



425 Adoptive Home Assessment - Approval



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Application Analyst II

CHAPTER 4, Adoption and Birth Parent Services

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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.

Adoption Specialist

1. Contacts family after receipt of favorable SLED, CPS and Sexual Offender Registry reports to invite them to group assessment sessions;
2. Upon receipt of completed application, sends four (4) requests for references, [DSS Form 1571: Reference Letter for Adoptive Applicant](#) to people provided by the applicant(s). References must have known the applicant(s) at least three (3) years and must not be relatives of the applicant(s). Makes personal contact with at least two of the references;
3. Ensures that fingerprint reports are received prior to approval of assessment;

4. Begins assessment process through the group study (group process is waived only in rare situations and only with adoption administrator's approval);
5. Requires that the applicant(s) complete the following forms and provide the following documents, as applicable and appropriate:
 - ♦ a. [DSS Form 1574: Medical Report for Prospective Foster/Adoptive Parent](#) for each adult in the home;
 - b. [DSS Form 30102: Health Status Report](#), 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: State Law Enforcement Division/Child Protective Service](#) release;
 - g. [DSS Form 2612: Request for Criminal Background Check](#);
 - h. [DSS Form 1575: Foster/Adoptive Family History Information](#);
 - i. [DSS Form 3008: Child Factors Checklist](#);
 - j. [DSS Form 30101, Openness Checklist for Adoptive Parents](#);
 - k. Social Security card;
 - l. Driver's license;
 - m. Marriage license/certificate;
 - n. Divorce decree, including Complaint for Divorce, or death certificate if marriage was ended through death of a spouse;
 - o. Military discharge;
 - p. Birth certificate for each household member, excluding foster children;
 - q. Three references;
6. Makes a minimum of two (2) home visits. If there is more than one applicant, interviews the applicants separately and together and interviews any children living in the home. Has telephone contact with adult children living out of the home. Assesses applicant(s)' ability to parent, capability of coping with special needs, and motivation to adopt;
7. Requests fire inspection report on applicant(s)' home;
8. Requests health inspection report in writing from the local health department/DHEC;

9. Compiles materials and writes adoptive home assessment using the Foster/Adoptive Family Assessment Summary/Pre-Placement Investigation;
10. Submits completed home assessment to supervisor for review;

Adoption Supervisor

11. Reviews adoptive home assessment. Ensures that the home assessment does not address the race, color or national origin of the child the prospective adoptive family is willing to accept. If more information is needed, asks the adoption specialist to discuss additional issues with the family, as needed. Submits the completed home assessment to adoption administrator for approval;

Adoption Administrator

12. Reviews adoptive home assessment, asks for additional information/clarification, if needed. Approves home assessment, if appropriate;

Adoption Specialist

13. If the family has also applied to be a foster family, licenses the family in accordance with agency procedures. See [Chapter 4, Family Preservation and Child Welfare Services Manual](#). Sends a copy of case material to the county DSS licensing supervisor, for maintenance in the county office;
14. Duplicates case and forwards the copy to State Office;
15. Provides written notification to family of approval and placement in state files for consideration for adoptive placement. Provides family with information on COAC (Council on Adoptable Children); and
16. Updates CAPSS.

Referenced Documents

[DSS Form 1571: Reference Letter for Adoptive Applicant](#)

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

[DSS Form 30102: Health Status Report](#)

[DSS Form 1573: Financial Information](#)

[DSS Form 30107: State Law Enforcement Division/Child Protective Service](#)

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

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

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

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

Revision Comments

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

Section 425, 11. revised to add that the Adoption Supervisor ensures that the home assessment does not address the race, color or national origin of the child the prospective family is willing to accept.

Item 5., H. Name of the 1575 changed to reflect the revised form.