



Application Part B Evidence Repeats

This document is provided to Adoption Service Providers (ASPs) to identify evidence that may be required for more than one standard. Please note, some evidence listed under “Evidence to be submitted as part of Application Part B” on the Tables of Evidence is titled differently between standards, however, it is the same evidence requirement. The rows with bullet points identify the instances where the same evidence is titled differently.

| (1) Licensing and Corporate Governance | | |
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| Evidence | Categories | Standards |
| State Licensing and Regulatory Profile | 1 | 96.30(a); 96.30(d) |
| Executive Verification Statement | 1, 2, 3, 7 | 96.30(b); 96.30(d); 96.32(e); 96.33(d); 96.34(a); 96.35(b); 96.35(c); 96.44(a), 96.45(a); 96.45(b); 96.46(a); 96.46(b); 96.46(c) |
| Collaborative Relationships Profile | 1, 7 | 96.30(c); 96.32(e); 96.45(b) |
| Employee Profile | 1, 3, 4 | 96.32(e); 96.35(c); 96.37(b); 96.37(c); 96.37(d); 96.37(e), 96.37(f); 96.37(g) |
| Governing Body Profile | 1, 3 | 96.32(b); 96.35(c) |
| Copies of licenses or other authorization to provide adoption services | 1 | 96.30(a); 96.30(b) |
| Articles of Incorporation | 1 | 96.31(a); 96.31(b) |
| Bylaws | 1, 2 | 96.32(b); 96.34(e) |
| Governing Body Manual | 1, 2 | 96.32(b); 96.34(e) |
| <ul style="list-style-type: none"> • Minutes from Governing Body Meetings • Governing Body records | 1 | 96.32(b); 96.32(c) |
| <ul style="list-style-type: none"> • Procedures and standards for the selection, monitoring, and oversight of supervised providers • Procedures for entering into agreements with supervised providers • Procedures for overseeing supervised providers | 1, 7 | 96.32(d); 96.45(a); 96.45(b) |
| <ul style="list-style-type: none"> • Procedures and standards for the selection, monitoring, and oversight of supervised providers • Procedures for entering into agreements with foreign supervised providers • Procedures for overseeing foreign supervised providers | 1, 7 | 96.32(d); 96.46(a); 96.46(b) |
| (2) Financial and Risk Management | | |
| Executive Verification Statement | 1, 2, 3, 7 | 96.30(b); 96.30(d); 96.32(e); 96.33(d); 96.34(a); 96.35(b); 96.35(c); 96.44(a); 96.45(a); 96.45(b); 96.46(a); 96.46(b); 96.46(c) |
| Bylaws | 1, 2 | 96.32(b); 96.34(e) |
| Governing Body Manual | 1, 2 | 96.32(b); 96.34(e) |



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| <ul style="list-style-type: none"> • Agreements with Collaborating Providers • Copy of agreement between primary and foreign supervised providers | 2, 8 | 96.34(a); 96.34(b); 96.49(d) |
| <ul style="list-style-type: none"> • Operating Budget for current fiscal year • Current operating budget • Operating budget of the current fiscal year | 2, 3 | 96.33(a); 96.34(d); 96.36(a) |
| <ul style="list-style-type: none"> • Operating Budget for each year in between the last site visit and the current accreditation/approval renewal application submission • Operating budgets for the prior 5 fiscal years | 2, 3 | 96.33(a); 96.36(a) |
| <ul style="list-style-type: none"> • Governing Body minutes from the meeting when the current budget was approved • Operating budgets for the current fiscal year was approved by its governing body (Table of Evidence)/Evidence that current operating budget was approved by governing body (Portal) | 2, 3 | 96.33(a); 96.36(a) |
| <ul style="list-style-type: none"> • Plan for transfer of intercountry adoption cases • Plan for transferring custody of adoption records | 2, 5 | 96.33(e); 96.42(d) |
| <ul style="list-style-type: none"> • Financial Reports including, but not limited to payroll, contractor invoices, and accounts payable records • Financial records, as necessary, including but not limited to payroll, contractor invoices, accounts payable, wire transfers | 2, 3 | 96.34(a); 96.34(b); 96.36(a) |
| <ul style="list-style-type: none"> • Compensation policy or procedure • Compensation policy or procedure that specifies how each type of provider is compensated | 2 | 96.34(a); 96.34(b) |
| (3) Ethical Practices and Responsibilities | | |
| Employee Profile | 1, 3, 4 | 96.32(e); 96.35(c); 96.37(b); 96.37(c); 96.37(d); 96.37(e); 96.37(f); 96.37(g) |
| Governing Body Profile | 1, 3 | 96.32(b); 96.35(c) |
| <ul style="list-style-type: none"> • Employee training table of contents • Table of contents of orientation curricula for new employees | 3, 4 | 96.36(b); 96.38(a) |
| <ul style="list-style-type: none"> • Training curriculum for training to be provided to its staff | 3, 4 | 96.36(b); 96.38(a) |



