

425.03 Approved Adoptive Home Record - Pending Status



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Application Analyst II

CHAPTER 4, Adoption and Birth Parent Services

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425.03 Approved Adoptive Home Record - Pending Status

Adoption Specialist

1. Reviews the approved adoptive home record to determine whether it should be placed in pending status, using the following criteria:

- a. Serious emotional or physical illness of one of the adults or their children;
- b. Pregnancy.
- c. Loss of a child;
- d. Separation or divorce of spouses;
- e. Change in family composition;
- f. Other circumstances which warrant a temporary suspension in considering applicant(s) for adoptive placement;

2. Determines with the applicant(s) the length of time the adoptive home record should remain in pending status, but not to exceed six (6) months without the adoption administrator's concurrence;

3. Submits a brief summary on the reasons for pending status to the adoption

supervisor;

Adoption Supervisor

4. Reviews summary, signs, and forwards a copy to State Office for the adoptive home record;

Adoption Specialist

5. Updates CAPSS; and

6. Reviews the reasons for pending status in six (6) months or less.

Referenced Documents

Revision Comments