



Intercountry Adoption Accreditation and Maintenance Entity
Policy Manual

Policy Name:	Accrediting Entity Authority and Fees
Policy Number:	002
Origination Date:	January 22, 2018 and Department of State Approval on March 23, 2018
Revision Date:	July 28, 2022 and Department of State Approval on August 9, 2022
Effective Date:	December 1, 2022

Policy: This policy governs IAAME's authority to accredit, approve, monitor, and oversee intercountry adoption service providers, its jurisdiction, and to collect fees. It is not an exhaustive listing of all applicable authorities.

A. Authority

1. 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:
 - a) Determining whether agencies are eligible for accreditation;
 - b) Determining whether persons are eligible for approval;
 - c) Overseeing accredited agencies and/or approved persons by monitoring their compliance with applicable requirements;
 - d) Investigating and responding to complaints about accredited agencies and approved persons (including their use of supervised providers);
 - e) 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;
 - f) Determining whether accredited agencies and approved persons are eligible for renewal of their accreditation or approval on a cycle consistent with [§ 96.60](#);
 - g) Collecting data from accredited agencies and approved persons, maintaining records, and reporting information to the Secretary, State courts, and other entities; and
 - h) Assisting the Secretary in taking appropriate action to help an agency or person in transferring its intercountry adoption cases and adoption records.



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2. The Secretary may require IAAME:
 - a) To utilize the Complaint Registry as provided in subpart J of 22 CFR Part 96; and
 - b) 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.
3. In performing its functions and responsibilities, IAAME operates in accordance with the Convention, the IAA, the UAA, the regulations implementing the IAA or UAA, its Memorandum of Agreement (MOA) with the Department of State, and consistent with Department of State policies and written directives.

B. Jurisdiction

1. IAAME performs the functions and responsibilities of an accrediting entity for adoption service providers whose primary office is within the geographical jurisdiction assigned to IAAME by the Department of State.
2. Jurisdiction is assigned based on the location of the primary office as reported by the adoption service providers for inclusion in the public adoption service directory as of the date the MOA between the Department of State and IAAME was signed, June 2, 2022.
3. For any adoption service provider not accredited or approved on the date the MOA was signed, jurisdiction will be determined by the location of the primary office as indicated on the application for accreditation or approval.
4. Any change of primary office or identification of another primary office by an adoption service provider after the date of the signature of the MOA will not affect the assignment of jurisdiction.
5. IAAME's geographical jurisdiction includes:
 - a) **Region 4** - Southeast Sunbelt: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
 - b) **Region 7** - Greater Southwest: Arkansas, Louisiana, New Mexico, Oklahoma, Texas
 - c) **Region 8** - Rocky Mountain: Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
 - d) **Region 9** - Pacific Rim: Arizona, California, Hawaii, Nevada, American Samoa, Guam



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C. Fees

1. Fees charged by IAAME for accreditation or approval services are outlined in the 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, other data collection and reporting activities, and other expenses necessary for the fulfilment of IAAME’s functions and responsibilities as an accrediting entity.
3. See approved fee schedule at www.iaame.net for fees.

D. Public Records

Public requests for information related to an agency or person are processed by IAAME Management. IAAME only releases information in accordance with applicable State and Federal law, including the regulations in 22 CFR Part 96.