



A Guardian Angel Adoptions Processes, Policies and Procedures Regarding Application, Match and Placement Effective November 1, 2024

Application:

Congratulations!! You have already begun the application process by downloading your forms from our website. In order to become an approved adoptive family with *A Guardian Angel Adoptions, LLC*, you will need to complete all the paperwork and mail us the items on the Adoptive Family Checklist. Before applying with A Guardian Angel Adoptions, LLC please review the document from the State of Utah entitled "Adoption Orientation form for Adoptive Parents" on the forms section of our website before application. If you have any questions, please contact AGAA for clarification. Once you are ready to apply, we will review this form with you over the phone. Please be mindful that your application fee must accompany your application packet. Processing of your application will not begin until your fee has been submitted.

Education:

Creating a family through adoption is beautiful and wonderful and also has its unique challenges. We want to give you tools to make your parenting journey as successful as possible. The more educated you become the more comfortable your child's adoption journey as well as your own will be. To help support you and your family we require some education to help you along the way. If you are adopting transracially, we require the course Conspicuous Families on the Adoption Learning Partners website. All adoptive families must complete the training FASD (Fetal Alcohol Spectrum Disorder) and Drug Exposure in Children. These required training courses as well as other suggested trainings are listed on the Pre-Placement Adoption Training worksheet.

Screening:

When screening prospective adoptive families, we consider myriad factors and evaluate whether we feel like a family not only meets our criteria, but whether or not we could show a profile often and without hesitation. While we never give out details of an adoptive family's personal history, we are mindful of situations that expectant parents may not feel comfortable with. We do, on occasion, have to deny home studies based on our policies.

Please note that as a prospective family's home study is denied by our A Guardian Angel Adoptions Committee Approval Team, the application fee will not be refunded.

Before applying with A Guardian Angel Adoptions, LLC, please consider the following requirements to move forward:

- Adoptive parents must be married for at least two years and have a stable marriage. Single parents are also welcome to apply.
- Adoptive parents should exhibit high moral standards, be emotionally stable, and have good parenting skills.
- Adoptive parents should be older than 25 years and no older than 55 years, be in good physical health and have a life expectancy long enough to raise their children.
- Adoptive parents should have sufficient income to care for their family, as well as be able to provide medical insurance and life insurance for the child's protection.
- Financial debts should be limited, and consistent income must be demonstrated that could support a growing family.
- Adoptive parents must clear a criminal background and child abuse background screenings.
- If adoptive parents have had a substance or pornography addiction, they must demonstrate they have been in recovery for 10 years.
- Adoptive parents must have a favorable current adoptive home evaluation and be able to provide the agency with all other necessary documentation concerning their family circumstances.

Review:

Once we receive your completed packet our social work department will review your information. When we have completed the review of your file and home study and you have been approved as an adoptive family you will receive an email informing you of your approval. If for any reason you are denied as an adoptive family, you will be given written notification within 10 business days and will also receive a copy of A Guardian Angel Adoption's appeal process and shall have the right to appeal the decision. This appeal will include the right to submit a written appeal and request reconsideration as well as a meeting with AGAA Directors. A Guardian Angel Adoptions, LLC does not discriminate based on gender, race, religion, or marital status. A Guardian Angel Adoptions seeks to find adoptive parents meeting our standards as well as the requirements of our licensing department and the requests of our expectant mothers.

Presentation:

After you have become an approved adoptive family by our social work department, you will receive an email wherein you will be given the username and password to our available situations page. Please check it often and let us know if you are

interested in a posted situation. Please note that only minimal information is shared on the website to protect our expectant mothers' privacy and additional information is available on every situation. When you find a situation that you would like more information on, please contact the number posted with the situation and a member of the adoptive family department will contact you to share the non-identifying information about the case. You will receive an email with the information and the email will be followed up by a phone call wherein you may ask questions and receive clarification on any information shared. Included in the information you receive will be the legal risk involved, the medical and psychological background and family history of birth parents and family members, the race and gender of the child, any reported or verified history of drug and alcohol abuse, and the financial obligation associated with the case. Feel free to ask questions and please make sure you feel comfortable with the situation presented to you before being shown to the expectant mother. For families networking with other agencies, PLEASE DO NOT be shown on more than one situation at a time without talking to us first. Doing so without notifying AGAA could result in you being removed from our active adoptive family list. When all families have been notified and have made a decision the profiles for those families choosing to be shown will be presented to the expectant mother. The choosing process can take anywhere from a couple of days to a couple of weeks. You will be notified as soon as we know anything at all.

