



Home Study Fee and Refund Policy

With the submission of this application, we are requesting that Community Care Services, Inc. conducts a home study for our family for the purpose of adoption. The Home study process may include group meetings as well as individual meetings with an adoption worker. We understand that we must pay Community Care Services \$2,000.00 for the home study which must be submitted with this application fee of \$250.00. We understand that if we choose to withdraw our application or terminate adoption proceedings at any point, any fees paid to Community Care Services cannot be refunded.

Upon completion of the home study, a new service agreement shall be established. Our fee schedule is designed so that you do not pay your total fee for the entire adoption in advance. Community Care Services will invoice and expect payment for each phase of an adoption case prior to delivery services. This is the standard fee policy set for most adoption agencies.

We further acknowledge that we have received copies of the following document from the agency:

- Appeals/grievance procedure
- Fee schedule
- Physical requirements of an adoptive home
- Eligibility requirements

I/we have read and understand this fee policy and that no work will proceed on the next adoption phase until payment is received. Community Care Services has fully answered any questions regarding this policy.

Applicant Signature: _____ Date: _____

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