



Madison Adoption Associates

MAA China Post Adoption Report Checklist

REPORT	DUE <i>(dates are calculated from FINAL ADOPTION date)</i>	WRITTEN BY	FAMILY SHOULD INCLUDE
30-day report	Report due to MAA as soon as possible	Report written by social worker/agency	<ul style="list-style-type: none"> • 8 digital photos with captions • Send copies of Adoption Documents received in China: <ol style="list-style-type: none"> (1) Hague Adoption Certificate (2) Adoption Registration (3) Certificate of Birth (4) Certificate of Abandonment
6 month report	Report due to MAA <u>2 months prior</u> to 6 month deadline *	Report written by social worker/agency	<ul style="list-style-type: none"> • 8 digital photos with captions • Short essay written by the child if 10 years or older • Certificate of Citizenship (copy) • Medical Check-up Form completed by doctor (not required) • School Records, if applicable
12 month report	Report due to MAA <u>2 months prior</u> to 12 month deadline *	Report written by social worker/agency	<ul style="list-style-type: none"> • 8 digital photos with captions • Short essay written by the child if 10 years or older • Medical Check-up Form completed by doctor (not required) • School Records, if applicable • US Issued Birth Certificate (if applicable, and not previously sent to MAA) • US Passport (if applicable, and not previously sent to MAA)
2 year report	Report due to MAA <u>2 months prior</u> to 2 year deadline *	Report written by social worker/agency	<ul style="list-style-type: none"> • 8 digital photos with captions • Short essay written by the child if 10 years or older • Medical Check-up Form (not required) • School Records, if applicable



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REPORT	DUE (dates are calculated from FINAL ADOPTION date)	WRITTEN BY	FAMILY SHOULD INCLUDE
3 year report	Report due to MAA <u>2 months prior</u> to 3 year deadline *	Report written by adoptive parent(s) with MAA outline	<ul style="list-style-type: none"> • 8 digital photos with captions • Short essay written by the child if 10 years or older • Medical Check-up Form (not required) • School Records, if applicable
4 year report	Report due to MAA <u>2 months prior</u> to 4 year deadline *	Report written by adoptive parent(s) with MAA outline	<ul style="list-style-type: none"> • 8 digital photos with captions • Short essay written by the child if 10 years or older • Medical Check-up Form (not required) • School Records, if applicable
5 year report	Report due to MAA <u>2 months prior</u> to 5 year deadline *	Report written by adoptive parent(s) with MAA outline	<ul style="list-style-type: none"> • 8 digital photos with captions • Short essay written by the child if 10 years or older • Medical Check-up Form (not required) • School Records, if applicable

* Please note: The post adoption reports are due IN CHINA on the anniversary date. MAA asks for the reports to be due two months prior to the anniversary date to ensure that the reports are submitted to China on a timely basis. MAA is rated on the compliance of the post adoption reports.

⇒ All required parts of the Post-Adoption Report should be provided to the social worker at the time of the PAR visit; including digital photos (if not already emailed to MAA), copy of Certificate of Citizenship, and child's essay (if applicable). The PAR agency should [email](#) the complete PAR packet to MAA.

⇒ An essay is required for all children age 10 or older for reports beginning with the 6 month report. The child should describe his/her experience and growth in the adoptive family, and how he/she is doing in school and getting along with teachers/classmates. The essay can be written in English or Chinese.

⇒ A minimum of 8 digital photos should be sent along with each corresponding report. All photos should be emailed in jpeg format to Heather@MadisonAdoption.org. Please also include picture captions which describe the people and activity in each photo as well as the date and location. One family picture should be included with every report. Hard copy pictures are not required.

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⇒ Although CCCWA has changed its policy effective 1/1/2015, MAA will maintain its agency policy (pursuant to state licensing laws) to require the initial post adoption report before 6 months. The time frame for this first report is 30 days from placement date (state requirements vary by state, i.e. New Jersey requires the first visit by a social worker within 14 days). Due to MAA's placement of many older children and children with special needs, we find that this initial report has been very beneficial in helping families as they bond. By having a social worker in the home soon after the child has arrived home, MAA and the PAR agencies can assess how the entire family is adjusting, identify issues, provide suggestions and resources, and help facilitate a smooth transition. *Note:* MAA required this initial visit for several years before CCCWA incorporated into their policy, as it is good practice and very helpful in creating more stable and loving families.

⇒ Following completion and submission of the 5th year self-report, families are then required to comply with the Second Phase of post-adoption reporting. Families must upload at least 5 photos and/or video of the adopted child directly to the CCCWA portal (www.chinaadoptioninfo.cn) on an annual basis until the child turns 18.