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December 15, 2010

To: Regional Managers
Directors, Local Offices, Department of Child Services

From: James W. Payne, Director
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David Judkins, Deputy Director of Field Operations
Lisa Rich, Deputy Director of Programs and Services
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Subject: Exceptions to Adoption Training Requirements for Relative Resource Homes
DCS- 11-10

The Indiana Department of Child Services (DCS) continues to improve partnerships with the children and families we serve. We believe the most desirable place for children to grow up is with their own families, when these families are able to provide safe, nurturing and stable homes. In fulfilling this DCS value, an exception to the pre-service training requirements for adoptions can be made. This administrative letter outlines the exception. Below is a summary of the changes that are effective immediately.

DCS can provide an exception to the adoption requirements for relative resource homes that desire to adopt a child in their family. The 26 hours of pre-service adoption training required prior to initiation of the adoption home study process for unlicensed relative resource homes, and the 6 hours of "Permanency for Children" training required for licensed relative resource homes can be waived if the Local Office Director approves the exception in writing. The approved written exception will be placed in the child's case file. See separate policy 12.5 Pre-Service Training Requirements.

Updates will be made to the DCS Policy Manual to reflect these changes. If you have any questions regarding the information presented in this administrative letter, please address them to the DCS policy mailbox at DCSPolicy@dcs.in.gov.

Sincerely,
James W. Payne, Director
Department of Child Services