Match:

Once a selection is made a conference call will take place if both parties agree. A member of the adoptive family department will be on the line to guide you through this process. If all goes well on the call you will be considered matched. At this point you will be sent a matching email with your matched information. You will also receive an email from the financial department. Please read your payment agreement carefully. After reviewing, please sign and return as directed and wire your required funds. Once the wire transfer has been completed, please text Yvonne a copy of your receipt @ 801-755-9523. You will also receive a call from your case manager. She will introduce herself and answer any questions you may have. You will then begin to receive weekly updates. Please communicate to your case manager your preferred mode of communication and please, please, make sure you are available to us in case of an emergency or early delivery!! This is an exciting time as you begin to prepare for your baby and get to know your baby's expectant mother. Please feel free to reach out if you have any questions or concerns. We are here to walk this journey with you and you are never be alone during this process.

Delivery:

When your expectant mother goes into labor (if you do not have a scheduled induction or cesarean section), she will contact her case manager. The case manager will then contact your case manager who will in turn contact you. At this point you should start considering travel plans but should not purchase a ticket or leave. At the hospital the medical staff will monitor your expectant mother for about an hour and will make a decision as to whether she will be admitted to the hospital for delivery or will be sent home. You will then be notified of the outcome and assisted in making plans to arrive at the hospital. While the expectant mother is in the hospital you will be assisted in interacting with her, the medical staff and the baby. Please see the document on our forms page "Coming to Utah and Hospital Protocol" for further information.

Placement:

If your birth mother delivers in Utah, relinquishment and placement may occur 24 hours after delivery. The relinquishment your birth mother will sign is irrevocable. The social work staff will work closely with the nursing staff to ensure the birth mother has been free of any narcotics for 4 hours prior and is ready to sign. Signing of the documents will take place separately. The adoptive family may sign the placement documents after the relinquishment documents are signed by the birth mother. Utah law requires that a notary be present at the signing. Copies of the documents will be given to the nursing staff to be included in the charts of both the baby and birth mother. When the pediatrician deems the baby ready to leave the hospital the baby will be released directly to the adoptive family accompanied by your adoptive family case manager. Your case manager will need to sign documentation for the hospital, present her ID and escort you out of the hospital. Please note that it is agency policy that the baby never leaves the hospital prior to the birth mother.

Payment of AGAA Fees:

A Guardian Angel Adoptions has a flat fee for all adoptions plus an application fee. Your application fee is sent with your application. When you are matched with your birth mom you will be required to wire transfer half of your adoption fees and prior to traveling to Utah you will need to wire the remaining half of your adoption fees. Note: These fees are non-negotiable. Please do not ask for a discount. Also, please remember that sometimes babies are born early, and, in this case, you will still need to have the funds available. Please prepare early! If your adoption includes medical expenses, you will receive a list of the actual medical expenses as well as the contact information for each of the providers at signing. To receive the early pay discount all charges must be paid to the medical providers before your birth mother and baby discharge from the hospital.. Please read the Payment Agreement medical fee section in order to understand how medical billing works with our providers.

Financial Policy

Utah Adoption Legal Fees:

Legal fees are not included in your adoption fees and are determined by the attorney you choose to use for finalization, the process required for termination of all possible birth father's rights as well as any complications that may arise. We require that you use an attorney from the American Academy of Adoptions for birth father termination and finalization.

