



Madison Adoption Associates

Grant Receipt and Disbursement Policy

Madison Adoption Associates recognizes that many adoptive families are applying for and receiving grants from various foundations to help pay for adoption processing costs. Families are also receiving direct donations from individuals and advocacy groups.

In order to streamline the billing process for the receipt and disbursement of these funds, Madison Adoption Associates will follow the procedure outlined below:

1. Madison Adoption Associates will run a final statement for all fees due to MAA.
2. Credits will be issued only for amounts over the final statement amount.
3. Refund checks to the adoptive family will be issued at the billing points in the adoption process. These billing points are:
 - a. Contract Fee / Home Study Review Fee
 - b. Dossier to China
 - c. Letter of Acceptance
 - d. Travel Approval
4. It is the adoptive family's responsibility to pay for adoption costs and expenses as they are due.
5. Madison Adoption Associates cannot disburse funds to an adoptive family in advance of receiving the grant or donation check. Checks must clear the bank before they are credited to a family's account.