



413.01 Assessment for Adoption - Referral Accepted for Assessment/Recruitment Only



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Application Analyst II

CHAPTER 4, Adoption and Birth Parent Services

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413.01 Assessment for Adoption - Referral Accepted for Assessment/Recruitment Only

Foster Care/IFCCS Worker and Supervisor

1. Determine that adoption is the primary or concurrent plan or adoption is likely to become the plan and arrange a staffing within 60 days of the child's entry into foster care; or
2. Determine that biological parent(s) is/are not complying with the treatment plan, and that grounds for termination of parental rights (TPR) exist and adoption may be an appropriate plan;

Foster Care/Supervisor

3. Notifies the adoption administrator and requests a staffing between the foster care worker and foster care/adoption supervisory staff. Legal staff may also be included;

Foster Care Worker and Supervisor and Adoption Administrator/Supervisor

4. Reach a joint decision as to viability of adoption;
5. If necessary, staff the child's case prior to a judicial review for a change in case plan to adoption from another plan. However, do not delay the filing of a termination of parental rights (TPR) action pending a permanency planning hearing;

Foster Care Worker

6. If adoption is the primary plan, proceeds with completion of termination of parental rights (TPR) packet within 30 days of the staffing;

Adoption Administrator

7. Assigns case to an adoption specialist;

Adoption Specialist

8. Reviews the child's case record;
9. Meets the child and the foster parent(s)/group caregiver to discuss adoption within 30 days of case assignment;
10. Updates CAPSS, including completion of Child Tracking/Factors (registers child with State Adoption Exchange);
11. Makes a thorough adoption assessment by conducting and documenting face-to-face interviews with the child, foster care providers, and other significant parties within 90 days of acceptance of referral. Discusses with the child his/her wishes concerning the type of adoptive home into which the child will be placed. If appropriate and in the child's best interests, the child's preferences will be considered, unless the child expresses a preference for an adoptive family of a certain race, color or national origin (RCNO). If the child expresses a preference for an adoptive family of a certain RCNO, the procedure outlined in number 12 below must be followed. Uses the Part Eight: Out of Home (Child in State's Custody), and completes the Child Assessment in CAPSS;

12. If a child under the age of fourteen (14) years expresses a preference for an adoptive family of a specific race, color or national origin, or if it is otherwise believed that it may be in the child's best interests to consider an adoptive family of a specific RCNO:

1. Locates a licensed professional (child psychologist, child psychiatrist, clinical social worker or similar professional) who is not an employee of SCDSS, a sub recipient or an employee of a sub recipient; and who is able and willing to conduct an individualized assessment of the child's particular needs;
2. Contacts the Program MEPA Coordinator in State Office for assistance in arranging payment to the licensed professional prior to requesting the individualized assessment;
3. Provides relevant information/documentation to the licensed professional to assist in making the assessment, including but not limited to, psychologicals, background information, etc.;
4. Provides to the licensed professional the written explanation of MEPA (Multi-ethnic Placement Act)/Title VI as it applies to foster care and adoptive placements. Use [DSS 2533, MEPA Educational Materials](#);
5. Has the licensed professional sign the acknowledgement that he/she has received a written explanation of MEPA/Title VI as it applies to foster care and adoptive placements and has been informed that he/she may obtain technical assistance from the Plan Monitor. [Use DSS Form 2534, Licensed Professional's Statement](#);
6. If the individualized assessment finds that RCNO must be considered, ensures that the licensed professional submits written materials that describe the individualized reasons that SCDSS should consider RCNO, how doing so is in the child's best interests, and why doing so is the only way to achieve the best interests of the child;
7. Even if the licensed professional determines that RCNO must be considered, and SCDSS reviews and agrees with this assessment, RCNO may not outweigh other considerations relevant to the best interests of the child. RCNO must be treated as no more than equal to all other relevant considerations;
8. Upon receipt of the written materials, submits them immediately to the Program MEPA Coordinator in State Office;
9. Files the written materials in the child's case record;

MEPA Coordinator

13. Submits the written materials to OCR/ACF within seven (7) business days of receipt of the licensed professional's individualized assessment and completed/signed [DSS Form 2534: Licensed Professional's Statement](#);

Adoption Specialist

14. Begins child specific recruitment within 90 days if no adoptive family is available, or documents in the case record the justification of an exemption from recruitment; and

15. If, after a thorough adoption assessment is completed, adoption is determined not to be an appropriate permanent plan, documents compelling reasons for selection of a plan other than adoption, return home or placement with a fit and willing relative; completes a written assessment summary outlining the reasons for the decision; and forwards to foster care/MTS worker/supervisor, recommending an alternative plan.

Referenced Documents

[DSS Form 2533: MEPA Educational Materials](#)

[DSS Form 2534: Licensed Professional's Statement](#)

Revision Comments

Section 413.01,11. has been revised to provide guidelines for considering a child's preferences in an adoptive family.

Section 413.01,12., 13. have been added to specify steps that must be followed in order to obtain an individualized assessment.

