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|  | INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY | |
| | Chapter 10: Adoption/Permanency | Effective Date: May 1, 2016 |
| | Section 6: Making an Indiana Adoption Program Referral | Version: 5 |

STATEMENTS OF PURPOSE

The Indiana Department of Child Services (DCS) will determine eligibility for the Special Needs Adoption Program (SNAP) services for children who are in out-of-home care, with a case plan goal of adoption and meet one (1) of the following criteria:

1. A child who is two (2) years of age or older;
2. A child who is a member of a sibling group of two (2) or more children of which at least one (1) is two (2) years of age or older and who will be placed with the sibling group in the same home; or
3. A child with a medical condition or physical, mental, or emotional disability as determined by a physician or psychiatrist licensed to practice in Indiana or another state.

Code Reference

- [IC 31-19-27: Program for Adoption of Hard to Place Children](#)
- [IC 31-9-2-51: "Hard to place child" or "hard to place children"](#)

PROCEDURE

To initiate the Indiana Adoption referral, the Family Case Manager (FCM) will:

1. Determine if the child is eligible for adoption services;
2. Determine if the child was previously referred to the Indiana Adoption Program; if yes, contact the Regional [Adoption Consultant](#) to discuss the child's previous involvement with SNAP;
3. Secure a recent (within the past six (6) months) color photo of the child or arrange for a photo to be taken.

Note: If the child has been previously referred to the Indiana Adoption Program, speak with the Regional [Adoption Consultant](#) to determine if a recent color photograph of the child is needed and/or an updated [Child Social Summary](#). See policy [10.11 Child Social Summary](#) for additional information.

4. Complete and forward the [Child Registration for Adoption Recruitment \(SF 11840\)](#) and [Child Social Summary](#), to the Regional [Adoption Consultant](#) for each child.
5. Any child 14 years of age or older must sign the [Indiana Adoption Program Informed Consent for Recruitment \(SF 54901\)](#) form and designate which forms of media they would like to be featured in. See policy [10.7 Adoption Services](#) for additional information.

Note: Children whose parents' rights have not yet been terminated may be featured on the private portion of the website, accessible by other adoption professionals for recruitment purposes.

6. Document in the case management system that the information has been forwarded to the Regional [Adoption Consultant](#).

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

1. [Child Registration for Adoption Recruitment \(SF 11840\)](#)
2. [Tool 10.B Child Social Summary](#)
3. [Indiana Adoption Program Informed Consent for Recruitment \(SF 54901\)](#)

RELATED INFORMATION

Safe Haven Criteria

If a child meets the Safe Haven criteria, the child may be placed in an unlicensed, adoption prepared home provided the family has completed all of the home study requirements and their home study has been given a favorable recommendation by the SNAP Council. However, the home approved for prospective adoptive placement cannot be the same home that was used for the emergency foster care placement, unless otherwise approved by the Deputy Director of Field Operations or ordered by the court. See policy, [4.34 Safe Haven](#) for more information.