



414 Recruitment of Adoptive Parents - Child Specific



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CHAPTER 4, Adoption and Birth Parent Services

Revision Number: Effective Date: 07/19/2012

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This section explains child-specific recruitment.

Departmental Values

Every child deserves a permanent and stable family.

What Children or Youth Will be Affected by This Policy?

Any child in foster care for 12 months or more for whom adoption is the case plan and who does not have an appropriate identified adoptive family will be affected by this policy.

Operational Impact

The optimal goal for every child who cannot be reunited with their birth family is to have a permanent family through adoption. Child specific recruitment enhances the opportunity for the child to have a permanent family sooner. Recruitment for an adoptive family should be completed simultaneously with the TPR process.

Policy

If there is no identified adoptive family, child specific recruitment is to be initiated

within 90 days of the child's plan being changed from reunification to adoption. All recruitment efforts must be documented in the child's plan.

Procedures

Adoption Specialist:

1. Reviews new case assignment and thoroughly reviews the record for all potential relatives or foster parents as prospective adoptive family for the child or sibling group.
2. Meets with the child/ren and foster or relative family.
3. Discusses the plan of adoption, privately with the foster family or relative placement, to ascertain the foster parent or relatives' desire to adopt the child/ren.
4. If the foster parent or relative is not interested in adoption, discusses with the child, as age appropriate, adoption and the meaning of permanency.
5. Completes a search thru the state matching process to determine if approved families are available for a child/ren with the background factors of the child. Completes this process in CAPSS as well as contact with other regional adoption offices to inquire of the potential families who maybe in the process of completion of their adoptive home study.
6. If a family is not readily available who can meet the needs of the child/ren (sibling group), the adoption specialist (AS) begins preparation of the child for child specific recruitment. AS helps the child feel positive about having their photo taken and utilized in Seedlings, Adoptuskids, Heart Gallery and other media efforts to identify a family.
7. Schedules a time for a quality photo of the child to be obtained. Have foster parent prepare child ahead of time for the photo shoot. Be sure photo is a close up and features the child's best qualities. When recruiting for a sibling group, use a photo of all children to be placed together, whenever possible. This reinforces to the inquiring family that these children are siblings and should be placed as a group.
8. In CAPSS, the Adoption Specialist utilizes the adoption recruitment tab to:
 - - a. Complete brief summary on the child or sibling group and completes the workspace recruitment forms for Adoptuskids.
 - b. Scan the picture of the child/ren into the system.
 - c. Send an email to Adoption Supervisor for approval.
9. Refers child to recruitment resources without regard to race, color or national origin (RCNO) of the child and/or potential adoptive parents.

10. The child's plan must outline all efforts to recruit an adoptive family targeted to meet the individual needs of the specific child. These efforts include, but, are not limited to the use of media, photo listings and any other in-state or out-of-state resources, such as the Adoptuskids, a national electronic exchange. This will facilitate a timely in-state or interstate placement for a special needs child.
11. Upon receipt of the approval of the supervisor, the AS forwards the CAPSS completed referral to the state office recruitment specialist.
12. When the child is legally free for adoption, a referral is made to the Heart Gallery for a photo shoot and use of the child's picture in any venue that is appropriately established by the Heart Gallery.
13. Responds to all inquiries regarding the child/ren regardless of the location of the family.
 - - a. Evaluates families ability to meet the child's special needs.
 - b. Encourages families to learn more about the specific needs of the child through discussions with professionals, in the family's geographic area, who specialize in such diagnoses/ special needs of the child
 - c. Evaluates families without regard to RCNO of the child or the prospective parent.
14. Request the adoptive home study for review and placement committee for consideration of placement selection. If this is an out of state family, it is required that the home study come from the agency who completed the home study and who will be supervising the placement.
15. If a family has not been identified for the child/ren within nine months, the AS updates the referral to Seedlings and Adoptuskids as appropriate to include a new picture of the child.

Adoption Supervisor:

1. Ensures that child specific recruitment is conducted for every child for whom an adoptive family is not available and for whom adoption is the permanent plan within 90 days of the referral to adoption;
2. Reviews the recruitment summary and Adoptuskids referral in CAPSS. Ensures the worker has adequately described the child while protecting the child's privacy as much as possible.
3. Reviews the attached picture to assure quality and confidentiality regarding signs, clothing that has names of schools or other children who are not part of the sibling

group are not included, etc.

4. Approves the referral and notifies the worker to submit to the state office recruiter.

5. Monitors follow up of intakes and ensures inquiries are processed promptly.

Referenced Documents

Revision Comments

Added that child's plan must include recruitment efforts, section re- formatted.