



425.04 Approved Adoptive Home Record - Closure



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Application Analyst II

CHAPTER 4, Foster Care

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Adoption Specialist

1. Decides to close an approved, waiting adoptive home file due to one of the following circumstances:
 - a. Family requests that case be closed;
 - b. Family fails to respond to agency phone calls and/or letters, and contact is lost with the family;
 - c. The family is no longer suitable for adoptive placement;
2. If the adoptive home assessment is being transferred to an attorney or child placing agency for possible adoptive placement, requests the family to pay a fee of \$25;
3. Upon receipt of the fee and written request and release of information from the client, sends the adoptive home assessment to the attorney or agency;
4. Notifies State Office of the closure, so that the State Office adoptive home files can be updated; and.

5. Updates CAPSS

Referenced Documents

Revision Comments