



Illinois Private Adoption Purchase of Service Agreement

This Agreement is made by and between _____
hereinafter referred to as the "Purchaser," and Gateway Woods Family Services Illinois, LLC. hereinafter
referred to as the "Provider" at 923 Detroit Court Suite 3, Morton, IL 61550.

1. Subject to its other provisions, the terms of this contract shall commence on the ____ day of _____, 20____.
2. The Provider shall supply a written Home Study of the Purchaser in accordance with standards set forth for such services by the state of Illinois for all adoptions and the U.S. Citizenship and Immigration Services, the Hague accredited adoption placement agency, and the sending country for an international adoption.
3. For international adoption, the Purchaser is required to enlist a Hague accredited primary provider who is willing to enter into an agreement with Gateway Woods Family Services Illinois for the duration of the adoption process and required post adoption period.
4. The Purchaser is required to complete adoptive parent training approved by the State of Illinois before completion of the home study. Fees for training are the responsibility of the purchaser when paid to third parties.
5. Placement fees are charged if the Provider works with a birth/expectant mother and places a child in the home for adoption. (A separate contract will be signed at the time of the match).
6. A minimum of 2 post placement reports is required for domestic adoptions supervised by the Provider. For international adoption, post placement/adoption reports shall be provided as required. See separate post placement/adoption supervision agreement. In the event that an adopted child is removed from the home prior to finalization, the Provider shall have no further obligation to provide written reports, or any other post placement services.
7. It is agreed that the fee for Home Study services payable in two payments of _____ each. The first payment is due at the Office Interview, and the final payment is due at the first home visit unless other payment arrangements are agreed upon in writing and signed by both parties.
8. Services include a minimum of two office interview/training sessions, and one home visit including an interview with all occupants of the home for the initial home study. A home visit must be conducted within the 12 months prior to placement of a child.
9. Post Placement/adoption fees and home study update fees shall be due at the time of each post placement visit or home study update visit unless other payment arrangements are agreed upon in writing and signed by both parties and shall be billed according to the current fee schedule at the time of the visit. Post placement report fees include all post-placement/adoption supervision and preparation of reports due to the court or adopted child's country of origin.
10. In the event that the Purchaser would discontinue services prior to the home visit, any fees collected will be refunded. If services are discontinued after the home visit, the fees are nonrefundable. Refunds will be given within 60 days of the cancellation of services.
11. The Purchaser must report any significant changes of their family circumstances to the Provider as soon as possible. Significant changes include the following: Change of marital status, moving to a new residence, the addition, removal, or death of any child or adult in their household, change of employment and/or financial situation, and change in criminal history, substance abuse, and/or history of abuse or violence.
12. For domestic adoption, the Purchaser must report to the Provider as soon as possible any match made through another agency, attorney, or self-matching situation.



13. Before starting a subsequent adoption home study, the initial adoption must be finalized.
14. The Purchaser has a duty of disclosure and must give true and complete information regarding all background history, mental health history, and abuse history. Candor and disclosure must continue until the adoption is approved by the sending country or finalized in the United States.
15. The Purchaser is required to meet Illinois state regulations as applicable, which may include additional expenses paid to third parties for adoption training, CPR certification, fingerprinting, health exams, psychological evaluations, etc.
16. The Purchaser has received a copy of the adoption fees, a summary of agency policies and practices from the Provider and will be provided with a copy of this signed and dated Purchase of Service Agreement.
17. The Provider will not charge additional fees and expenses beyond those disclosed in the adoption contract unless additional fees are reasonably required by the circumstances, are disclosed in writing to the Purchaser before they are incurred, and accompanied by a signed and dated acknowledgment by the Purchaser regarding the specific circumstances requiring additional fees and/or expenses on an addendum or amendment to the original agreement and distributed to the Purchaser.
18. The purchaser understands the risks and unknowns inherent to adoption. Gateway Woods Family Services Illinois will provide services to the best of their ability but cannot guarantee the outcome of the adoption.

WHEREFORE, the parties sign this agreement this _____ day of _____, 20_____.

Adoptive Parent _____ Adoptive Parent _____

Adoption Manager _____ Executive Director _____

07/2025