

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b>	
	<b>Chapter 10:</b> Adoption/Permanency	<b>Effective Date:</b> May 1, 2012
	<b>Section 7:</b> Indiana Adoption Program Services	<b>Version:</b> 4

**STATEMENTS OF PURPOSE**

The Indiana Department of Child Services (DCS) will utilize Indiana Adoption Program services to assist with finding an adoptive family for every child who meets eligibility requirements. Available services will include, but are not limited to:

1. Posting information about the child to the [internet photolisting](#);
2. Submitting the child’s information for publication in the “Opening Hearts, Changing Lives” [picture book](#);
3. Identifying qualified prospective adoptive families for every child who is legally free for adoption;
4. Interviewing families to determine the best prospective adoptive family match for the child;
5. Making referrals and coordinating the provision for post-adoptive services for the child and the adoptive families in Indiana.

Code References  
N/A

**PROCEDURE**

The Family Case Manager (FCM) will:

1. Begin preparing the child for adoption services within 14 days of the court’s finalization of Termination of Parental Rights (TPR), if a suitable prospective family has **not** already been identified:
  - a. Show children age five (5) and older a copy of the adoption [picture book](#), and explain about [internet photolisting](#),
  - b. Explain the purpose of the adoption [picture book](#) and [internet photolisting](#), and how it will be used, and
  - c. Review the [Indiana Adoption Program Informed Consent for Recruitment \(SF 54901\)](#) and obtain a signature from youth ages 14 and older prior o featuring them in the adoption [picture book](#) and [internet photolisting](#). Allow the youth to designate which forms of media may be used; and
  - d. Sign the [Indiana Adoption Program Informed Consent for Recruitment \(SF 54901\)](#) form.
2. Maintain monthly contact with the Regional [Adoption Consultant](#) to learn of potential adoptive matches;
3. Alert the Regional [Adoption Consultant](#) of any prospective adoptive families so the match may be explored.

**Note:** Prospective adoptive parents are not required to hold a foster parent license to be matched with a child who is legally free for adoption (TPR has been granted).

If the prospective adoptive placement disrupts, contact the Regional [Adoption Consultant](#) to request that recruitment efforts resume.

When one (1) or more prospective adoptive matches has been identified, the FCM will:

1. Coordinate the date and location of the family interview(s) with the Regional [Adoption Consultant](#);
2. Invite the prospective adoptive families and members of the child's team (i.e. FCM Supervisor, Regional [Adoption Consultant](#), Court Appointed Special Advocate (CASA), therapist, foster parent, etc.) to the interviews;
3. Involve children age 14 and older (younger children can be included if age appropriate) in the family interview process to facilitate compatible and successful adoptive matches;
4. Conduct individual interviews with each prospective adoptive family and allow the interviewing team to ask questions;
5. Discuss with the interview team, each prospective adoptive family's ability to meet the child's needs and all the team to make a recommendation;
6. Secure a written copy of the interview team's final recommendation at the end of the meeting; and
7. Within 72 hours of receiving the final recommendation, forward a written copy to the DCS Local Office Director (LOD) or designee.
8. Within five (5) days after the final decision is made, notify each prospective adoptive family of the final decision.

**Note:** The DCS LOD or designee must make the final recommendation for the prospective adoptive placement.

If the child's permanency goal changes to something other than adoption, the FCM will:

1. Notify the Regional [Adoption Consultant](#) of the permanency goal change; and
2. Ask for the child's information to be removed from the internet and/or [picture book](#) within seven (7) business days of court approval of the new permanency goal.

The Regional [Adoption Consultant](#) will:

1. Submit the child's photo and [10.B Tool: Child Social Summary](#) within seven (7) business days of receipt from the FCM for publication in the "Opening Hearts, Changing Lives" [picture book](#);
2. Ensure that the child's information is posted to the internet on the [internet photolisting](#) website;
3. Attempt to identify three (3) qualified prospective adoptive families for every available child;
4. Coordinate the scheduling of family interviews with the FCM to review and discuss the family preparation study;
5. Participate in the interview team's discussion about the quality of the match between the child and the prospective adoptive family, for every prospective adoptive family-child-match.
6. Make referrals for Indiana children that have been adopted and their families for post adoption services.

## PRACTICE GUIDANCE

N/A

## FORMS AND TOOLS

1. [Child Registration for Adoption Recruitment \(SF 11840\)](#)
2. [10.B Tool: Child Social Summary](#)
3. [Internet Photolisting](#)
4. [Picture Book](#)
5. [Indiana Adoption Program Informed Consent for Recruitment \(SF 54901\)](#)

## RELATED INFORMATION

N/A

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