



State of South Carolina

Department of Social Services

Policies and Procedures: Child Welfare Services

Subject:	Adoption Preservation Services
Authority:	N/A
Standards:	Guiding Principles and Standards (GPS) Practice Model
Application:	All Adoption Staff, Well-Being Clinical Team
Purpose:	
To describe Adoption Preservation Services, including eligibility for receipt of services.	
Policy Statement:	
SCDSS provides adoption preservation services to families who adopt children, from South Carolina's public foster care system, to help meet the individualized therapeutic or supportive needs of families, preserve the family unit, provide stability, prevent entry to foster care, and elevate overall family well-being. Families receiving adoption preservation services are responsible for the payment of all associated costs; however, to the extent that funding is available, adoption preservation services may be made available at no cost.	
Policy Administration:	
The Office of Permanency Management is the owner of this policy. The director of Permanency Management, or director's designee, will review this policy within one year of publication in the Child Welfare Services Manual and will make any necessary amendments to improve its effectiveness.	
Procedures:	
A. Adoption Preservation Services Intake	1. The Regional Adoption Office that placed the child for adoption or that is assigned to the county in which the adopting family resides accepts intake and assigns an adoption specialist. 2. The adoption specialist completes the intake form while talking with the family. a. The adoption specialist asks the family what services they feel their family needs and why they feel they need them. b. The adoption specialist documents the family's request and all information provided on the intake form.

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	3. The adoption supervisor determines if an Adoption Preservation Services line needs to be opened. 4. The adoption supervisor enters the intake into Adoption Preservation Services.
B. Qualifications for Adoption Preservation Services	1. Families qualify for adoption preservation services if they meet the following criteria. a. The child was adopted from the SC foster care system; and b. The adopted child is under the age of 18. 2. The family must present a signed Adoption Subsidy Agreement for the subject child.
C. Types of Adoption Preservation Services Offered	1. Adoption Preservation Services are individualized to meet the family's needs, time sensitive, therapeutic in nature, and promote safety, permanency, and well-being for the family structure. 2. The expectation is that Adoption Preservation Services are focused on supporting the family, therefore both the youth and the family are required to participate in the services offered. 3. The following is a list of types of services offered, each of which carries the expectation that the youth and family are required to participate: a. Therapeutic in-home services b. Therapeutic community-based services c. Therapeutic out-of-home placements (has extensive criteria listed in section C below and requires a written placement agreement) 4. SCDSS considers these services in this order of priority: a. Therapeutic in-home services are to be considered first b. Therapeutic community-based services are only offered if the adoption worker assesses therapeutic in-home services and concludes therapeutic in-home services are not appropriate to meet the needs of the child and family. c. Because out-of-home placement can cause additional trauma, out-of-home placement is only offered if the child and family team have assesses that therapeutic in-home services and community-based services are not appropriate to meet the needs of the child and family, and the child meets criteria for out-of-home placement as specified in subsection C of this policy.

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D. Therapeutic Out-of-Home Placement Criteria	1. The decision to place a child in a therapeutic placement must be made within a Child and Family Team Meeting (CFTM). Prior to the CFTM in which the therapeutic placement decision is finalized, the case manager or team leader coordinates with the Well Being Team Regional Adoption Office, and the Director of Permanency Management, or designee, to discuss the out-of-home placement. Approval for out of home placement is as the sole discretion of SCDSS and the out-of-home placement must be approved by the Director of Permanency Management or designee before the placement occurs; 2. DSS Form 2455 Adoption Preservation Placement Agreement must be filled out and signed by the adoptive parent(s) and signed by all required DSS employees listed on the form before the therapeutic placement can begin. 3. Out-of-home therapeutic placements are limited to bed availability in a licensed provider at the time of the request; 4. The adoption preservation case manager will make monthly face to face contact with the child and document this dictation in CAPSS. 5. The adoption preservation case manager will make monthly face to face contact with the family of the child. If face to face is not possible with the family then contact must still be made through email or telephone and documented within CAPSS. 6. Adoptive parents must be actively involved with the therapeutic placement. At a minimum active involvement includes participation in the DSS Child and Family Team at least monthly throughout the placement. Further, the adoptive parents must meaningfully participate in monthly therapeutic counseling sessions and monthly visits with the child; 7. Adoptive parents must receive the child home for transitional visits and holidays as agreed upon by the therapeutic placement provider and DSS; 8. Adoptive parents must apply any adoption subsidy payments received pursuant to an adoption subsidy agreement to the cost of the therapeutic placement; 9. Adoptive parents must retrieve the child upon discharge from the therapeutic placement. DSS may deem the failure to retrieve a child upon discharge from a therapeutic placement abuse, neglect, or harm and may report such failure in accordance with S.C. Code Section 63-7-310; 10. The period of placement must not exceed 12 months. An extension of time requires the written approval from the Director of
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	Permanency Management or designee prior to the end of the 12 months; 11. If an extension is granted the out-of-home placement must be reviewed monthly by the child and family team to discuss progress towards the decrease in the reasons that out-of-home placement was sought and the family's work towards reunification.
E. Adoption Preservation Services Line	1. The adoption supervisor opens an Adoption Preservation Services line by the close of the business day that the intake was accepted. a. The Adoption Preservation Services line is opened for therapeutic in-home services or community-based services. b. The Adoption Preservation Service-placement line is opened when DSS has placed a child in a contracted therapeutic placement and is responsible for payment of the placement. 2. The adoption specialist makes the referral to the contracted adoption preservation service provider and notifies the family within two business days of the adoption preservation service line being opened. 3. The adoption specialist reviews the monthly progress notes from the contracted service provider and links the reports to the case in adoption preservation services. 4. The adoption specialist and supervisor attend all meetings regarding the adoption preservation services as requested or scheduled. 5. The adoption specialist or supervisor will close the Adoption Preservation Services line within one business day of notification of the family's completion or inactivity with contracted service provider, the time limits are specified in the contract with the service provider.

Forms:	DSS Form 2455 Adoption Preservation Placement Agreement DSS Form 3052 Adoption Subsidy Agreement
Glossary:	
Child Placing Agency (CPA): is an agency operating under a license to place children, youth, or young adults in a foster family home for temporary care or in prospective adoptive homes for adoption Out-of-home Placement: is when a DSS adopted child is placed in a facility that is designed to offer therapeutic placement for children	