For out of state adoptions, A Guardian Angel Adoptions, LLC agrees to obtain the relinquishment of the parental rights of the birth parents of the child both in Utah and outside of the state unless precluded by state law. In certain out-of-state placements, A Guardian Angel Adoptions, LLC will be working in conjunction with a fully licensed agency, social worker and/or attorney in these states to provide relinquishment services. All parties conducting legal and or social/agency work for an out of state adoption will require being retained by the Adoptive Family prior to any work on the case being done. Adoptive Family understands the relinquishment will take place at the discretion of the birth mother and not A Guardian Angel Adoptions, LLC and the fees for these services are solely the adoptive family's to pay. A putative father in Utah may provide a relinquishment at any time prior to the birth mother's relinquishment. A birth mother located in Utah may not relinquish prior to 24 hours

following delivery of the child. It shall not be considered a breach of this agreement if *A Guardian Angel Adoptions, LLC* is unable to obtain a relinquishment from a birth parent or unable to locate a birth father for the purpose of obtaining a relinquishment.

Adoptive Family agrees to pay all legal and or agency fees associated with a Utah adoption or any adoption out of the state of Utah. This is non-negotiable.

Refund and/or Roll Over Policy

If you pay your matching and/or placement fees and your match fails, your funds will be handled in one of the following ways according to your situation:

- If your expectant mother does not place her baby with *A Guardian Angel Adoptions*, the fees you pay minus expectant mother expenses of \$8,500 may be rolled over to a new situation or refunded upon proof of match with another agency at the sole discretion of the agency.
- If your expectant mother does not place the baby with you, but the baby is placed with another adoptive family through *A Guardian Angel Adoptions*, the fees you pay may be rolled over to a new situation or refunded upon proof of match with another agency at the sole discretion of the agency.
- If, after being matched with a birth mom, you choose not to adopt the child for any reason, or if you in any way disrupt the match, the fees you have paid may be used to cover services you received at match and while matched, and to rematch or support your expectant mom. Any remaining portions of the fees after those obligations are met may be refunded or applied to a new situation at the sole discretion of the agency.
- If the child is placed in your home, then later removed for any reason, no fees will be refunded or applied to a new situation.
- If you are matched with another agency after a failed match with AGAA, please send documentation of your match from that agency and a refund minus \$8,500 in expectant mother expenses will be mailed to you within 14 days.

Adoptive Family agrees to follow *A Guardian Angel Adoptions, LLC* policies and procedures and this Adoptive Family Payment Agreement.

Adoptive Family agrees to pay *A Guardian Angel Adoptions, LLC* their adoption fees according to the schedule stipulated by the Adoptive Family Payment Agreement.

Attorney Fees, Collection Costs, and Interest

In any case of non-payment, you agree to pay all attorney fees, court costs, filing fees, and collection costs, including charges or commissions up to 40 percent that may be charged the agency, by a collection service retained to pursue this matter. If we finalize the adoption in our home state, we agree that AGAA fees will not be contested in our home state and that all issues regarding fees should be resolved in a Utah court. We also agree to pay interest at the rate of 1 ½ percent per month (18 percent per year) on any outstanding balance.

Medical Expenses:

All adoptions expenses will include some medical expenses. You will receive a list of the actual medical expense estimates as well as the contact information for each of the providers at signing. To receive the early pay discount all medical bills must be paid to the medical providers before your birth mother and baby are discharged from the hospital. If your birthmother has Utah Medicaid, you will be responsible for paying for your baby's hospital stay as well as your baby's visits by the hospital pediatrician. If your birth mother delivers in Utah and has Medicaid from her home state, her hospital delivery, and hospital stay will be covered and you will be responsible for her prenatal care and delivery fees charged by the doctor. **MEDICAL FEES MUST BE PAID PRIOR TO THE DISCHARGE OF MOM AND BABY.** For items billed separately (prescriptions, labs and specialty care) paid for by *A Guardian Angel Adoptions* you will need to bring a personal check to reimburse the agency for those charges. You will receive an itemized bill at signing.

If you are adopting a baby outside of the state of Utah, we will do our best to assist your expectant mother in getting on Medicaid, however we will always comply with Medicaid guidelines for qualifications and your expectant mother may or may not qualify.

