

DIRECTIONS

Completing Partner Agency Agreement with MAPS

- Read agreement in its entirety

- Page 1
 - ✓ Date agreement at top of page
 - ✓ Fill in Name of Provider in 1st paragraph and 3 times at the bottom

- Page 2
 - ✓ List all states in which you are licensed to provide adoption services

- Page 8
 - ✓ Fill in cost of home study, parent education, and post placement/post adoption reports under Section VII, Part B

- Page 10
 - ✓ Completely fill out entire page with corresponding information
 - Name of Provider
 - Name of Executive Director
 - Executive Director's Signature/Date
 - Name of Agency Representative
 - Mailing Address, Phone Number, and Email Address of Agency Representative

- Page 18-20 (Schedule D-Disclosures)
 - ✓ Fill in name of authorized representative twice on top half of page 18
 - ✓ Fill in "no" or "yes" answer to each of the questions starting on the bottom half of page 18 and ending on page 20
 - ✓ **IMPORTANT: If you are a supervised/exempt provider (India and/or China cases), the Supervised/Exempt provider MUST**

answer “yes” on c. and d. on page 19, and Supervised/Exempt Individuals MUST answer “yes” on a. and b. on page 20

- Page 21 (Schedule D-Disclosures)
 - ✓ If you have answered “yes” to any of the questions on page 18-20, please disclose information regarding any of these instances. Please feel free to attach supporting disclosure documentation as well.

- Pages 1-36
 - ✓ Agency Representative Initials each page of the Partner Agreement (bottom left hand side of each page)

- Make a copy of the entire agreement for your files

- Gather supporting materials to send with the original signed Partner Agreement
 - Copy of License (for each state in which you provide adoption services)
 - Copy of Liability Insurance

- Send original signed Partner Agreement and supporting materials to MAPS:

Libby Walch
MAPS
100 Brickhill Avenue, LLA
South Portland, Maine 04106
207-775-4101
libbyw@maps-worldwide.org

**Please feel free to contact me if you have any specific questions related to MAPS' Partner Agency Agreement and how to complete it.*