



## **CEAS POLICY AND PROCEDURE**

Policy Name: Policy and Procedures for Intercountry Adoption Accreditation Fees  
Policy Number: ICA 4  
Relevant Citations: 22 CFR Part 96.8  
Approvals: CEAS Board of Directors: September 14, 2022  
U.S. Department of State: September 19, 2022

### **POLICIES**

#### **Intercountry Adoption Accreditation Fees**

CEAS charges fees for intercountry adoption accreditation services only in accordance with a schedule of fees approved by the Board of Directors and the Department of State.

#### **Changes to CEAS Intercountry Adoption Accreditation Fees**

CEAS will assess its fee schedule on an annual basis to ensure the fee schedule provides for and does not exceed the full costs of accreditation and approval and with the Board of Director's approval, proposes to the Department changes to the fee schedule when necessary.

CEAS will demonstrate to the Department of State in its proposal of fees or proposed changes that the total fees CEAS expects to collect under the schedule of fees will not exceed the full costs of accreditation or approval including, but not limited to, costs for completing the accreditation or approval process, complaint review and investigation, routine oversight and enforcement, data collection and reporting activities and any other activities required by 22 CFR 96 or the Memorandum of Agreement with the Department.

In accordance with 22 CFR Part 96.8 (b)(2), CEAS charges separate fees based on the actual costs incurred for the travel and maintenance of Evaluators. Evaluators are required to be conservative in their spending and act in accordance with CEAS' Travel Guidelines and managers are required to be diligent and timely in their review and approval of such expenditures.

#### **Refunds**

In accordance with 22 CRF, part 96.8 (b)(1), CEAS' Fees for Intercountry Adoption Accreditation and Approval are non-refundable.

## **PROCEDURES**

### **Invoices**

- Invoices for Application Fees are sent within 2 business days of receipt of an application.
- Invoices for Accreditation/Approval/Renewal Fees are sent within 30 business days of the ASP signing the Memorandum of Agreement with CEAS.
- Invoices for Site Visit Fees are sent as soon as expense verification is completed and within 45 business days of the site visit.
- Invoices for Monthly Monitoring and Oversight Fees are sent on the 15<sup>th</sup> of each month or the following business day if the 15<sup>th</sup> falls on a holiday or weekend.
- Invoices for Annual Monitoring and Oversight Fees are sent on the first business day of each calendar year.

### **Payment of Fees**

Payment is due within 30 days of the invoice date.

### **Adjustments**

If an ASP believes a fee or the amount of a fee is in error, the ASP should immediately notify CEAS. Upon receiving notice from an ASP or upon discovery of a potential error or need for an adjustment, CEAS staff will review the fee and determine if any adjustment is warranted. ASPs will be notified in writing of any adjustment to fees.

### **Overpayments/Payments made in Error**

CEAS will issue a credit for any overpayments or payments made in error. CEAS may apply any credits it is holding to amounts owed to CEAS. Credits that remain unused after 90 days, will be returned to the ASP.

## **PROCEDURES TO ENSURE THE REASONABLENESS OF SITE VISIT FEES**

CEAS pays for or reimburses Evaluators (Travelers) for normal, reasonable, and prudent business-related travel expenses that are incurred by while traveling on official CEAS business to conduct Evaluations. Travelers are expected to be conservative in their spending and managers are expected to be diligent and timely in their review and approval of expenditures.

CEAS takes into consideration typical travel costs when scheduling site-visits, and whenever possible, avoids scheduling visits when travel costs are typically higher such as during holiday seasons.

Travel on behalf of CEAS requires prior authorization in writing. The Travel Request must be submitted to the Traveler's supervisor and must include purpose of trip, dates of trip, estimated travel expenses. Supervisors review travel requests to ensure proposed travel is necessary and has been planned in a way that ensures the reasonableness of travel expenses and compliance with CEAS' Travel Guidelines. Travel Requests must be approved before any non-refundable reservations are made.

Employees should present tax exempt letters when applicable.

Each Traveler must submit a Travel Expense Report with receipts and supporting documentation to their supervisor within 15 business days of return from the business travel for review and approval. The Executive Director's expenses are reviewed and approved by the Treasurer.

Travel expenditures are audited semi-annually by the Executive Director and the Executive Director's travel expenditures are audited semi-annually by the Board President.