



FAQ's Annual Attestation of Substantial Compliance

- Where do I find the form to use to complete my Annual Attestation of Substantial Compliance?

The Annual Attestation form can be found on the IAAME website:

<https://www.iaame.net/accreditation/monitoring-and-oversight/>

- How do I submit my Annual Attestation of Substantial Compliance?

The completed Annual Attestation of Substantial Compliance can be uploaded into your IAAME portal account by completing the activity titled "Annual Attestation of Substantial Compliance." You will find this activity already initiated in your "Activities" section of the portal.

- Who can sign and initial the Annual Attestation of Substantial Compliance?

The form must be initialed by the person completing the attestation and signed by an Authorized Signer. An Authorized Signer must be the agency's or person's highest ranking executive, i.e. Chief Executive Officer, Executive Director, or President. The form must be uploaded into the agency's or person's IAAME portal account.

- Does the Agency/Person's Governing Body Chair have to initial the form by each standard?

No, the Agency/Person's Governing Body Chair has to sign the form but does not have to initial each standard.

- Can Initials be typed in the Annual Attestation of Substantial Compliance form?

Yes, typed and hand-written initials are both acceptable.

- If my agency is not a primary provider, do I need to attest to the standards regarding acting as a primary provider (i.e.: §96.44 – §96.47)?

Yes. Agencies/Persons not acting as a primary provider must attest to compliance with the Standards that apply to the services provided and attest to the capacity to demonstrate compliance with the Standards that apply to acting as a primary provider.

- Is the Agency/Person required to attest non-compliance on Standards for which the Agency/Person has been determined to be in non-compliance by the Accrediting Entity during the review period (April 1, 2019 – March 31, 2020)?

Yes. If an Agency/Person has been found to be in non-compliance with a Standard(s) during the review period by the Accrediting Entity, the Agency/Person should include such attestation of non-compliance on the Annual Attestation and include additional information as required by the Annual Attestation instructions.



Annual Attestation of Substantial Compliance
Intercountry Adoption Accredited Agencies and Approved Persons

- When is it appropriate to mark an “N/A” next to a standard on the Annual Attestation form?

It is only appropriate to mark “N/A” if a standard is not applicable to the Agency/Person’s actual services provided and not applicable to the capacity the Agency/Person is required to demonstrate.

Agencies/Persons that only provide intercountry adoption services in outgoing cases may mark “N/A” for §96.47 – §96.52.

Agencies/Persons that only provide intercountry adoption services for incoming cases may mark “N/A” for §96.53 – §96.55.

Some other examples of standards that could be marked “N/A” include the following:

1. §96.30 State licensing

*(d) In the case of a person, the individual or for-profit entity is not prohibited by State law from providing adoption services in any State where it is providing adoption services, and does not provide adoption services in foreign countries that prohibit individuals or for-profit entities from providing adoption services. **(Could be marked N/A if the ASP is an Agency)***

2. §96.31 Corporate structure – (One of the two options below could be marked N/A)

(a) The agency qualifies for nonprofit tax treatment under section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or qualifies for nonprofit status under the laws of any State.

OR

(b) The person is an individual or is a for-profit entity organized as a corporation, company, association, firm, partnership, society, or joint stock company, or other legal entity under the laws of any State.

3. §96.35 Suitability of agencies and persons to provide adoption services consistent with the Convention

(d) In order to permit the accrediting entity to evaluate the suitability of a person who is an individual practitioner for approval, the individual (for individuals, not agencies):

*(3) If a lawyer, for every jurisdiction in which he or she has ever been admitted to the Bar, provides a certificate of good standing or an explanation of why he or she is not in good standing, accompanied by any relevant documentation and immediately reports to the accrediting entity any disciplinary action considered by a State bar association, regardless of whether the action relates to intercountry adoption; and **(Could be marked N/A if the Agency/Person is not a lawyer)***

*(4) If a social worker, for every jurisdiction in which he or she has been licensed, provides a certificate of good standing or an explanation of why he or she is not in good standing, accompanied by any relevant documentation. **(Could be marked N/A if the Agency/Person is not a social worker)***