



412.02 Termination of Parental Rights - Children Who Enter Care Through Relinquishment



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Application Analyst II

CHAPTER 4, Adoption and Birth Parent Services

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Adoption Specialist

1. Determines that the presumptive legal father and/or birth father has failed to:
 - a. If the child is at least six (6) months old, visit the child for a period of at least six months, and the visitation was not prevented by a court order or the party having custody of the child; and/or
 - b. Provide support for at least six months. Support can be financial or material, such as food, diapers, clothing, etc.
2. Documents in the case record that reasonable efforts were made to locate the named father;
3. Prepares the termination of parental rights packet, which includes but is not limited to the following:

- a. Child's name, date and place of birth, and county of residence;
- b. Information on presumptive legal father and/or birth father, including full name (include aliases); last known address; all previous residences; all places of employment; date and place of birth; verification of marriage, divorce or death;
- c. Name of person willing to serve as a Guardian ad Litem for the child;
- d. Grounds for termination of parental rights;
- e. Adoption Specialist's full name and title;
- f. A narrative description of casework services to the father, including all chronological contacts with the father, detailed description of all services provided;
- g. Any documentation for support and visitation agreements;
- h. Letters to the father and any certified mail receipts;
- i. All Foster Care Review Board notices;
- j. Pertinent medical records and evaluations;
- k. Expert witnesses' names and addresses, if any;
- l. Complete information on the child;
- m. Copies of any relinquishment documents;
- o. Brief description of the plan of adoption for the child;

4. Informs attorney if:

- a. GAL needs to be appointed for any defendant if s/he is mentally retarded, disabled or mentally ill, incarcerated or a minor; and/or
- b. Parent(s) is/are in the military; and/or
- c. Parent(s) is/are a member of an Indian tribe or eligible for membership [see Adoption and Birth Parent Services manual, "American Indian Ancestry (Indian Child Welfare Act)". NOTE: TERMINATION OF PARENTAL RIGHTS ACTIONS UNDER THE INDIAN CHILD WELFARE ACT (ICWA) HAVE TO COMPLY WITH SEVERAL ADDITIONAL FEDERAL LAW REQUIREMENTS. IT IS CRITICAL THAT ALL OF THEM BE FOLLOWED. FAILURE TO DO SO MAKES ANY SUBSEQUENT ADOPTION SUBJECT TO REVERSAL]; and

Adoption Administrator

5. Reviews the packet and forwards to the local attorney.

Referenced Documents

Revision Comments