

	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

STATEMENTS OF PURPOSE

The Indiana Department of Child Services (DCS) will hold 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. [Adoption Consultants](#)
2. The Indiana Adoption Program Manager
3. A DCS Family Case Manager (FCM) and/or FCM Supervisor.

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](#)

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 [Adoption Consultant](#) 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 [Adoption Consultant](#) will:

1. Notify all families 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

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.