

Adoption Expense Tracking	Document Tracking
<p style="text-align: center;">Instructions & Tips</p> <p>Complete the chart by entering exact payment amounts and dates they are paid and adding any other fees paid throughout the adoption process.</p> <p>USCIS will ask you for these detailed records at a later time in your adoption</p> <p>You will also need these records for your tax records the year your adoption is finalized.</p> <p>Keep all adoption related receipts in a safe place.</p> <p>You can always refer to the costs section of the website for a general payment overview.</p> <p>You will receive exact payment amounts at the time the payment is due.</p> <p>You can view some fees listed in the AWAA program agreement or schedule of fees you received at the beginning of your process.</p>	<p style="text-align: center;">Instructions & Tips</p> <p>This chart is optional to use to help track and organize your document collecting for the dossier.</p> <p>You will have a separate checklist for the documents needed to complete the home study report. It is recommended to start the home study first. You will notice some documents for the home study and dossier are the same- all originals must be kept for the dossier as the CCCWA requires originals.</p> <p>You will keep all originals until you are ready to send the final completed dossier to AWAAA.</p> <p>You need to make copies of all documents, certification pages and authentication stickers for your records and one full set for AWAA's records.</p> <p>Please reference the Dossier Guidelines for all instructions and more tips about when documents will expire.</p> <p>You may want to add additional tabs to the spreadsheet to track home study paperwork and travel paperwork, when applicable.</p>

Examples of Additional Fees that May Apply:

If these fees apply to your family, be sure to add them to the tracking sheet

Home Study and Post Adoption visit- social worker travel fee

Passport Fee- ordering or renewing

Dossier Assistance Program

Home Study Update or Addendum

USCIS Renewal or Supplement 3

Special Focus Adoption Fee- if adopting two children

Referral Update Fee

Notary Fee

Additional Training Fees

Examples of Additional Documents that May be Required

Add these to your chart if they apply to your family and each of these is required to be certified and authenticated:

Additional Adult in Home-- physical form and police letter

Bankruptcy letter

Letter of Explanation for Police Record History

Psychological Evaluation

DOSSIER DOCUMENT CHECKLIST

Document <i>All documents are the original form unless otherwise noted below</i>	Notary Date	Approved by Family Coordinator	State Certified	Authenticated
Application Letter				
Husband's Birth Certificate	issue date:			
Wife's Birth Certificate	issue date:			
Marriage Certificate	issue date:			
Husband's Employment Letter				
Wife Employment Letter				
Financial Statement				
Husband's Physical Exam				
Husband's Doctor Letter (if applicable)				
Wife's Physical Exam				
Wife- Doctor Letter (if applicable)				
Husband- Police Report				
Wife- Police Report				
Home Study Report				
Reference Letter- 1				
Reference Letter- 2				
Reference Letter- 3				
USCIS Approval <i>Use the notarized copy of an original</i>				
Passport Page (copy)- Husband	n/a		n/a	n/a
Passport Page (copy)- Wife	n/a		n/a	n/a
Photo Pages- 3	n/a		n/a	n/a
Two 2x2 passport photos of each parent	n/a		n/a	n/a
Hague Training Certificate- (copy) husband/wife	n/a		n/a	n/a
Agreements- Home Study & Post Adoption	n/a		n/a	n/a

*Add a space for each additional document, if applicable to your family- see list in instructions and Dossier Guidelines

EXPENSE TRACKING SPREADSHEET

Date of Payment	Payee	Payment Details	When Due	Fee Title	Fee Amount
	AWAA	Application review and approval	Submission of application	Application Fee	
	AWAA	AWAA services during document collection	Signing adoption agreements	Adoption Program Fee	
	Home Study Agency Name: _____	Social worker visits and report writing	Prior to home study report finalization	Home Study Report Fee	
	NCFA	Online training course	Prior to home study report finalization	Hague Adoptive Parent Training	
	USCIS	Payment for USCIS to issue approval and complete fingerprint background checks	USCIS Application	Immigration (USCIS) application and fingerprinting fee	
	(list mailing entity used. Ex- Fed Ex, DHL)	To mail USCIS application when home study and I800a are completed	USCIS Application	Mailing Fee	
	(list mailing entity used. Ex- Fed Ex, DHL)	Mailing adoption document for certification processing	Mailing documents to secretary of state	Document Mailing	
	Secretary of State List State (s):	State certification of dossier documents- add additional lines for multiple locations, if applicable	Mailing documents to secretary of state	Document Certification	
	(list mailing entity used. Ex- Fed Ex, DHL)	To mail adoption document for authentication processing	When sending documents to consulate or embassy	Mailing Fee	

Date of Payment	Payee	Payment Details	When Due	Fee Title	Fee Amount
	Chinese Consulate or Embassy List Location:	Authentication of documents-add additional lines for multiple locations, if applicable	When sending documents to consulate or embassy	Document Authentication	
	AWAA	Payment for AWAA services from dossier to referral acceptance.	Dossier Submission	Mid-Adoption Program Fee	
	AWAA	100% refundable in increments when family completes each post adoption report on time	Dossier Submission	Post Adoption Deposit	
	AWAA	Translation of dossier into Chinese	Dossier Submission	Dossier Translation	
	AWAA	Purpose: Translation of referral, translation of electronic acceptance- waiting children program only Due: Upon accepting referral	Accepting Referral	Referral Translation Fee	
	AWAA	Payment for AWAA services from referral acceptance through travel.	Signing Referral Acceptance	Final Adoption Program Fee	
	AWAA	Payment for post adoption support and administrative tasks involved with collecting and documenting post adoption reports	Signing Referral Acceptance	Post Adoption Admin Fee	
	Home Study Agency Name:	Payment for social worker to complete visits and write multiple reports Note: Non-AWAA states- make payment to their home study agency- check on when due	Signing Referral Acceptance- AWAA Home Study states	Post Adoption Report Fee	
	AWAA	Adopted child's U.S. visa	Prior to Travel Approval	DS230	
	AWAA	Parent Chinese visas	Prior to Travel Approval	Chinese Visas	
	Airline	Airline tickets, bought approximately 2-8 weeks prior to travel	After Travel Approval	Parent and Child Flights	
	AWAA	Travel arrangements during adoption trip, including hotels, guides, in country transportation, sightseeing, and some meals . Paid 1-2 weeks prior to departure date	After Travel Approval	In country Travel Package	
		Adoption fees in China including orphanage donation, notarization of documents, medical exam, Chinese passport, etc.	In- China	International Program fee	

