



418.03 Placement Process for Children Age One to Three Years



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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 reports for selected adoptive family if reports are older than six (6) months prior to anticipated adoptive placement;

Child's Adoption Specialist and 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;
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 Director for County Operations or his designee;

Adoption Specialist (Child's Worker)

7. If the family decides to proceed with adoptive placement, meets family and takes them to the foster home to meet the child and the foster family. May take child and adoptive family for a brief outing;
8. Has second visit at the foster home. This should be a daylong visit, with adoptive family spending time alone with child, as well as visiting in the foster home. Observes the adoptive family's interactions with the child and the child's reactions;
9. After each visit, discusses with adoptive family their feelings about the child and the visits. Explores any doubts the family may have;
10. 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;

11. Obtains family's signature(s) on the appropriate placement agreement, the, DSS 3025 A, Adoption Subsidy Agreement, if applicable, and the [DSS Form 30122: Adoptive Parent\(s\) Certification Statement](#);

12. Accompanies the adoptive family to the foster home for a short visit. Child's belongings are packed, good-byes are said, and the family and child leave;

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

Adoption Administrator

14. Signs the appropriate placement agreement after the family has signed;

Adoption Specialist (Child's Worker)

15. Forwards the [DSS Form 3052, Adoption Subsidy Agreement](#), to the Deputy State Director for County Operations or his designee for signature, who signs and forwards to the Special Needs Administrator in State Office;

Adoption Administrator (or Designee)

16. Completes Blue Sheet;

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

Adoption Specialist (Child's Worker)

18. 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;

19. 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;

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

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

Special Needs Administrator

22. Authorizes and initiates adoption subsidy payment in CAPSS.

Referenced Documents

Revision Comments

