



424.02 Reapplication to Adopt



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Application Analyst II

CHAPTER 4, Adoption and Birth Parent Services

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424.02 Reapplication to Adopt

NOTE: SCDSS shall not deny a person the opportunity to become a foster or adoptive parent because of the family's or the child's race, color or national origin (RCNO). Culture shall not be used as a proxy for RCNO. Families willing to foster or adopt children of a different RCNO shall not be subjected to differential treatment, including extra scrutiny. Placements will not be delayed or denied based on the RCNO of the child and/or the prospective adoptive family.

Adoption Specialist

1. Forwards [DSS Form 1572: Application to Adopt](#), and [DSS Brochure 30234: Multiethnic Placement Act](#) to the applicant family, including information on any applicable adoption expenses;

Adoptive Family

2. May reapply:

- ♦ a. After finalization of a public or private adoption;
- b. When a biological child is one year old;

Adoption Specialist

3. Requests prior adoption record from State Office, if family adopted through DSS;
4. Reviews Section 424.06 for instructions on procedures for opening a closed record.
5. May request the family to attend the group assessment training, if appropriate;
6. Requests that the applicant(s) complete the following forms and provide the following documents, as applicable and appropriate. Documents which are not time sensitive, such as birth certificates, Social Security cards, etc. may be used from the previous adoptive home file:
 - ♦ a. [DSS Form 1574: Medical Report Form for Prospective Foster/Adoptive Parent](#), for each adult living in the home;
 - b. [DSS Form 30202: Medical Statement for Child](#), for all children living in the home, except foster children;
 - c. [DSS Form 1573: Financial Information](#);
 - d. Most recent W-2, tax return, or last three (3) months' pay stubs;
 - e. Recent photographs of family and home, two (2) of each;
 - f. [DSS Form 30107: Authorization Release of Information State Law Enforcement Division](#);
 - g. [DSS Form 2538: Names for Background Check](#), if applicable;
 - h. [DSS Form 2612: Request for Criminal Background Check](#);
 - i. [DSS Form 1575: Foster/Adoptive Family History Information](#);
 - j. [DSS Form 3008: Child Factors Checklist](#);
 - k. [DSS Form 30101: Openness Checklist for Adoptive Parents](#);
 - l. Social Security card;
 - m. Driver's license;
 - n. Marriage license/certificate;
 - o. Divorce decree, including Complaint for Divorce, or death certificate if marriage was ended through death of a spouse;
 - p. Military discharge;
 - q. Birth certificate for each household member, excluding foster children;
 - r. Two letters of reference from persons who have known the applicant for the last three (3) years;

7. May conduct one joint office interview if appropriate;
8. Schedules at least one home visit with all family members present;
9. Requests fire inspection and sanitation reports on applicant(s)' home, if previous reports are more than one (1) year old;
10. Completes a Sexual Offender Registry check;
11. Completes the Reapplication Summary and submits to supervisor for review;

Adoption Administrator

12. Reviews and approves the assessment. .

Adoption Specialist

13. Updates CAPSS prior to the end of the month;
14. Notifies family of approval. Provides written information on COAC;
15. Duplicates case and forwards to State Office;

Adoption Administrator

16. If family assessment is disapproved, writes letter to family, informing them of reasons for disapproval;
17. If family has applied to be both adoptive and foster family, consults with the county DSS attorney prior to sending denial letter to family. If family has applied only for adoption, consults with Office of General Counsel prior to sending denial letter to family;
18. Sends letter listing all the reasons for denial to family informing them of their right to appeal the decision. If family has applied to adopt a specified child, informs them that they may petition Family Court to adopt and seek judicial review of the refusal of DSS to consent to their proposed adoption; and

Adoption Specialist

19. Updates CAPPS.

Referenced Documents

[DSS Brochure 30234: Multi-Ethnic Placement Act](#)

[DSS Form 1572: Application to Adopt](#)

[DSS Form 1573: Financial Information](#)

[DSS Form 1574: Medical Report Form for Prospective Foster/Adoptive Parent](#)

[DSS Form 1575: Foster/Adoptive Family History Information](#)

[DSS Form 2538: Names for Background Check](#)

[DSS Form 2612: Request for Criminal Background Check](#)

[DSS Form 3008: Child Factors Checklist](#)

[DSS Form 30101: Openness Checklist for Adoptive Parents](#)

[DSS Form 30107: Authorization Release of Information State Law Enforcement Division](#)

[DSS Form 30202: Medical Report for Child](#)

Revision Comments

NOTE added to stress that RCNO shall not be used to deny an applicant the opportunity to become a foster or adoptive parent or to delay or deny an adoptive placement.

Section 424.02, 1., revised to include that the MEPA brochure is sent to new applicants.

New number 4. added to prompt adoption specialist to review 424.06 when opening a closed record.

Item 6.changed to reflect revised forms.

