finger Prints:	N/A
Foreign Fee:	N/A
Exit Documents:	N/A
Other (please specify) Interagency Coordination includes the extensive counseling required for a specific child referral and placement; preparation for travel; and coordination efforts with the placing agency.	\$500

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for International Adoption Services**

**Holston United Methodist Home for Children**  
 404 Holston Drive, Greeneville, Tennessee (Serving TriCities, Knoxville, and Chattanooga areas)  
 Trista Herren, Adoption Director 423-366-5577 or [tristaherren@holstonhome.org](mailto:tristaherren@holstonhome.org)  
[www.holstonhome.org](http://www.holstonhome.org)  
 501(c)3 Status:Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation or Agency Fee:	n/a
Application Fee:	\$300-\$400
Home Study:	\$1800
Home Study Update/Addendum:	\$100-\$500
International Adoption Training:	n/a
Dossier Preparation Assistance:	n/a
Post Placement Supervision:	\$250 per report
Court Report & Sealing Records:	\$250
Mileage/Travel:	\$.50 per mile for home visits
Extensive Consultation:	n/a
Postage & Authentication Fees:	n/a
CIS:	n/a
FBI Finger Prints:	\$48 per adult
Foreign Fee:	n/a
Exit Documents:	n/a
Other (please specify)	Philippine Adoption Program: Program fee \$7,750 includes foreign fees; call for details and requirements

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for International Adoption Services**

Jewish Family Service of Nashville and Middle Tennessee, Inc.  
801 Percy Warner Blvd, Nashville, TN 37205  
Phone: (615)356-4234 Email: info@jfsnashville.org  
www.jfsnashville.org  
501(c)3 Status: Exempt

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
Orientation or Agency Fee:	0
Application Fee:	\$200
Home Study:	\$1700
Home Study Update/Addendum:	Update: \$800 if JFS did original home study, \$1000-\$1200 if original was done by another agency/Addendum: \$75 per page
International Adoption Training:	0
Dossier Preparation Assistance:	0
Post Placement Supervision:	\$200 per visit, \$50 per additional child
Court Report & Sealing Records:	Court Report: \$150 Sealing Records: 0
Mileage/Travel:	Mileage: IRS allowed rate/Travel: 0
Extensive Consultation:	0
Postage & Authentication Fees:	Overnight/Express Mail: Actual Cost
CIS:	0
FBI Finger Prints:	0
Foreign Fee:	0
Exit Documents:	0
Other (please specify)	
Any services not covered above	\$80/hour

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for International Adoption Services**

**Lifeline Children's Services (Tennessee)**  
 8386 Skybrook Drive, Ooltewah, Tennessee 37363  
 205.967.0811 or 423.693.7389/ michelle.barrett@lifeline.org  
 Lifelinechild.org  
 501(c)3 Status: Exempt

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
<b>Orientation or Agency Fee:</b>	<b>N/A</b>
<b>Application Fee:</b>	<b>\$300</b>
<b>Home Study:</b>	<b>\$2,000</b>
<b>Home Study Update/Addendum:</b>	<b>\$100 - \$500</b>
<b>International Adoption Training:</b>	<b>Included in agency fee</b>
<b>Dossier Preparation Assistance:</b>	<b>See below</b>
<b>Post Placement Supervision:</b>	<b>\$2,000 - \$3,000</b>
<b>Court Report &amp; Sealing Records:</b>	<b>N/A</b>
<b>Mileage/Travel:</b>	<b>N/A</b>
<b>Extensive Consultation:</b>	<b>N/A</b>
<b>Postage &amp; Authentication Fees:</b>	<b>N/A</b>
<b>CIS:</b>	<b>\$500</b>
<b>FBI Finger Prints:</b>	<b>\$100 (approximate)</b>
<b>Foreign Fee:</b>	<b>\$1,200 - \$16,800</b>
<b>Exit Documents:</b>	<b>\$75 - \$6,500</b>
<b>Other (please specify)</b>	
<b>Agency Fees (incl home study)</b>	<b>\$11,250- \$14,250</b>
<b>IAAME Monitoring/oversight fee</b>	<b>\$500</b>

