

412.01 Relinquishment - Children Not in Foster Care



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CHAPTER 4, Adoption and Birth Parent Services

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Adoption Specialist

1. Provides intensive counseling to client on alternatives to relinquishing the child for adoption. In no case takes a relinquishment if it does not appear to be in the child's best interest and there is a reasonable expectation of making an adoptive placement. If the family wishes to relinquish because they are experiencing problems with the child, makes every effort to assist by helping the family to obtain supportive services from the county DSS office or other appropriate resource. Makes a referral to the county DSS Child Protective Services unit if abuse or neglect is suspected;
2. Provides:
 - ♦ a. [DSS Brochure 2412, The Adoption Option](#);
 - b. [DSS Brochure 2402, Problem Pregnancy Here's Help, if child is not yet born](#);
3. Explains the options available to client on Openness in Adoption ;
4. If the client was previously unknown to DSS, does not take a relinquishment until

forty-eight (48) hours after furnishing the [DSS Brochure 2412, The Adoption Option](#);

5. Explains to client the need to identify and involve the birth father in planning for the child. If the client refuses to divulge the father's identity and decides to relinquish her child, informs the client that she will have to complete [DSS 30118, Refusal to Name the Natural Father of Born Child](#);

6. If the birth mother is still hospitalized, checks with a doctor or nurse to insure that the client is not on any medication which might impair judgment, and documents the record;

7. Completes, in cases of criminal sexual conduct or incest, an affidavit stating that the pregnancy resulted from criminal sexual conduct or incest (see page reference number 450.05 for additional information on the affidavit and the alleged father's consent). If the birth parent is a minor, makes a report to law enforcement and to the county Child Protective Services unit, if abuse or neglect is suspected. If the birth parent is an adult, informs the client of her option to report to law enforcement;

8. Explains thoroughly to the client the [DSS 3093, Relinquishment for Adoption](#). Gives client a copy of the form to review;

9. Provides two witnesses, one of whom must be a Certified Investigator, to witness the birth parent sign the relinquishment in the presence of a notary. Persons who may serve as witnesses include, but are not limited to:

- ♦ a. Other agency staff members;
 - b. Other professionals such as nurses, maternity home staff, etc.
 - c. Any third party 18 years of age or older,
 - d. Relatives of the birth parents, unless they are an adoptive resource (in this case, obtain another witness);
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- ♦ If the witness is an attorney, records his/her bar number under the attorney's signature. If the witness is a certified investigator or other professional who has an identification number, records it on the relinquishment under the person's signature.

10. If the client's preferred language is Spanish,

- ♦ a. Obtains an interpreter by consulting the Client Special Service Coordinator, who has a list of interpreters. The interpreter reviews the Relinquishment, [DSS Form 3093 SPA](#), with the birth parent, and signs the [DSS 30203 SPA, Affidavit for Spanish Interpreter](#);
- b. Obtains a copy of the interpreter's Vita which specifies the interpreter's training and credentials to read and interpret Spanish;
- c. Attaches the [DSS 30203, Affidavit for Spanish Interpreter](#), to the Relinquishment (Spanish version, [DSS Form 3093 SPA](#)) and files in the case record. Provides a blank copy of the Relinquishment (English version, [DSS Form 3093](#)) for the Judges Eyes Only packet and, if requested, a copy of the [DSS 30203, Affidavit for Spanish Interpreter](#);

11. Ensures that the birth parent, in the presence of the two witnesses, the notary public and, if appropriate, the Spanish interpreter, fills out three copies of the relinquishment, and signs all three. Ensures that witnesses correctly sign the relinquishment and witness certification form; and

12. Gives birth parent a copy of the relinquishment that s/he signed and any other forms such as witness certifications.

Referenced Documents

[DSS Brochure 2412](#)

[DSS Brochure 2402](#)

[DSS Form 30118](#)

[DSS Form 3093](#)

[DSS Form 3093 SPA](#)

[DSS Form 30203](#)

Revision Comments

