



FAQ Annual Attestation of Substantial Compliance

1. When does the Annual Attestation become available in the IAAME portal?

The Annual Attestation is initiated in the agency/person's IAAME portal account as an activity on January 1st of each calendar year.

2. When is the Annual Attestation due to IAAME?

The Annual Attestation is due to IAAME by January 31st of each year.

3. What period does the Annual Attestation cover?

The Annual Attestation covers the period of January 1st – December 31st of the previous calendar year.

The Annual Attestation to be submitted in January 2021 covers the period of January 1, 2020 to December 31, 2020. IAAME is aware that agencies/persons previously attested to compliance for the time period of January 1, 2020 to March 31, 2020 as part of the previous Annual Attestation. If the agency/person was out of compliance between January 1, 2020 and March 31, 2020 and was required to submit a statement regarding its non-compliance with standards, the agency/person should include the standards of non-compliance on this Annual Attestation but is not required to re-submit the statement.

If a deficiency in compliance has been formally addressed via a Notice of Deficiencies, the agency/person should include the deficiency in the Annual Attestation that covers the calendar year in which agency/person received the Notice.

Example: the agency/person received a Notice of Deficiencies on January 1, 2021 related to a deficiency in compliance which occurred in 2020. The agency/person should include these deficiencies in the Annual Attestation submitted in 2022.

4. Where can I locate the Annual Attestation form?

The Annual Attestation form can be located within the Resources tab in the Portal and on the IAAME website: <https://www.iaame.net/accreditation/monitoring-and-oversight/>

5. How do I submit the Annual Attestation form?

The Annual Attestation is completed as an activity in the IAAME portal. The Annual Attestation is initiated in the Activities section of each agency/person's IAAME portal account on January 1. To complete the activity, enter the date the individual submitting the Annual Attestation is attesting, upload the completed Annual Attestation form by clicking on the UPLOAD box, and click the Submit to IAAME button.

You may choose to upload the attached Standards with the Annual Attestation form, or only upload the completed Annual Attestation form itself. The Standards are provided for reference purposes only.



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

6. Who can complete and sign the Annual Attestation form?

The Annual Attestation can be completed by any individual the agency/person deems appropriate. The form no longer requires a written signature. The submission of the activity through the agency/person's IAAME portal account acts as an electronic signature.

7. How do I know what standards are applicable to the agency/person?

You can locate the Standards for Intercountry Accreditation and Approval following the Annual Attestation form, for your reference. Certain Standards in Subpart F apply only to accredited agencies or only to approved persons. Certain other Standards only apply when the agency/person is providing that service (e.g. home study services, child background study services, incoming services, outgoing services). By attesting to a Section, you are attesting only to those Standards that apply to the accredited agency/approved person.

- *96.30(d) applies only to approved persons.*
- *96.31(a) applies only to accredited agencies.*
- *96.31(b) applies only to approved persons.*
- *96.32(d) applies only to approved person individual practitioners.*
- *96.35(d) applies only to approved person individual practitioners.*
- *96.37(f) does not apply to agencies or persons who do not provide home study services.*
- *96.37(g) does not apply to agencies or persons who do not provide child background study services.*
- *96.43(c) does not apply to agencies or person who do not provide outgoing case services.*

Per the Instructions on the Annual Attestation form, Sections 8 and 9 include an "N/A" option, which may be utilized if the agency or person does not provide adoption services for incoming or outgoing cases.