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| <ul style="list-style-type: none"> New employee orientation curricula | | |
| <ul style="list-style-type: none"> Current Operating Budget Operating budget of the current fiscal year Operating budget for the current fiscal year | 2, 3 | 96.33(a); 96.34(d); 96.36(a) |
| <ul style="list-style-type: none"> Operating Budget for each year in between the last site visit and the current accreditation/approval renewal application submission Operating budgets for the prior 5 fiscal years | 2, 3 | 96.33(a); 96.36(a) |
| <ul style="list-style-type: none"> Governing Body minutes from the meeting when the current budget was approved Operating budgets for the current fiscal year was approved by its governing body (Table of Evidence)/Evidence that current operating budget was approved by governing body (Portal) | 2, 3 | 96.33(a); 96.36(a) |
| <ul style="list-style-type: none"> Financial Reports including, but not limited to payroll, contractor invoices, and accounts payable records Financial records, as necessary, including but not limited to payroll, contractor invoices, accounts payable, wire transfers | 2, 3 | 96.34(a); 96.34(b); 96.36(a) |
| (4) Professional Qualifications and Training for Employees | | |
| Employee Profile | 1, 3, 4 | 96.32(e); 96.35(c); 96.37(b); 96.37(c); 96.37(d); 96.37(e); 96.37(f); 96.37(g) |
| <ul style="list-style-type: none"> Employee training table of contents Table of contents of orientation curricula for new employees | 3, 4 | 96.36(b); 96.38(a) |
| <ul style="list-style-type: none"> Training curricula for training to be provided to its staff New employee orientation curricula | 3, 4 | 96.36(b); 96.38(a) |
| Training files, database, or personnel files that document attendance at required trainings | 4 | 96.38(a); 96.38(b) |
| <ul style="list-style-type: none"> Program employing chart including lines of supervision Organizational Chart | 4, 7 | 96.37(c); 96.37(e); 96.37(f); 96.37(g); 96.44(b); |
| (5) Information Disclosure, Fee Practices, and Quality Control Policies and Practices | | |
| <ul style="list-style-type: none"> Adoption Services Contract Contract that includes waiver of liability | 5, 8 | 96.39(d); 96.40(d); 96.50(f); 96.50(g); 96.51(b); 96.51(c) |



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| <ul style="list-style-type: none"> Plan for transfer of intercountry adoption cases Plan for transferring custody of adoption records | 2, 5 | 96.33(e); 96.42(d) |
| Itemized fee and estimated expense information | 5 | 96.40(b); 96.40(c) |
| (6) Responding to Complaints and Records and Reports Management | | |
| Complaint policies and procedures | 6 | 96.41(a); 96.41(b); 96.41(c); 96.41(d); 96.41(e); 96.41(f); 96.41(g); 96.41(h) |
| Complaint records | 6 | 96.41(b); 96.41(c); 96.41(d); 96.41(e); 96.41(f); 96.41(g) |
| Policy and procedure for disclosing information | 6 | 96.42(b); 96.42(c) |
| Procedures for data collection, management, and reporting | 6 | 96.43(a); 96.43(b); 96.43(c); 96.43(d) |
| (7) Service Planning and Delivery | | |
| Executive Verification Statement | 1, 2, 3, 7 | 96.30(b); 96.30(d); 96.32(e); 96.33(d); 96.34(a); 96.35(b); 96.35(c); 96.44(a), 96.45(a); 96.45(b); 96.46(a); 96.46(b); 96.46(c) |
| Collaborative Relationships Profile | 1, 7 | 96.30(c); 96.32(e); 96.45(b) |
| <ul style="list-style-type: none"> Case Record Template (Table of Evidence)/Case Record Profile (Portal) | 7 | 96.44(a) |
| <ul style="list-style-type: none"> Program employing chart including lines of supervision Organizational Chart | 4, 7 | 96.37(c); 96.37(e); 96.37(f); 96.37(g); 96.44(b) |
| <ul style="list-style-type: none"> Procedures and standards for the selection, monitoring, and oversight of supervised providers Procedures for entering into agreements with supervised providers Procedures for overseeing supervised providers | 1, 7 | 96.32(d); 96.45(a); 96.45(b) |
| <ul style="list-style-type: none"> Procedures and standards for the selection, monitoring, and oversight of supervised providers Procedures for entering into agreements with foreign supervised providers Procedures for overseeing foreign supervised providers | 1, 7 | 96.32(d); 96.46(a); 96.46(b) |
| (8) Standards for Cases in Which A Child is Immigrating to the United States (Incoming Cases) | | |
| <ul style="list-style-type: none"> Adoption Services Contract Contract that includes waiver of liability | 5, 8 | 96.39(d); 96.40(d); 96.50(f); 96.50(g); 96.51(b); 96.51(c) |
| <ul style="list-style-type: none"> Agreements with Collaborating Providers | 2, 8 | 96.34(a); 96.34(b); 96.49(d) |



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| <ul style="list-style-type: none"> • Copy of agreement between primary and foreign supervised providers | | |
| Home study preparation procedures | 8 | 96.47(a); 96.47(b); 96.47(d) |
| Narrative describing the organization's process for informing and counseling prospective adoptive parents on child-specific information in preparation for adoption | 8 | 96.48(c); 96.48(e) |
| Procedure for obtaining and providing medial and social information | 8 | 96.49(a); 96.49(b); 96.49(c); 96.49(e); 96.49(f); 96.49(g); 96.49(h); 96.49(i); 96.49(j) |
| <ul style="list-style-type: none"> • A description of the process or procedures for child transfers • Procedures for child transfers | 8, 9 | 96.50(a); 96.51(a); 96.54(h) |
| Policy and procedure for returning a child to country of origin | 8, 9 | 96.51(d); 96.54(k) |
| (9) Standards for Cases in Which A Child is Emigrating from the United States (Outgoing Cases) | | |
| Placement procedures | 9 | 96.54(c); 96.54(e); 96.54(f) |
| Policy regarding reasonable efforts | 9 | 96.54(a); 96.54(b) |
| Policy and procedure for returning a child to country of origin | 8, 9 | 96.51(d); 96.54(k) |
| <ul style="list-style-type: none"> • A description of the process or procedures for child transfers • Procedures for child transfers | 8, 9 | 96.50(a); 96.51(a); 96.54(h) |