



FAQ Annual Attestation of Substantial Compliance

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

The Annual Attestation is initiated by IAAME in the agency or 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 time period of January 1st – December 31st of the previous calendar year.

4. How do I complete and submit the Annual Attestation?

The Annual Attestation is completed as an activity in the IAAME Portal. The Annual Attestation is initiated by IAAME in the Activities section of each agency or person's Portal account on January 1. To complete the activity, click on the pencil icon, complete, and submit the activity.

Instructions for completing the Annual Attestation may be located in the activity; see screenshot below for the location of the Instructions button within the activity.

The screenshot shows a web interface with a header bar containing a 'Checklist' label on the left and an 'Instructions' button on the right. Below the header, there is a line of text: 'Indicate 'Yes', 'No' or 'N/A' to attest to whether the ASP remained in substantial compliance for the time period of January 1st-December 31st. Click the [Instructions] button for more information.' Below this text is a table with one row: '1. LICENSING AND CORPORATE GOVERNANCE (22 CFR 96.30 – 96.32)' followed by a dropdown menu currently set to 'Yes'. A large blue arrow points from the top right towards the 'Instructions' button.

5. How do I know which standards are applicable to the agency or person?

You can locate the Standards for Intercountry Accreditation and Approval by following the link within the Instructions button in the activity or by clicking here: <https://www.ecfr.gov/current/title-22/chapter-I/subchapter-J/part-96>

Certain standards in Subpart F apply only to accredited agencies or only to approved persons. Certain other standards only apply when the agency or person is providing that type of service. By attesting to a Section, you are attesting to only those standards that apply to the agency or 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.



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- 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 persons who do not provide outgoing case services.

Per the Instructions, Sections 8 and 9 include an “N/A” option, which may be utilized if the agency or person did not provide adoption services for incoming or outgoing adoption cases during the time period covered by the Annual Attestation. If the agency or person provided incoming or outgoing services at any time during the year in review, an attestation of compliance must be made.

Adoption services for incoming case services include providing home study services and/or post-placement services. Therefore, if the agency or person did not act as the primary provider on an incoming adoption case but provided home study and/or post-placement services, “N/A” may not be utilized for Category 8.

Adoption services for outgoing case services include providing child background study services. Therefore, if the agency or person did not act as the primary provider on an outgoing adoption case but provided child background study services, “N/A” may not be utilized for Category 9.