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Intercountry Adoption Accreditation and Maintenance Entity, Inc.

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IAAME Updated Messaging COVID-19 Pandemic Response

Due to the continued effects of the COVID-19 global pandemic on the operations of Adoption Service Providers (ASPs), IAAME is continuing to modify various deadlines and other requirements where possible.

Maintenance and Oversight

Timeframes for Submission of Evidence

IAAME will provide ASPs with 60 days for submission of M&O activities, including Semi-Annual Reports on Complaints, Annual Attestations, Complaint review responses, responses related to Adverse Action, and initial requests by IAAME for additional information related to self-reports and other M&O-related activities. This does not preclude IAAME from requiring a shorter deadline for submission, should the required submission be related to significant child-safety concerns, or may require earlier submission due to an impending expiration of accreditation or approval.

Assessment of compliance with 96.33(e)

Per the IAAME COVID-19 Communication issued on March 23, 2020, the timeframe of March 1, 2020-December 31, 2020 will not be taken into account when assessing ASPs for compliance with 96.33(e) as it relates to the ASP's ability to demonstrate it operates on a sound financial basis and maintains on average two months of operating expenses in reserve. ASPs must demonstrate they maintained compliance prior to March 1, 2020.

IAAME reviews ASPs annually during maintenance and oversight (M&O) for ongoing compliance with 22 CFR 96.33(e) as it relates to the above financial requirements. The mechanism for annual review during M&O is the submission of a completed annual internal financial review to IAAME via a self-report.

For Annual Internal Financial Review Self-Reports submitted to IAAME in 2021, IAAME will exclude March 1, 2020-December 31, 2020 from the assessment of compliance, unless the ASP explicitly states it wishes those 9-months to be included in the assessment.

If the submitted self-report results in a finding of deficiency in compliance with 96.33(e), this will in most circumstances result in corrective action, which includes the submission and subsequent approval of a Corrective Action Plan. The Corrective Action Plan must address the ASP's plan to bring itself back into compliance with 96.33(e). IAAME will review the progression of the approved Corrective Action Plan on a quarterly basis with the ASP to ensure the implementation plan is on track, and make any necessary modifications as deemed necessary.

Accreditation and Approval

Application Part B Submission

Application Part B submissions may not extend beyond 60 calendar days prior to an ASP's scheduled on-site or desk review.



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On-Site and Desk Reviews

IAAME will continue to schedule electronic desk accreditation, approval and renewal reviews in lieu of on-site reviews until it is determined safe to travel on-site. IAAME will be in ongoing consultation with the Department on a quarterly basis, to determine safety of travel and keep ASPs that are in the accreditation/approval renewal process informed of any changes as information becomes available. IAAME will travel on-site for reviews once it is deemed safe to do so.

Accreditation/Approval Fees:

ASPs continue to have the option to pay accreditation/approval renewal fees in installments. Such installments will be allowed up and until the point of expiration. Once the initial installment is paid, IAAME will provide the ASP with access to their Application Part B for completion. IAAME however will not finalize an accreditation, approval or renewal until the total accreditation or approval fee has been paid. If ASPs would like to exercise this option, they should contact their assigned IAAME Analyst to determine specific payments and due dates.

Extensions of Accreditation/Approval

If an ASP believes it may need an extension of accreditation/approval (not to extend beyond one year), it may make a formal request to IAAME. ASPs should first consult the requirements of 22 CFR 96.60(b) and IAAME Policy 003 to determine if it is eligible for an extension before submitting a formal request to IAAME.

Child Safety and Risk to Children

IAAME, as the Accrediting Entity, is required to take action immediately when it determines an ASP's actions create an immediate child safety-related risk. The timelines in this document may not apply when IAAME makes such a determination.

Ongoing Monitoring of this Plan

On a quarterly basis in 2021, IAAME will reassess the effects of COVID-19 on daily operations, including the plan laid out above. As needed, IAAME will make adjustments to the plan and will specifically focus on the activities scheduled to occur in the following 90-day period. If plans are to be revised, IAAME will send updated communication to all Adoption Service Providers via a Portal Newsfeed post.