A FAMILY TREE
Creating and Supporting Families Since 1975

List of Service Fees:

Name of Fee	Description	Amount
Application Fee	Due when you submit your AFT application or AFT Add/Change Service application. A new application may be required anytime a service is delivered.	$350
Home Study	AFT home study requested by client utilizing the child placement services of an AFT or third part program – domestic or inter-country adoption where AFT template can be used, and no additional paperwork is required.	$3,500 ($1,000 at intake and remainder at time of Home Check scheduling)
Home Study Update	AFT home study update requested by client when the original or previous home study has expired	$1,450
Additional Document Surcharge	A flat fee to provide additional documentation to third parties outside of the standard Home Study service.	$500
Home Study Edits	Add information to an existing AFT home study. *Add information to an existing AFT home study due to client's failure to disclose.	$500 or $650*
Home Study Rush Surcharge	Home studies scheduled and completed within one month (after all Step 2 documents are received by AFT); available only when it suits the best interest of the child. Based on client's ability to procure required clearances and availability for required interviews. Home study may be released pending clearance receipt.	$1,000
Neighbor Islands Surcharge	For home study, post-adoption/post-placement, counseling as needed when Oahu-based staff travel to neighbor islands. Refundable prior to AFT booking travel clients in some cases.	$500
Child Abuse Clearance Fee	A flat fee for all out of state Child Abuse and Neglect (CAN) clearances per adult in the home. Additional fee charged for direct service fees assessed by sending state/country. Third party payment. $10 handling fee plus direct cost charge for CANs that requires a processing fee.	$25+/varies
Home Study Review Fee	Review and approval of a non-AFT home study (prepared by another agency).	$500

Adoptive Parent 1 Initial: _____

Adoptive Parent 2 Initial: _____

House Call/Visit Fee	Clients who require AFT staff services in their home above and beyond what is standard for the contracted service. Standard services for home studies includes two home visit per home study. Does not apply to ADA clients. Does not include travel fee for neighbor island clients.	$300
AFT Staff Travel Cost	For cases when AFT staff is required to spend more than eight hours away from the office while on client-related work. Fee charged in addition to travel costs.	$250/day
Administrative/Courier Fee	For clients who request additional administrative work beyond scope of standard service – i.e. photocopying, courier service, preparation and/or collating of non-AFT adoption documents, communication with related parties, etc.	$100/hr or fraction thereof
Notary and Certification Services	AFT staff notaries able to notarize documents as appropriate. Please contact us to schedule. AFT staff may travel, fees apply ($50 flat rate for HNL). Court/LG document certification/apostille, flat fee $200 up to 10 docs.	$5/document, $200 court certification
Efficiency Fee	Delay in AFT service delivery due to client scheduling and/or paperwork submission due to client delays – AFT waits 30+ days for action.	$300
File Retrieval Fee	Cost to seek and if available, pull a client fee upon request, from storage. Most client files are moved into deep storage once formal services are completed. AFT cannot guarantee time frame for file retrieval.	$50
ReAdoption in Local Family Court	Fee to process paperwork for Procedures to Establish Foreign Adoption in Hawaii Family Court. Fee includes $215 fee payable to the Circuit Court. Clients are responsible for providing original adoption documents to AFT.	$1,515
After Hours Fee	Clients requesting appointments outside of AFT business hours may be accommodated based on staff availability. Estimate due at the time of scheduling. Partially refundable in some cases.	$200/hour
Counseling	May be recommended by AFT Social Worker, additional support, or counseling following placement of your child into home, above and beyond regularly scheduled visits. Clients may also self-refer for	$200/hour or fraction thereof

Adoptive Parent 1 Initial: _____

Adoptive Parent 2 Initial: _____

	counseling. Marriage counseling may be recommended for some clients prior to or during adoption. Additional charges for counseling in the home. May be eligible for insurance coverage.	
Adoptive Parent Training	Pre-adoptive training is required by most placing organizations, and licensing bodies and is required for all families. AFT offers Adoptive Parent Training (APT) when scheduled.	$150/person
Local Birth Mother Profile Consideration	For applicants wanting their profile book kept on file with AFT and be presented when a local birth mother applies with AFT. Does not include additional costs/ fees associated with placement and/or Ka Makana program costs. Fee is made annually. Nonrefundable	$200
PA/PP Home Visit & Report	Post-adoption/post-placement visit and report – consultation with AFT staff, parent(s), and adopted child(ren). Additional home consultations may be required by placing agency or deemed necessary by AFT. AFT cannot sign provider post-placement/post-adoption agreements without full, up-front nonrefundable payment of all required work.	$600
Domestic Child Placement Fee	When AFT facilitates or assumes placement responsibility for the placement of child. Does not include additional costs/fees associated with placement and/or Ka Makana program costs. Due prior to child placement – Refundable in some cases.	$10,000
Credit Card Surcharge	3% surcharge added to fees paid by credit card.	

All fees listed are direct service fees and are nonrefundable. AFT reserves the right to change fees as needed and without prior notice. AFT does not offer fee waivers or fee reductions. Listed refundable fees may be returned to the client if AFT is unable to place a child due to circumstances beyond the client's control. All non-AFT fees are approximate. If you are unable to make payment as required, or if you have questions about your statement, contact AFT immediately. Non-payment and/or not contacting AFT regarding non-payment or late payment will result in immediate termination of services. I/we have read and understand the fees listed in the attached A Family Tree List of Service Fee. AFT accepts personal checks, Visa, and Mastercard.

Adoptive Parent 1 Signature: _____

Adoptive Parent 2 Signature: _____

Adoptive Parent 1 Initial: _____

Adoptive Parent 2 Initial: _____

Date: _____

Adoptive Parent 1 Initial: _____

Adoptive Parent 2 Initial: _____