



418.04 Placement Process for Children Age Three Years and Older



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CHAPTER 4, Adoption and Birth Parent Services

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Adoption Specialist (Child's Worker)

1. Contacts the selected adoptive family's Adoption Supervisor or the Adoption Administrator with the following:

- ♦ a. Basic information on the child and the child's background;
- b. Medical history;
- c. Legal status;
- d. Suggested presentation/placement date, including tentative visiting schedule;

Adoption Specialist (Family's Worker)

2. Contacts the family and shares the information in # 1;

3. Obtains new SLED/CPS/Sexual Offender Registry checks for selected adoptive family, if they are older than six (6) months prior to anticipated adoptive placement;

Child's Adoption Specialist/Supervisor Family's Adoption Specialist/Supervising Worker

4. Presents the formal background summary and supporting documents (birth and medical records, developmental assessments, etc.), discusses this with the family, and answers any questions. Adoptive family and adoption staff agree upon how long the family will have to decide if this is a child whose needs they can meet. If the family expresses any doubts or reservations, suggests that the family discuss their concerns with family members, their doctor, or other person they trust before proceeding;

Adoption Specialist (Child's Worker)

5. Informs family of any financial assistance for which the child is eligible. Determines if family will be requesting an adoption subsidy and, if so, negotiates the amount with the family;

6. Obtains approval for requested adoption subsidy prior to proceeding with placement, by having the Adoption Subsidy Negotiation Checklist signed by the Deputy State Director for County Operations or his designee;

7. If family and agency decide to proceed with placement, requests family to prepare scrapbook to be presented to child. Discusses visiting schedule;

Adoption Specialist (Child's Worker)

8. Meets adoptive family and takes them to the foster or group home. Family will have the opportunity to talk with the child's caregiver(s) or counselors to hear more about the child's needs and habits. Child will be able to share his/her life book with the family. Family may take the child out for part of the day, accompanied by the adoption specialist. Observes the family and child interaction;

9. Meets with family and child separately to discuss their feelings/impressions prior to holding second visit. Second visit may be an overnight visit to the adoptive family's home, if the child is comfortable with this;

10. Meets separately with the family and child to discuss the previous visits. Child has a minimum of two weekend or overnight visits to the adoptive home. During

school vacation, child may have a week long visit with the family;

11. Meets separately with family and child to discuss how each is feeling about the placement. If agency and family agree to proceed with placement, schedules additional visits or sets a placement date;

12. If family and agency decide to proceed with placement explains the [DSS Form 3025: Agreement to Place Child in Adoptive Home](#), or the [DSS Form 30113: Agreement to Place Child in Pre-Adoptive Home](#). Explains the purpose and process of the supervisory period;

13. Obtains adoptive parent(s) signature(s) on the appropriate placement agreement (see #10 above), the [DSS Form 3052, Adoption Subsidy Agreement](#), if applicable, and the [DSS Form 30122: Adoptive Parent\(s\) Certification Statement](#);

14. Accompanies the adoptive family to the foster home or group home. Child's belongings are packed, good-byes are said, and the family and child leave;

15. Offers supportive counseling to the foster family after the child and adoptive family have left;

Adoption Administrator

16. Signs the appropriate placement agreement after the family signs;

Adoption Administrator (or Designee)

17. Completes Blue Sheet;

Adoption Specialist (Child's Worker)

18. Forwards a copy of the signed placement agreement to State Office, along with Blue Sheet;

19. Forwards the [DSS Form 3052: Adoption Subsidy Agreement](#) A to the Deputy State Director for County Operations or his designee for signature, who signs, returns the original to the area adoption office, and forwards a copy to the Special Needs Administrator in State Office;

20. Completes [DSS Form 30144: Service Agreement Family](#). Discusses and obtains signatures of adoptive parent(s) on service agreement or, if appropriate, forwards to supervising worker to discuss and obtain signatures;

21. If child is placed with an adoptive family who resides in a county not served by the adoption office from which the child is placed, sends child's record, financial assistance record, State Office record for the adoptive family, and all signed agreements to the adoption office providing post-placement supervision;

22. Updates CAPSS, including adding child to placement and adoption subsidy screens;

Special Needs Administrator

23. Notifies county Medicaid worker regarding eligibility status change. Sends copy of Adoption Subsidy Agreement to Medicaid worker; and

24. Authorizes and initiates adoption subsidy payment in CAPSS.

Referenced Documents

Revision Comments

