The Indiana Department of Child Services (DCS) will complete a **Child Social Summary** for every child in out-of-home care with a permanency plan of adoption within 30 days of filing a petition for Termination of Parental Rights (TPR).

DCS will provide the prospective adoptive parents with the **Child Social Summary**; in an effort to assure that the prospective adoptive parents are aware of and able to provide for the child’s needs.

**Code References**

IC 31-19-17: Preparation of Adoption History for Adoptive Parents

**PROCEDURE**

The Family Case Manager (FCM) will:

1. Gather the following:
   a. All available social, educational, psychological, medical, and genetic information,
   b. Information about the child’s strengths, likes and/or dislikes, needs, current life style, and behavior patterns, and
   c. Any known expectations for future development and functioning of the child, if the child has any physical, developmental, or psychological challenges.

2. Complete the **Child Social Summary** annually if necessary or until adoption occurs;
3. Provide the prospective adoptive parents with a copy of the **Child Social Summary** and answer any questions the family may have;
4. Assist the prospective adoptive parents in determining their ability to meet the child’s needs; and
5. Submit the **Child Social Summary** to the regional Special Needs Adoption Program (SNAP) Specialist for recruitment when no adoptive family has been identified for the child.

The Supervisor will review the **Child Social Summary** and provide any necessary feedback.

**PRACTICE GUIDANCE**

N/A
FORMS AND TOOLS

1. Tool 10.A: TPR Checklist
2. Tool 10.B: Child Social Summary

RELATED INFORMATION

N/A