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**

**Fee Schedule for Adoption Related Services FY2019  
Fees for International Adoption Services**

**Love and Hope Adoption Services**

201 West Main Street Livingston, TN 38570

Mailing Address: 695 Nashville Pike #178 Gallatin, TN 37066

615-663-6764 marian@loveandhopeadoptions.org

loveandhopeadoptions.org

501(c)3 Status: Non-Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation or Agency Fee:	none
Application Fee:	none
Home Study:	1,700.00
Home Study Update/Addendum:	750.00
International Adoption Training:	n/a
Dossier Preparation Assistance:	n/a
Post Placement Supervision:	500.00
Court Report & Sealing Records:	n/a
Mileage/Travel:	No charge
Extensive Consultation:	300.00
Postage & Authentication Fees:	As applicable
CIS:	n/a
FBI Finger Prints:	n/a
Foreign Fee:	n/a
Exit Documents:	n/a
Other (please specify)	We provide home study and post services. The adoptive family's match agency provide the other services.

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**

**Fee Schedule for Adoption Related Services FY2019  
Fees for International Adoption Services**

**Miriam's Promise**  
**1008 19<sup>th</sup> Ave. S**  
**Nashville, TN 37212**  
**Kim Warner-Hudy**  
**615.292.3500**  
[kimwh@miriamspromise.org](mailto:kimwh@miriamspromise.org)  
[www.MiriamsPromise.org](http://www.MiriamsPromise.org)  
**501(c) 3 Status: Exempt**

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
<b>Orientation or Agency Fee:</b>	<b>N/A</b>
<b>Application Fee:</b>	<b>\$100</b>
<b>Home Study:</b>	<b>\$1500 + mileage</b>
<b>Home Study Update/Addendum:</b>	<b>\$90/hour when applicable</b>
<b>International Adoption Training:</b>	<b>Included in Home Study Fee</b>
<b>Dossier Preparation Assistance:</b>	<b>N/A</b>
<b>Post Placement Supervision:</b>	<b>\$225 per report + mileage</b>
<b>Court Report &amp; Sealing Records:</b>	<b>\$150 when applicable</b>
<b>Mileage/Travel:</b>	
<b>Extensive Consultation:</b>	
<b>Postage &amp; Authentication Fees:</b>	
<b>CIS:</b>	
<b>FBI Finger Prints:</b>	
<b>Foreign Fee:</b>	
<b>Exit Documents:</b>	
<b>Other (please specify)</b>	
<b>Cooperative Agency Fee</b>	<b>\$200</b>
<b>USCIS Update</b>	<b>\$500 + mileage when applicable</b>

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**

**Fee Schedule for Adoption Related Services FY2019  
Fees for International Adoption Services**

**New Beginnings International Children's & Family Services**  
 745 S. Church Street Suite 129  
 Murfreesboro, TN 37130  
 Elizabeth Ledford [elizabeth@newbeginningsadoptions.org](mailto:elizabeth@newbeginningsadoptions.org) (615) 504-4098  
[www.newbeginningsadoptions.org](http://www.newbeginningsadoptions.org)  
 501(c)3 Status:Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation or Agency Fee:	\$9190
Application Fee:	\$500
Home Study:	\$2,695
Home Study Update/Addendum:	\$840-\$1,230 addendum \$180
International Adoption Training:	\$150
Dossier Preparation Assistance:	\$250
Post Placement Supervision:	\$1,725
Court Report & Sealing Records:	n/a
Mileage/Travel:	53.5 cents per mile
Extensive Consultation:	n/a
Postage & Authentication Fees:	\$650+
CIS:	\$945
FBI Finger Prints:	\$100
Foreign Fee:	\$3,100
Exit Documents:	\$1,925
Other (please specify)	

