

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 10: Adoption/Permanency	Effective Date: May 1, 2012
	Section 6: Making a Special Needs Adoption Program (SNAP) Referral	Version: 4

POLICY

The Indiana Department of Child Services (DCS) will determine eligibility for 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 SNAP referral, the Family Case Manager (FCM) will:

1. Determine if the child is eligible for SNAP services;
2. Determine if the child was previously referred to SNAP; if yes, contact the Regional SNAP Specialist to discuss the child's previous involvement with SNAP;
3. Secure a recent (i.e. within the past six (6) months) color photo of the child or arrange for a photo to be taken; See Related Information for information on obtaining a photo.

Note: If the child has been previously referred to SNAP, speak with the Regional SNAP Specialist to determine if a recent color photograph of the child is needed and/or an updated [Child Social Summary](#). See separate policy, [10.11 Social Summaries](#).

4. Complete and forward the [Child Registration: Indiana Special Needs Adoption Program \(SNAP\) Picture Book and Website Form \(SF11840/CW 1440\)](#) and [Child Social Summary](#), to the Regional SNAP Specialist for each child.
5. **[REVISED]** Any child 14 years of age or older must sign the [SNAP Informed Consent for Recruitment \(SF54901\)](#) form and designate which forms of media they would like to be featured in; See policy [10.7 SNAP Services](#).

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 Management Gateway for Indiana's Kids (MaGIK) that the information has been forwarded to Regional SNAP Specialist.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

1. [Child Registration: Indiana Special Needs Adoption Program \(SNAP\) Picture Book and Website Form \(SF11840/CW 1440\)](#)
2. [Child Social Summary](#)
3. [SNAP Informed Consent for Recruitment \(SF54901\)](#)

RELATED INFORMATION [REVISED]

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. See separate policy, [4.34 Safe Haven](#).