

427.01 Foster Care Review Board - Child has Plan of Adoption and Adoption has Case Management



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Application Analyst II

CHAPTER 4, Adoption and Birth Parent Services

Revision Number: 03-03

Effective Date: 11/18/2003

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Adoption Specialist

1. Three weeks prior to Foster Care Review Board meeting, sends [DSS Form 3098: Notice of Meeting of the Foster Care Review Board](#) to:

- ♦ a. Birth parent(s), if child is not free for adoption. **Note:** Contacts the Foster Care Review Board Coordinator to ensure that birth parent(s) and adoptive parent(s) are not invited at the same time. If necessary, requests that there be two separate review hearings so that birth and adoptive parent(s) do not meet;
- b. Foster parent(s), if applicable;
- c. Adoptive parent(s), if applicable;
- d. Child ten (10) years of age and older, unless not in the best interest of the child;
- e. Guardian-ad-litem, if appointed for a current court action;
- f. Mental Health Counselor, if applicable;

g. Other involved parties or professionals who may have information regarding the child's permanent plan;

2. Advises the foster or adoptive parent(s) to complete and submit the [DSS Form 3035: Adoptive Child Progress Report/Foster Child Progress Report](#), three (3) days prior to the scheduled review, if they are unable to attend the meeting. The report must be submitted to the Office of the Governor, Division of Foster Care Review;

3. Mails Foster Care Review Board packet to Foster Care Review Board coordinator within two (2) weeks of the scheduled review, including:

- ♦ a. Letters of invitation;
- b. Service Agreement/Case Evaluation;
- c. Court orders;
- d. Psychological evaluation received since last review;
- e. [DSS Form 1597: Foster Care Review Board Case Summary](#);
- f. Reports from service providers;
- g. Copy of permanency planning packet;
- h. Filed permanency planning complaint, if applicable;

4. Attends and presents case information to Foster Care Review Board;

Adoption Specialist

5. Notifies Foster Care Review Board of a child placed into agency custody directly through the Adoption program. This notice must be made no later than four (4) months after the child is voluntarily placed or relinquished, so that the review can be scheduled within six (6) months of the date of entry into foster care. If adoption has not been finalized prior to six (6) months of the child's entry, the case must be reviewed.; and

6. Updates CAPSS.

7. Reviews the Foster Care Review Board recommendation and sends a letter of nonconcurrency, if the worker and supervisor disagree with the board's recommendation on the permanent plan;

Adoption Administrator

8. Responds to the Foster Care Review Board's Areas of Concern;

Adoption Specialist

9. Notifies the Foster Care Review Board when the child's adoption has been finalized; and

10. Updates CAPSS.

Referenced Documents

[DSS Form 3098: Notice of Meeting of the Foster Care Review Board](#)

[DSS Form 3035: Adoptive Child Progress Report/Foster Child Progress Report](#)

[DSS Form 1597: Foster Care Review Board Case Summary](#)

Revision Comments

