



418.02 Placement Process for Infants (Birth-12 Months)



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CHAPTER 4, Adoption and Birth Parent Services

Revision Number: 05-01

Effective Date: 11/03/2005

418.02 Placement Process for Infants (Birth - 12 Months)

Adoption Specialist (Child's Worker)

1. Contacts the selected adoptive family's Adoption Supervisor or the Adoption Administrator with the following:

- ♦ a. Basic information on the child and the child's background;
- b. Medical history;
- c. Legal status;
- d. Suggested placement/presentation date;

Adoption Specialist (Family's Worker)

2. Contacts the family and shares the information in # 1;

3. Obtains new SLED/CPS/Sexual Offender Registry checks for selected adoptive family if the reports are older than six (6) months prior to anticipated adoptive placement;

Child's Adoption Specialist Adoption Supervisor Family's Adoption Specialist
(Supervising Placement)

4. Presents the formal background summary and supporting documentation (medical/birth records, etc.), discusses this with the family, and answers any questions. Adoptive family and adoption staff agree upon how long the family will have to decide if they can meet the needs of this child. If the family expresses any doubts or reservations, suggests that the family discuss their concerns with family members, their doctor, or other person they trust before proceeding;

Adoption Specialist (Child's Worker) Adoption Supervisor

5. Informs family of any financial assistance for which the infant is eligible. Determines if family will be requesting an adoption subsidy and, if so, negotiates the amount with the family;

Adoption Specialist (Child's Worker)

6. Obtains approval for requested adoption subsidy prior to proceeding with placement, by having the Adoption Subsidy Negotiation Checklist signed by the Deputy State Director for County Operations or his designee;

Child's Adoption Specialist Adoption Supervisor Family's Adoption Specialist
(Supervising Placement)

7. If family decides to proceed with placement, explains the [DSS Form 3025: Agreement to Place Child in Adoptive Home](#), or the [DSS 30113, Agreement to Place Child in Pre- Adoptive Home](#). Explains the purpose and process of the supervisory period;

Adoption Specialist (Child's Worker)

8. Obtains family's signature(s) on the appropriate placement agreement; the [DSS Form 3052 A: Adoption Subsidy Agreement](#), if applicable; and the [DSS Form 30122: Adoptive Parent\(s\) Certification Statement](#);

Adoption Administrator

9. Signs the appropriate placement agreement after the family signs;

Adoption Specialist (Child's Worker)

10. Facilitates introduction of child to family; encourages foster parent(s) to discuss child's needs with adoptive parent(s); assesses interaction of child/family, comfort level of child/family, and readiness of adoptive family to take child home;

Adoption Specialist (Child's Worker)

11. Forwards the [DSS FORM 3052 A, Adoption Subsidy Agreement](#), to the Deputy State Director for County Operations or his designee for signature, who signs and forwards to the Special Needs Administrator in State Office;

Adoption Administrator (or Designee)

12. Completes Blue Sheet;

13. Forwards a copy of the signed placement agreement to State Office, along with Blue Sheet;

Adoption Specialist (Child's Worker)

14. Completes [DSS Form 30144: Service Agreement Family](#). Discusses and obtains signatures of adoptive parent(s) on service agreement or, if appropriate, forwards to supervising worker to discuss and obtain signatures;

15. If child is placed with an adoptive family who resides in a county not served by the adoption office from which the child is placed, sends child's record, financial assistance record, State Office record for the adoptive family, and all signed agreements to the adoption office providing post-placement supervision. Notifies Foster Care Review Board of change in venue;

16. Updates CAPSS, including adding child to placement and adoption subsidy screens; and

17. Notifies county Medicaid worker regarding eligibility status change. Sends copy of Adoption Subsidy Agreement to Medicaid worker; and

Special Needs Administrator

18. Authorizes and initiates adoption subsidy payment in CAPSS.

Referenced Documents

Revision Comments