



424 Application to Adopt



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Application Analyst II

CHAPTER 4, Adoption and Birth Parent Services

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424 Application 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. Responds to all inquiries about adoption;
2. Gives basic information regarding agency adoption, including but not limited to, placement statistics, availability of children, study process, selection process, placement process, and finalization process. Explains to the potential applicant that placement of a child cannot be guaranteed, even after approval as an adoptive resource, and that the waiting time frame depends on the types of children needing placement and the availability of approved families;

3. If applicant is interested in becoming an adoptive parent or both adoptive and foster parent, provides:

- ♦ a. [DSS Form 1572: Application for Services](#)
- b. [DSS Form 2612: Request for Criminal Background Check](#);
- c. [DSS Form 30107: Authorization Release of Information State Law Enforcement Division](#);
- d. [DSS Form 3072: Consent to Release Information](#);
- e. [DSS Form 2419: Adoption Guidelines and Financial Assistance for Adopting Children with Special Needs](#);
- f. [DSS 2475, Important Information about Reimbursement for Nonrecurring Costs for Parents who are Adopting a Child with Special Needs](#);
- g. [DSS Form 2538: Names for Background Check](#)
- h. Fingerprint cards and instructions;
- i. [DSS Brochure 30234: Multiethnic Placement Act](#);

4. Receives completed application and signed releases. Checks CAPSS for Central Registry (CPS) investigation. Sends SLED release to DSS Office of Investigation Support Management. Processes fingerprint (FBI) review and checks Sexual Offender Registry;

5. If applicant appears on Central Registry, contacts State Office Child Protective Services for more information. If SLED, FBI or Sexual Offender Registry report shows a record of applicant, consults with supervisor and/or attorney to determine whether the applicant can continue to be considered as a potential adoptive parent;

6. Responds to applicant as to receipt of application and status; and

7. Updates CAPSS.

Referenced Documents

[DSS Form 1572: Intake and Application for Services](#)

[DSS Form 2419: Adoption Guidelines and Financial Assistance for Adopting Children with Special Needs](#)

[DSS 2475, Important Information about Reimbursement for Nonrecurring Costs for Parents who are Adopting a Child with Special Needs](#)

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

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

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

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

[DSS Form 3072: Consent to Release Information](#)

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 placement. Section 424.3 revised for clarity.

Section 424, 3.i. revised to provide a MEPA brochure to all applicants.