



421 Finalization of the Adoption



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Application Analyst II

CHAPTER 4, Adoption and Birth Parent Services

Revision Number: 05-01

Effective Date: 11/03/2005

421 Finalization of the Adoption

Adoption Specialist

1. At time adoption placement agreement is signed, informs adoptive family that their attorney must write to the area adoption office notifying the office of his/her representation in the adoption action, and that the complaint to adopt must be filed within 60 days of signing [DSS Form 3025: Agreement to Place Child in Adoptive Home](#);

Adoption Office Administrative Assistant

2. Sends to the adoptive family a letter giving permission to finalize the adoption and instructions on how to proceed;

Adoption Specialist

3. Completes the post-placement report, signs, dates and writes certification number on the post-placement report;

4. Updates the pre-placement report if it is over a year old. Obtains new SLED/CPS checks and a new fire inspection, if over a year old;

5. Signs, dates and writes certification number on [DSS Form 30120: Consent to Adoption by Minor Child](#), if the child is over fourteen (14) years of age, unless the court has found that:

- ♦ a. The child does not have the mental capacity to consent, or
- b. The best interests of the child are served by not requiring consent;

Adoption Administrator

6. Reviews, signs and writes certification number on the post-placement report;

Adoption Office Administrative Assistant

7. Prepares the Adoption Placement Certification and Judge's Eyes Only packet containing:

- ♦ a. Pre-placement investigation, including update if over six (6) months old. The update must address any changes since the original assessment, including financial, family composition, health, etc;
- b. Child's background summary, including addendum if over six (6) months old;
- c. Post-placement report(s);
- d. Statement of fees;
- e. Original(s) of Relinquishment(s) and witness certifications;
- f. Termination of parental rights order(s);
- g. Affidavit(s) denying paternity;
- h. Agency's consent to adopt;

8. Forwards the packet to the Office of General Counsel;

Office of General Counsel

9. Receives the Complaint for Adoption, prepares the Answer and sends the Answer to the adoptive family's attorney and to the Court for filing;

10. Seals the Judge's Eyes Only packet and mails to appropriate Clerk of Court for filing;

Adoption Specialist

11. Attends the adoption hearing and provides testimony as required;

Adoption Office Administrative Assistant

12. Receives the final decree and the Certificate of Adoption from the adoptive family's attorney. Completes Part I of the Certificate of Adoption and sends it to the Department of Health and Environmental Control (DHEC) for the amended birth certificate;

13. Processes reimbursement for nonrecurring costs upon receiving from the attorney an itemized statement and filed copy of the adoption decree;

14. Notifies the Office of General Counsel, Foster Care Review Board and the county DSS office of child's origin of the date of finalization;

Adoption Specialist/ Adoption Office Administrative Assistant

15. Updates [DSS Form 3052: Adoption Subsidy Agreement](#), including nonrecurring expenses. Prepares state tax relief letter and mails to family, if appropriate. **Note:** Non-resident families are not eligible for the state tax relief;

Adoption Specialist

16. Completes required paperwork for case closure, including Evaluation/Closure, and closes case in CAPSS; and

Adoption Office Administrative Assistant

17. Prepares case for microfilming and mails case record to State Office.

Referenced Documents

Revision Comments