



## Desk Review Evidence

---

IAAME provides this evidence list as an opportunity for adoption service providers to provide additional evidence to demonstrate compliance with the Standards in 22 CFR 96 Subpart F. **Any evidence provided must be related only to the current accreditation/approval cycle.** This list is not exhaustive; IAAME may ask for further evidence.

### Standard Specific Evidence

- 96.42(b): Documentation of completed information requests from current/previous clients
- 96.43(b): Report(s) generated and maintained including all elements of the standard, as applicable

***The evidence below is social service personnel (employee and supervisor) record specific. If the evidence is included in the personnel file, and you prefer to submit the entire personnel file, you may do so. However, if you prefer to not submit the entire personnel file, and only submit the evidence below, you may do so as well.***

### Personnel Evidence (for employees who provide adoption-related social services and supervisors)

- 96.37(a): Resume
- 96.35(c)(d): State criminal background and child abuse clearance(s)
- 96.35(c)(d): Completed FBI FD-258 form
- 96.35(d): Social Worker Certificate of Good Standing (required only for an approved person who is an individual practitioner)
- 96.35(d): Lawyer Certificate of Good Standing (only required only for an approved person who is an individual practitioner)

### Employee Orientation/Training Evidence

- 96.38(a): Verification of Orientation **or** exemption per 96.38(d)
- 96.38(b): Verification of Initial Training **or** exemption per 96.38(d)
- 96.38(c): Verification of required On-going Training

***The evidence below is adoption record specific. If the evidence is included in the adoption record, and you prefer to submit the entire adoption record, you may do so. However, if you prefer to not submit the entire adoption record, and only submit the evidence below, you may do so as well.***

### General Client-Specific Evidence

- 96.39(d), 96.40(d), 96.50(f)(g), 96.51(b)(c): Adoption Services Contract including any/all attachments
- 96.40(a)(b): Written Fee and Estimated Expenses Disclosure(s)
- 96.41(a)-(h): Complaint Policies and Procedures, if not included in the Adoption Services Contract
- 96.44(a): Completed Service Plan
- 96.40(g): Written receipts for any fees paid in-country (for unforeseen additional fees/expenses), as applicable
- 96.46(b)(8): Evidence of how the ASP ensures itemized bills are given clients if the FSP is billing the client directly for its service and evidence of any refunds issued to clients, as applicable
- USCIS Request for Evidence and/or Notice of Intent to Deny, as applicable



## Desk Review Evidence

---

### Incoming Case Evidence

- 96.47(a)(b): Finalized home studies, including any updates or addendums performed by the ASP
- 96.47(c): Evidence of the ASP's home study review and written approval, if the home study was not performed in the first instance by an accredited agency, as applicable
- Documentation (e.g. certificates, checklists, worksheets, case notes) of prospective adoptive parent training/preparation/counseling including:
  - 96.48(a)(b): PAP required training
  - 96.48(c): Child-specific training/counseling
  - 96.48(e): Individual counseling and preparation, as applicable
  - 96.48(g): Documentation of training/preparation/counseling exemption, as applicable
- 96.49(g): Documentation in adoption record of reasonable efforts to obtain medical and/or social records, as applicable
- 96.49(k): Evidence of providing referral to prospective adoptive parents, as applicable
- 96.52(b): Evidence of prospective adoptive parents' referral acceptance/denial, as applicable
- 96.47(d): Evidence the prospective adoptive parent's home study was transmitted to the foreign Central Authority, as applicable
- 96.50(b): Post-placement monitoring and supervision; post-placement reports, as applicable
- 96.50(g): Evidence post-placement reports were provided to the foreign central or competent authority, as applicable
- 96.50(h): Documentation of finalization if adoption finalized in the United States/evidence the ASP notified the Secretary of the finalization of the adoption, as applicable
- 96.52(a)(b)(c)(d): Evidence of performance of communication and coordination functions as specified in the ASP's written procedures

### Child-Specific Evidence

- Documentation of child referral information including:
  - 96.49(a)-(e): Medical Records/Information
  - 96.49(f): Social information
  - 96.49(i): Photos or videos of the child

### Outgoing Case Evidence

- 96.53(a): Child background study
- 96.53(b): Evidence of ASP's child background study review and written approval, if the child background study was not performed in the first instance by an accredited agency, as applicable
- 96.53(c): All required consents for the adoption and evidence consents were obtained in compliance with the standard, as applicable
- 96.53(d): Documentation of the agency giving due consideration to the child's wishes or opinions (age appropriate), as applicable
- 96.53(e): Evidence the agency provided to state court including child background study, all required consents, and determination that placement is in the best interest of the child
- 96.54(a)(b): Documentation of efforts to find a placement in the United States, as applicable
- 96.54(b): State court orders with "reasonable efforts" finding
- 96.54(d): Documentation of birth parent informed of child being adopted abroad, if required by law
- 96.54(g): Evidence of the agency preparing the child for the transition, as applicable



## Desk Review Evidence

---

- 96.54(j): Evidence of the order granting the adoption or legal custody for the purpose of adoption
- 96.55(a)(b)(c)(d)(e): Evidence of performance of communication and coordination functions, as specified in the ASP's written procedures

\*\*The following evidence must be made available upon request by IAAME:

- Any open adoption records and any adoption records closed during the current accreditation/approval cycle, including all records of correspondence
- Payroll records
- Financial statements, accounts payable and accounts receivable records