

# FAMILY OPTIONS

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## FEE POLICY

The purpose of this document is to set forth in writing the policies and procedures of Family Options regarding fees for adoption services provided by the agency. All policies and procedures are subject to review and revision by the Executive Director in consultation with the Board of Directors.

The policies and procedures detailed here are consistent with the agency's philosophy, which allows clients to pay for services when they are requested and provided, rather than pay a sizable retainer to cover anticipated adoption services. As a non-profit agency, all fees collected go directly to pay for casework and other agency expenses. For this reason, all payments for services rendered must be made promptly.

The policy regarding payment of fees is as follows:

1. Collection of Fees: Payment for agency services is due at the time clients request such services (or as assigned by court, state agencies, etc.) and prior to the commencement of services unless an exception has been granted by the Executive Director. Clients will receive a statement of costs.
2. Late or Non-Payment of Fees: Clients will be contacted by the Office Manager, attorney or a Family Options representative if required fees are not received at the onset of services. The agency must have all fees paid in full prior to release of documents, placement or finalization. Family Options reserves the right to utilize third party collection services when prior attempts at collecting fees have failed.
3. Refunds. Placement fees are held in escrow until surrenders are obtained. As such, failed placement fees will be refunded in full. All other fees are non-refundable.
4. Setting Fees: The Board of Directors will review the schedule of fees regularly. Fees charged for agency services will be assessed at the rate in effect when the services are requested.
5. Notice of Fees: All agency clients will receive a written schedule of the current fees as part of their initial consultation with the agency. However, the fee schedule is subject to change and the fee in place at the time a service is performed will be charged. It is the responsibility of the client to maintain knowledge of the current rate of services.
6. Birth Parent Expenses: Monies sent to the agency by approved potential adoptive families to pay for agency-approved birth parent expenses will be kept in the agency's escrow account. Funds remaining in the escrow account are returned to the adoptive family upon completion of the placement process.

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Signature of Adoptive Applicant

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Signature of Adoptive Applicant

Date \_\_\_\_\_

Date \_\_\_\_\_