Interstate Compact (ICPC):

If you are a family from outside of the State of Utah, it will be necessary for ICPC to be cleared by Utah as well as your home state before you will be permitted to leave the state with your baby. ICPC will be started as soon as the medical records are received from the hospital. This usually takes approximately 48 hours after the baby has been released from the hospital. The medical records will complete the ICPC package, and it will be emailed to the ICPC office in Salt Lake City. When the packet is approved it will be emailed to your home state ICPC office. Please be advised that we will do all in our power to get your packet approved as soon as possible. We are, however, working with bureaucratic agencies over which we have no control. Please be patient as you wait and enjoy bonding with your baby. When you return home, you will have many visitors and less time to be together as a family. The ICPC process may take 14 days after placement. Please do not contact any of the ICPC offices as this causes confusion and frustration which can delay the process.

Going Home:

Supervisory Visits: If you are finalizing in Utah there is a supervisory period of generally three months before finalization is allowed. You will visit with a Social Worker on two occasions to help ensure that you and your child are adjusting to each other and to confirm the success of the placement. Generally, this is done by the social worker that completed your home study. Additional visits may be scheduled as needed. Note: If you are a Utah family post placement visits must be done by AGAA. Please make sure the last of these visits is done when your baby is 2 weeks old and when your baby is 6 weeks old. This will ensure your finalization may move forward as scheduled.

Insurance:

Please notify your health insurance company of your new addition and send over the "Adoption Placement Agreement" to them. This document will act as your birth certificate until you receive your amended certificate. Many insurance companies will reimburse some adoption expenses. Also check with your employer regarding additional adoption benefits and be sure to take advantage of all tax breaks.

Finalization of your Adoption:

In most cases, adoptive parents are eligible to finalize the adoption of their baby in Utah under Utah law if adoptive parents are resident of Utah, the child was born in Utah, or one of the expectant parents resides in Utah when the adoption petition is filed. Finalizing the adoption in Utah typically saves adoptive families in legal expenses and provides for a more secure adoption. It also enables a representative from *A Guardian Angel Adoptions, LLC* to attend the finalization hearing to consent to the adoption and to address any issues that the court may have. For these reasons, adoptive families are required to finalize their adoption in Utah. In rare cases, where finalizing the adoption in Utah is not legally possible, adoptive families will need to obtain express written permission from *A Guardian Angel Adoptions, LLC* before commencing proceedings to adopt the child in another state.

Following the receipt of reports of sufficient positive post placement visits that show the child is thriving in your home environment and bonding to your family, and upon completion of all of the adoptive families' obligations as set forth under this and other agreements between *A Guardian Angel Adoptions, LLC* and the adoptive family, *A Guardian Angel Adoptions, LLC* will give approval for the adoptive family to finalize their adoption. An *A Guardian Angel Adoptions, LLC* representative will attend the adoption finalization hearing before a Utah court to provide necessary agency documentation as well as family support for those adoptions finalized in the State of Utah and for which post-placement evaluations are done by the *A Guardian Angel Adoptions, LLC* staff. In rare circumstances, where the adoptive family is unable to finalize the adoption before a Utah court and *A Guardian Angel Adoptions, LLC* grants permission for the adoptive family to finalize the adoption in another state, *A Guardian Angel Adoptions, LLC* will provide the adoptive family's attorney with a written consent to the adoption and supporting documents instead of appearing at the finalization hearing, upon *A Guardian Angel Adoptions, LLC*'s approval for finalization pursuant to the conditions set forth above.

Benefits:

Please be aware that if your child has a disability, the child may be eligible for SSI benefits and/or federal adoption assistance. If you think your child may qualify, please contact the Division of People with Disabilities for further resources.

A Word About Legal Risk:

Every adoption has legal risks! They are unavoidable. Some of these risks are obvious while others are hidden. It is the responsibility of *A Guardian Angel Adoptions, LLC* to evaluate these risks and share them with the adoptive family. Although we are experienced at adoption and work with our attorneys on each case, we can never guarantee the outcome of an adoption. We will share the risks we may see with you so that you can be informed and proactive on your case. Following are general descriptions of situations that have varying degrees of risk. These are guidelines only; a situation with minimal risk could result in losing a child, on the other hand a high-risk situation may finalize without a problem.