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**



**Fee Schedule for Adoption Related Services FY2019  
Fees for International Adoption Services**

Options 4 Adoption, Inc.  
 1615 Amanda Court, Brentwood, TN 37027  
 Main office in GA: 1014 Park Manor Terrace NW, Marietta, GA 30064  
 Kelly L. Barth at 770-514-7324 [Kelly@options4adoption.com](mailto:Kelly@options4adoption.com)  
 Tonya Boggs at 770-928-1871 [Tonya@options4adoption.com](mailto:Tonya@options4adoption.com)  
[www.options4adoption.com](http://www.options4adoption.com)  
 501(c)3 Status: Non-Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation or Agency Fee:	\$0
Application Fee:	\$100
Home Study:	\$1450
Home Study Update/Addendum:	\$800/\$150
International Adoption Training:	N/A
Dossier Preparation Assistance:	N/A
Post Placement Supervision:	\$250 plus case worker mileage
Court Report & Sealing Records:	\$200
Mileage/Travel:	At current IRS guidelines
Extensive Consultation:	N/A
Postage & Authentication Fees:	N/A
CIS:	N/A
FBI Finger Prints:	At current Fieldprint rates
Foreign Fee:	N/A
Exit Documents:	N/A
Other (please specify)	\$300 additional for expedited home study

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fee Schedule for Adoption Related Services FY2019  
Fees for International Adoption Services**

Small World Inc.  
 9695 Lebanon Rd. Suite 120 Mount Juliet, TN 37122  
 PO Box 1109 Mount Juliet, TN 37121  
 (615) 754-6540  
[Info@SmallWorldAdoption.com](mailto:Info@SmallWorldAdoption.com)  
[www.SmallWorldAdoption.com](http://www.SmallWorldAdoption.com)  
 501(c)3 Status: Exempt

SERVICES	RANGE OF FEE OR N/A
Orientation or Agency Fee:	Orientation Fee-N/A; Agency Fee 7,000
Application Fee:	250
Home Study:	2000
Home Study Update/Addendum:	1200
International Adoption Training:	N/A
Dossier Preparation Assistance:	1,500-3,600; Varies by Program
Post Placement Supervision:	1,200-2,400; Varies by Program
Court Report & Sealing Records:	N/A
Mileage/Travel:	175 daily per diem plus Air and Ground Transportation when applicable
Extensive Consultation:	N/A
Postage & Authentication Fees:	Included in Dossier Preparation
CIS:	775 or current CIS published rate
FBI Finger Prints:	85 per adult or current FBI rate
Foreign Fee:	7,000-12,000; Varies by Program
Exit Documents:	0-1,500; Varies by Program
Other (please specify)	
US Dept of State Monitoring Fee	500 per child
Homestudy Review Fee	200 (applies only to homestudies completed by agencies other than Small World)
Letter of Intent Fee	500-4,500; Varies by Program

Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.

**Fees for International Adoption Services**

Smoky Mountain Children's Home  
 449 McCarn Circle Sevierville, TN 37862  
 Melody Jones, Adoption Support Coordinator (865) 661-5506 mjones@smch.org  
 www.smch.org  
 501(c)3 Status:Exempt

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
Orientation or Agency Fee:	N/A
Application Fee:	\$450 (non-refundable)
Home Study:	\$1,000
Home Study Update/Addendum:	\$300
International Adoption Training:	N/A
Dossier Preparation Assistance:	N/A
Post Placement Supervision:	\$100 per hour
Court Report & Sealing Records:	\$250 per hour
Mileage/Travel:	.42 cents per mile
Extensive Consultation:	\$75 per hour
Postage & Authentication Fees:	Regular state postage rates
CIS:	N/A
FBI Finger Prints:	N/A
Foreign Fee:	N/A
Exit Documents:	\$500
Other (please specify)	

