INDIANA DEPARTMENT OF CHILD SERVICES
CHILD WELFARE POLICY

**Chapter 10: Adoption/Permanency**

**Effective Date:** January 1, 2012

**Section 8:** Families Recommended for the Indiana Adoption Program

**Version:** 2

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**STATEMENTS OF PURPOSE**

The Indiana Department of Child Services (DCS) will hold regional Indiana Adoption Program meetings on a monthly basis to review home studies and make recommendations on families eligible for Indiana Adoption Program services.

The Indiana Adoption Program Council will include the following:

1. All Regional Adoption Liaisons
2. The Indiana Adoption Program Manager
3. A DCS Family Case Manager (FCM) and/or FCM Supervisor from each region.

Only Indiana Adoption Program Council members are allowed to vote on recommending a family.

**NOTE:** The homestudy preparer must email the homestudy two (2) weeks prior to the Indiana Adoption Program Council meeting date.

**Code References**

465 IAC 2-7-2 Special needs child; criteria

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**PROCEDURE**

Indiana Adoption Program Council members will:

1. Make all recommendations and decisions based on the best interest of the child receiving adoption services;

   **Note:** This includes, but is not limited to, focusing on reducing the length of time a child spends waiting to be adopted without sacrificing the quality of the adoptive match.

2. Inform member of policy changes and updates;

The Regional Adoption Liaison will:

1. Organize and coordinate all monthly Indiana Adoption Program Council meetings;
2. Send home studies to all Indiana Adoption Program Council members;
3. Send the Indiana Adoption Program Council meeting agenda to all Council members, including those scheduled to present home studies; and
4. Complete the Indiana Adoption Program Council recommendations form to document homestudy recommendations, pending’s, and/or denials.

Each Regional Adoption Liaison will:

1. Notify all families in their region that have been recommended by the Indiana Adoption Program Council; and
2. Enter the Indiana Adoption Program recommended family’s information into the adoption database

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

N/A

RELATED INFORMATION

Definition of a Special Needs Child for Purposes of the Special Needs Adoption Program (SNAP)

Special needs children include:
1. A child two (2) years of age or older;
2. A child who is a member of a sibling group of two (2) or more children and who must be placed together with the sibling group in the same home. (Note: At least one (1) child in a sibling group must be two (2) years of age); or
3. A child with a medical condition or physical challenge, as determined by a physician licensed to practice medicine in Indiana or another state or territory; or a child with a mental, emotional, developmental, or educational challenge as determined by a psychiatrist or a clinical licensed to practice in Indiana or another state.

Homestudy submission and review:

To submit a homestudy for review, the homestudy preparer should email the homestudy to DCSAdoption@dcs.IN.gov two (2) weeks prior to the Indiana Adoption Program Council meeting date. The homestudy preparer will present the homestudy on a first come first serve basis and he or she must have the ability to present in person or by teleconference.

Homestudy Presentation Guidelines consist of the following requirements:
1. The homestudy preparer must present the homestudy to the Indiana Adoption Program Council;
2. The homestudy preparer should ensure the homestudy is in the Foster/Adoptive Family Preparation Assessment format as outlined in Chapter 12, including annual reports and updates-licensed and unlicensed.
3. The homestudy presenters must be able to answer questions from the Indiana Adoption Council regarding concerns and/or clarification on the family;
4. The homestudy presenter must be able to recommend the family for adoption or licensure, or the homestudy should not be presented to the Indiana Adoption Program Council; and
5. A homestudy should be presented every other year for a recommendation and to have updated information placed on the adoption family database.

NOTE: Recommendations are based on the decision of the Indiana Adoption Program Council vote.