



431 Court Ordered Adoptive Home Studies



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Application Analyst II

CHAPTER 4, Adoption and Birth Parent Services

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Adoption Supervisor

1. Assigns the case upon receipt of the certified court order or as requested by the DSS attorney;

Adoption Specialist

2. Makes appointment with family. Informs family of and collects the adoption expense charged by the Department;

3. Updates CAPSS;

4. Conducts the pre-placement investigation and prepares written report;

Adoption Supervisor

5. Reviews pre-placement investigation reports and files reports with the court;

6. Notifies DSS attorney if the study cannot be completed as ordered. Attorney will

then advise;

7. Provides post-placement supervision, as ordered by the court; and

8. Closes the case when the final decree of adoption is obtained. Updates CAPSS.

Referenced Documents

Revision Comments