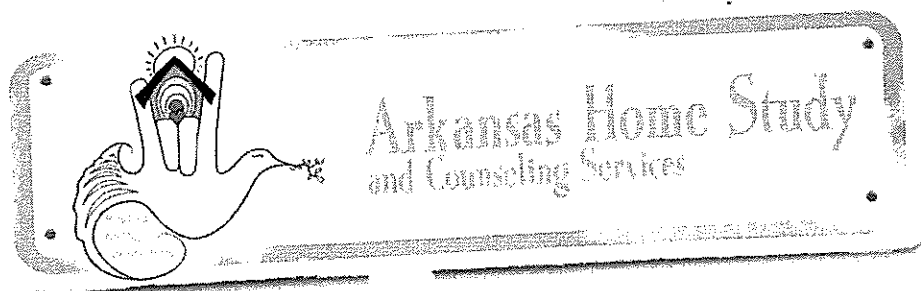
**\*\*Please note all fees are subject to change or waiver per agency provider.**

**Fee Schedule for Adoption Related Services FY2019  
Fees for International Adoption Services**

TRACES Foster Care and Adoption  
 TRACES Foster Care and Adoption  
 2001 Stonebrook Place Kingsport, TN 37660  
 Staci Seaton/423-224-1043/sseaton@frontierhealth.org  
 Tracesne.org  
 501(c)3 Status: Exempt

<b>SERVICES</b>	<b>RANGE OF FEE OR N/A</b>
<b>Orientation or Agency Fee:</b>	
<b>Application Fee:</b>	<b>200.00</b>
<b>Home Study:</b>	<b>1,200.00</b>
<b>Home Study Update/Addendum:</b>	<b>400.00</b>
<b>International Adoption Training:</b>	<b>N/A</b>
<b>Dossier Preparation Assistance:</b>	<b>N/A</b>
<b>Post Placement Supervision:</b>	<b>85.00/visit</b>
<b>Court Report &amp; Sealing Records:</b>	<b>85.00</b>
<b>Mileage/Travel:</b>	<b>N/A</b>
<b>Extensive Consultation:</b>	<b>N/A</b>
<b>Postage &amp; Authentication Fees:</b>	<b>N/A</b>
<b>CIS:</b>	<b>N/A</b>
<b>FBI Finger Prints:</b>	<b>Included in Application Fee</b>
<b>Foreign Fee:</b>	<b>N/A</b>
<b>Exit Documents:</b>	<b>N/A</b>
<b>Other (please specify)</b>	<b>N/A</b>

**Please note all fees are subject to change. Please contact the agency directly to verify fee status or to obtain additional information.**



## FAQs

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**What is a Licensed Certified Social Worker (LCSW)?**

**How long will the home study take?**

**How much does a home study typically cost?**

**Is there a way to lower the costs of adopting?**

**What documents are required for the home study?**

**What is included in the final home study report submitted to the court?**

**What might disqualify our family from adopting?**

**How will the children in our family be involved in the home study?**

**What are some potential challenges to prepare for?**

**Pay Now**



**What is a Licensed Certified Social Worker (LCSW)?**

The Merriam-Webster Medical Dictionary defines an LCSW as "a social worker trained in psychotherapy who helps individuals deal with a variety of mental health and daily living problems to improve overall functioning. A social worker usually has a master's degree in social work and has studied sociology, growth and development, mental health theory and practice, human behavior/social environment, psychology, research methods. Abbreviated L.C.S.W."

There are many licenses that allow individuals with a master's degree in social work to practice; however, the LCSW is the only license that allows a social worker to practice independently and employ other social workers. It is the highest title that one can earn in social work. As such, many services can only be provided by a Licensed Certified Social Worker. Adoption home study is one of those services.

**How long will the home study take?**

We can typically complete a home study within 30 days which is much faster than the state agency. However, the home study is a process that is affected by several factors. Often there are adjustments that the family needs to make to prepare for the child and to meet the requirements set by state law. You can help speed up the process by filling out your paperwork, scheduling your medical appointments, and gathering the required documents without delay.

