



425.06 Adoptive Home Assessment - Re-opening a Closed Record



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CHAPTER 4, Adoption and Birth Parent Services

Revision Number: 09-03

Effective Date: 05/14/2009

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Adoption Specialist

1. Upon request of the adoptive parent(s) or receipt of a new application, pulls the closed record;
2. Affixes to the front of the record [DSS Form 2535: Notice](#), instructing that information in the family assessment regarding race, color or national origin (RCNO) shall be disregarded;
3. Makes a decision as to whether a new adoptive home assessment is needed or whether an update will suffice;
4. Proceeds as required for a reapplication or update, depending on the length of time the case has been closed, changes in the family, etc.;
5. Within fifteen (15) days of the record being reopened, ensures that the adoptive home assessment has been redacted or rewritten with regard to RCNO, as appropriate, and has been placed into

the adoptive home record;

6. When the adoptive home assessment has been redacted or rewritten and no references to RCNO remain, removes the notice from the front of the record, places it in the open files, and forwards a copy to State Office if the family wishes to be considered as an adoptive resource for all waiting children (as opposed to applying for a specific child); and

7. Updates CAPSS.

Referenced Documents

[DSS Form 2535: Notice](#)

Revision Comments

Section 425.06 added as a new section that specifies procedures for reopening a closed adoptive home record.