



Intercountry Adoption Accreditation and Maintenance Entity
Policy and Procedure Manual

Policy Name: Accrediting Entity Authority and Fees

Policy Number: 002

Origination Date: January 22, 2018

Revision Date:

Policy: This policy provides a general description of IAAME's authority to accredit, approve, monitor, and oversee intercountry adoption service providers and to collect fees related to those activities. It is not an exhaustive description of all applicable authorities.

1. Authority

IAAME has been designated as an Accrediting Entity by the Secretary of State (the Secretary) pursuant to sections 202 and 204 of the Intercountry Adoption Act of 2000 (IAA) and 22 CFR 96 Subpart B. As a designated Accrediting Entity, IAAME is authorized to perform the following functions set forth in 22 CFR 96.7:

- 1) Determining agencies eligibility for accreditation
- 2) Determining persons eligibility for approval
- 3) Monitoring and oversight of accredited agencies and approved persons compliance with applicable requirements
- 4) Investigating and responding to complaints about accredited agencies and approved persons (including their use of supervised providers)
- 5) Taking adverse action against an accredited agency or approved person, and/or referring an accredited agency or approved person for possible action by the Secretary
- 6) Determining if an accredited agency or approved person is eligible for renewal of their accreditation/approval
- 7) Collecting data from accredited agencies approved persons, maintaining records, and reporting information to the Secretary, State courts, and other entities
- 8) Assisting the Secretary in taking appropriate action to help an agency/person in transferring its intercountry adoption cases and adoption records.



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- a) The Secretary may require the Accrediting Entity:
 - i. To utilize the Complaint Registry as provided in subpart J of 22 CFR Part 96; and
 - ii. To fund a portion of the costs of operating the Complaint Registry with fees collected by the accrediting entity pursuant to the schedule of fees approved by the Secretary as provided in 22 CFR 96.8.
 - iii. An accrediting entity must perform all responsibilities in accordance with the Convention, the IAA, the UAA, the regulations implementing the IAA or UAA, and its agreement with the Secretary.

2. Fees

- 1) Fees charged by IAAME for accreditation or approval services must be outlined in a fee schedule approved by the Secretary.
- 2) Total fees collected by IAAME may not exceed “the full costs” of accreditation or approval, including but not limited to, cost for completing the accreditation or approval process, complaint review and investigation, routine oversight and enforcement, and other data collection and reporting activities.

See approved fee schedule at IAAME.net for detailed fees.

3. Public requests for information related to an agency/person will be processed by IAAME Management. IAAME will only release information in accordance with applicable state and Federal law, including the regulations in 22 CFR Part 96.