The time it takes to conduct the home study varies from agency to agency, depending on factors such as how many social workers are assigned to conduct home studies, what duties they have, and how many other people applied to the agency at the same time. On average, the home study process takes 3 to 6 months to complete<sup>1</sup>. We can speed up the process because our independence as a private practice allows us to control our case load; therefore, we focus on delivering the best to each of our clients.

### How much does a home study typically cost?

According to the US Department of Health and Human Services, a private agency or a social worker in private practice might charge from \$1,000 to \$3,000 for the home study for domestic infant adoption, intercountry adoption, or independent adoption <sup>1</sup>. Our price is definitely on the *lower end of this scale* because we have relatively low administrative overhead costs of running our practice. Some factors that affect the cost include what adoption you are pursuing, the level of attention the child and family need to address inherent to adoption.

We can usually quote you a price over the phone during a phone consultation interview. **phone consultations are free.** Sometimes in complicated situations, we may need to have a consultation interview in person. In these cases, we charge a minimal fee to cover travel time and costs. If you are planning to adopt a child from foster care you do not have to pay for the home study. Our agency works with the C.A.L.L. (Children of Arkansas Loved for a Lifetime) to provide adoption home studies free of charge for children in foster care homes. If there is a fee, it is often modest (\$300 to \$500), and once you adopt a child from foster care you can usually obtain reimbursement for this fee. Contact us to find out more or check out their website.

### Is there a way to lower the costs of adopting?

At Arkansas Home Study and Counseling Services, we understand that you don't have to be wealthy to love a child. There are many ways to reduce the costs of adoption including federal tax breaks, grants for adopting special needs children, grants for adopting the thousands of children in foster care, as well as our own sliding scale reduced fees for those who qualify. One of the easiest and most available ways to lower the cost of adopting is through the IRS tax credit up to \$12,500! <sup>2</sup> In addition there are adoption loans available for those who qualify. We can put you in contact with these resources and help you gather the paperwork necessary to claim these benefits (many of which can be found on our Form

Adoption usually takes a lot of planning and saving, however, sometimes families find it difficult to adopt quite unexpectedly and do not have the savings in place to pay for the adoption process. This is usually the case when a parent or parents are suddenly no longer able to care for their children (i.e. death or incarceration), and the extended family or godparents step in to take responsibility for raising the children. We always have the children's best interest in mind and want to place them in the best home. The best case scenario is to place adoptive children with loved ones and/or to keep the siblings together. As such, we work with families to lower our fees on an income based sliding scale in order to place these children into loving homes as quickly as possible.

For more information about costs of adoption and resources to help defray those costs, visit our Resources page or contact us.

### What documents are required for the home study?

- o Birth certificates
- o Tax returns/proof of income
- o 3 – 4 personal references
- o Criminal background check
- o Autobiographical statement from each prospective parent
- o Health statement from your doctor (physical exam from the last 6 months)

### What is included in the final home study report submitted to the state? <sup>1</sup>

The adoption home study final report is separated into five sections which cover major areas of the family's life. These sections are titled Personal History, Health Report, Criminal Background, Financial Statement, and Personal Statement.

### Personal History:

A comprehensive history is developed on each adult living in the family home. Questions are asked about experience with children, family of origin, education, perspectives on education, employment status, and future plans. Questions may address daily routines, friends, neighborhood and community, extended family and religious activities, if any. Married couples are asked questions about how they met, how long they have been married, the strengths and weaknesses of their relationship, how decisions are made, etc. Single persons are asked questions about their support systems; significant others; availability of child care resources and so forth. Children in the home are also interviewed (depending on their age and level of understanding) regarding their feelings about a new sibling and what adoption means.