Minimal Risk: There are very minimal risks when:

- The expectant mother and father sign in a state where relinquishment is irrevocable. or
- The expectant mother is not married, or she is married to the father, and he is willing to relinquish his rights as well.

Mild Risk: There is a mild risk in the following situations:

- An unmarried expectant mother signs in a state where the relinquishment is irrevocable and though the father doesn't relinquish at the time the birth mother does, either:
- The conception was in a state with a Putative Birth Father Registry, or
- The father is not named, or
- The father is fully aware and supportive of the adoption plan.

Mod Risk: There is a moderate risk if an unmarried expectant mother:

- Signs in a state where relinquishment is revocable for a short period of time or
- The father is known and cannot be contacted, or
- The father is aware of the pregnancy and is not supportive, or
- The expectant mother is married to someone other than the father. Any time the expectant mother is married it is important to determine if the expectant mother's husband would like to parent the child.

High Risk: There is a high risk if the expectant mother:

- Signs in a state where relinquishment is revocable for an extended period of time, or
- The expectant mother is married, and the husband wants the child whether he is the legal father or father and has been financially and emotionally supportive of the pregnancy and does not want the child placed for adoption.

Note: Unless the birth father gives consent for the adoption at the same time the birth mother does, the adoption is considered a "Legal Risk Adoption." Consequently, it will become necessary to determine and then terminate his rights in accordance with the laws of any states involved with the adoption.

It is ultimately the responsibility of the adoptive family to consult with an attorney of their choice about the laws of their state and the risks associated with their adoption.

Disputes:

Although the adoption process often results in a successful outcome that enables adoptive parents to fulfill their dream of parenting a child, adoptive parents should understand that no outcome is guaranteed, the adoption process can be emotionally complex, and that disagreements can occasionally arise between adoptive parents and the agency. Should the adoptive parents have a disagreement or difference of opinion with AGAA regarding the services provided by AGAA or any other matter related to the adoptive placement, or any agreement signed by the parties, they should first communicate those to AGAA staff. If verbal conversations or email contact do not resolve the issue, the adoptive parents must lodge a formal written complaint to AGAA and allow AGAA ten business days to respond to the complaint. If the parties are unable to resolve the dispute by this internal complaint process, then the parties shall mediate the dispute before a mediator in Utah, mutually agreed to by the parties. The parties shall share equally the costs of the mediation. By signing this document, the adoptive parents agree that they will not seek legal recourse in a court of law or equity without first following these policies and procedures regarding any dispute. If the parties are unable to resolve the dispute by mediation, any subsequent litigation regarding the dispute shall occur in the Utah state court, and not in the court of any other state or jurisdiction.

Children in State Custody

Please be aware that there are children in custody with the State of Utah that are available for adoption. Information on these children can be obtained by contacting the Division of Child and Family Services. When adopting these children, the following assistance may be available: Medicaid, tax benefits and adoption subsidies.

Definition of Adoption Plans:

- Open Adoption: Family and expectant mother share identifying and non-identifying information. Phone calls and visits are common.
- Semi-open: Non-identifying information is shared. Pictures and letters are exchanged through the agency. The parties meet prior to placement but not after.
- Closed: No information is given to either party. The parties mostly likely won't meet. Very seldom will a birth mother request a closed adoption.

Although openness agreements are not enforceable under Utah law. AGAA strongly recommends that you keep your promises to your birth mother. Doing so is not only comforting to your birth mother as she grieves the loss of her child but also emotionally healthy for your family as your child and birth mother may meet someday and you will want to be known as someone who was ethical in the relationship because of your love for your child and birth mother.

Discrimination:

A Guardian Angel Adoptions, LLC searches for the most qualified adoptive families for our Expectant Mothers and their babies and in so doing we have strict requirements. However, A Guardian Angel Adoptions does not discriminate based on any of the following:

- Race
- Age
- Physical Disability
- Gender
- Marital Status
- Religion
- Political Opinion

I have read and understand and agree to abide by the information in this document.

Adoptive Parent #1 Signature

Date

Adoptive Parent #2 Signature

Date