### Health Report:

A medical history, including a physical exam within the past 12 months, is required for prospective parents. TB tests are required for every member of the household. A medical condition that is under control (e.g., high blood pressure, diabetes) usually does not prevent being approved to adopt. A serious health problem that affects life expectancy might.

### Criminal Background Check:

All adults and teens 16 and older in the household must complete forms that are sent to state police headquarters and child protective services. Some states or counties require police clearances, as well as FBI fingerprint checks. People who are registered with an adult maltreatment agency for harm to children are not eligible to adopt.

### Financial Statement:

You will be asked for recent tax forms and a financial statement listing assets, debts, and budget. You do not have to be wealthy or to own your own home to adopt. Even if you receive some type of assistance, you are eligible to adopt as long as you have adequate resources to provide for your family. Information on tax breaks during the first year following the adoption is available. Financial assistance in the form of subsidies is often available when adopting a child with special needs.

### Personal References:

You will be asked for names, addresses and phone numbers of three or four individuals who can attest to your experience with children, the stability of your marriage and/or household, and your emotional maturity. These individuals may be employers, teachers, neighbors, friends, or family members.

### What might disqualify our family from adopting?

Aside from a criminal record or overriding safety concerns that would preclude an agency from approving your family under your State's laws or policies, characteristics that might disqualify your family in one situation may be seen as strengths in another. Remember, agencies are not looking for "perfect" families. The home study process is a way for a social worker to learn more about your real family, as a potential home for real children.

Who may adopt varies from agency to agency, state to state, and by the child's country of origin. Adoptions in the United States are governed by state law and regulations. Child Welfare Information Gateway has compiled states' laws regarding who may adopt in *Statutes at a Glance: Parties to an Adoption*<sup>1</sup>. Within Arkansas's guidelines, ***we are looking for well-qualified families rather than disqualify them***. There are thousands of children in the foster care system who are waiting for families, and we want to find as many qualified families to meet the needs of these children.

### How will the children in our family be involved in the home study?<sup>1</sup>

Children in your family (whether they joined your family through birth, foster care, adoption, or marriage) will be included in the home study in some way. Older children may be invited to participate in age-appropriate groups during one or more of the educational sessions.

might be asked to write a statement describing their feelings and preferences about his new brother or sister.

We will likely ask how the children do in school, what their interests and hobbies are, what friends are like, and how their behavior is rewarded or disciplined. However, the emphasis will more likely be on how the children see a new sibling (or siblings) fitting into the family and whether they are prepared to share your time and attention. Children's input is usually very important in the overall assessment of a family's readiness to adopt a child. We will make sure that an adopted child or children will be wanted and loved by all family members from the start.

### **What are some potential challenges to prepare for?**

There are many issues inherent to adopting a child into your family. Some are more common than others, but it is best to be prepared for everything. We help educate the adoptive and adoptive children on what to expect and how to deal with a variety of these issues that can include but are not limited to:

- Addressing feeling of loss of hope for having your own biological child
- Receiving a child with history of physical/sexual/emotional abuse
- Bonding issues
- Child's feelings of betrayal/abandonment/confused emotions
- Child's inadequate coping skills
- Prenatal exposure to drugs and/or alcohol
- Addressing fears of transition or the unknown
- Receiving a child with special needs, developmental disabilities, medical fragility, birth defects, and/or certain behavioral issues
- Child's loss of siblings, pets, parents, accustomed routines and previous life
- Child's difficulties adjusting to new home, new people, new "norms" and expectations

We are available to our clients throughout the adoption process to assist them in whatever issues they may face. We continue to serve our clients even beyond the home study as requested. If you think you may have any concerns, please don't hesitate to contact us.

<sup>1</sup> (reproduced with permission from [http://www.childwelfare.gov/pubs/f\\_homstu.cfm](http://www.childwelfare.gov/pubs/f_homstu.cfm))

<sup>2</sup> (cited as a 2009 tax break from <http://www.irs.gov/taxtopics/tc607.html>)