	TPR CHECKLIST
	Talk with resource parent(s) to determine if they are interested in adopting the child.
	Staff and screen case for a change of permanency plan to adoption with FCM Supervisor and local staff attorney.
	Request court approval of a permanency plan change to adoption.
	Update the Case Plan with adoption as the permanency plan.
	Complete the Child Social Summary within 45 days of updating the permanency plan to adoption. Ensure the Child Summary is updated annually or until the adoption is finalized.
	Determine if both parents have been identified and located.
	Request publication for Absent Parent, if applicable (will be done by the DCS Staff Attorney).
	Alert the Department of Child Services (DCS) Staff Attorney to any discrepancies in spelling of names or different last name for child or parent.
	Discuss with the parent the possibility of signing Consent to Adoption (SF 12582) and advise parents to seek legal counsel.
	Request that the attorney file a petition for Termination of Parental Rights (TPR).
	Inform child about TPR and the possible outcomes, if child is age appropriate for such a discussion.
	Ensure parents who have decided to voluntarily relinquish rights have signed all relevant paperwork including the Consent to Adoption (SF 12582). Also ensure parent(s) complete and understand the Indiana Adoption Medical History Report and Indiana Adoption History Program. See Policy 6.13 Voluntary Termination of Parental Rights (TPR).
	Initiate TPR hearing, if parents do not voluntarily relinquish rights (additional hearings may follow as it is rarely the case that TPR is completed at the initial hearing).
	Document TPR ordered.
	Set up a final visit between the child and the parents, if the child is seeing a therapist attempt to arrange visits so that the therapist can be present.
	Set-up a paper adoption case file.
	Upload all documentation into the case management system.

ADOPTION CHECKLIST FOR A CHILD _NOT IN A PROSPECTIVE ADOPTIVE HOME_

	Complete Child Social Summary **within 45 days** of changing the permanency plan to adoption. Gather input from resource parents, relatives, and therapists, or make a referral to the Indiana Adoption Program for the child summary to be completed by the contractor, if needed. Ensure the Child Social Summary is updated annually or until the adoption is finalized. **Note:** A referral for a Child Social Summary may ONLY be made if the child is referred to the Indiana Adoption Program for active recruitment of an adoptive home.
	Discuss with the child and gain his or her permission to complete the Child Registration: Indiana Adoption Program Picture Book and Website Form (SF 11840) if the child meets the eligibility criteria in policy 10.6 Making am Indiana Adoption Program Referral, and send to the Adoption Consultant. Include a copy of Child Social Summary and Indiana Adoption Program Informed Consent for Recruitment (SF 54901), if applicable per child's age.
	Obtain a recent photo of the child or refer to the Adoption Liaison to meet and photograph the child.
	Discuss with the Adoption Liaison the possibility of putting the child on Indiana's photo-listing webpage and Picture Book.
	Review adoptive home studies that have been submitted for the child, and select families to schedule for interviewing.
	Coordinate the date and location of the family interview with the Adoption Liaison.
	Send a letter to the families to be interviewed that includes: - Date, time, and place of the interview - Brief explanation of the interview process - Who to expect will be in attendance and interviewing - A list of questions that may be asked - A contact person and phone number for Family Case Manager (FCM)/Adoption Liaison
	Interview families and submit the team's recommendation, in writing to the DCS Local Office Director (LOD), of the family that best meets the needs of the child.
	Provide an update to each family that was not selected.
	Inform selected family **within five (5) days** after the decision is made, and make arrangements for pre-placement visits for the child and family prior to child being placed in the home for ease of transition and to lessen the trauma to the child.
	Ask the prospective adoptive parent to file an adoption petition to adopt the child after the child has been placed in the home for six (6) months.
(Child is now in a prospective adoptive home) Follow steps (below) in the checklist for 'A Child **ALREADY IN A PROSPECTIVE ADOPTIVE HOME'**.	

ADOPTION CHECKLIST FOR A CHILD _ALREADY IN A PROSPECTIVE ADOPTIVE HOME_	
	Complete Child Social Summary within **45 days** of changing the permanency plan to adoption. Gather input from resource parent(s), relatives, and therapists. Ensure the Child Social Summary is updated annually or until the adoption is finalized.
	Send a copy of the TPR orders and/or Consent to Adoption (SF 12582) to the attorney of the prospective adoptive parent(s). Include any information known regarding the child's eligibility for the Indiana Adoption Assistance Program. (Do not send internal eligibility forms to the attorney). (**Note:** DCS will not sign the Consent to Adoption (SF 12582) until the period of appeal for the TPR has passed, or any final appellate opinion related to the TPR has been certified and the period for appeal has passed on any issues remanded to the juvenile court, and the negotiations for Adoption Subsidy have been negotiated and finalized.)
	Complete Child Abuse and/or Neglect (CA/N) checks for all household members age 6 years and older, Sex Offender Registry (SOR) checks for household members 14 years and over, criminal history checks, and FBI fingerprint checks for all household members 18 years and over, if not completed within the past 12 months. See Policy 13.7 Conducting Background Checks for Adoptions.
	Schedule time for prospective adoptive family to review the Child Social Summary, the child's case file and the Explanation of Indiana Adoption Program (AAP & SAS) and Background Information (SF54352) form with family and have them sign. Ensure the family receives information about Post Adoptive Services (PAS).
	Request a copy of the filed adoption petition from the attorney of the prospective adoptive parent.
	Explain the Explanation of Adoption Summary to the prospective adoptive parent(s), obtain all signatures necessary, and upload into the case management system.
	Have prospective adoptive parent(s) complete the Indiana Adoption Program Application Title IV-E Adoption Assistance Program (AAP) or State Adoption Subsidy (SAS) **within 10 days** of filing the Adoption Petition. FCM will send the Application to Central Eligibility Unit (CEU), along with copies of the background checks, Consent to Adoption (SF 12582), verification that the child cannot or should not be returned to the home of either parent (e.g., parent's death certificate, no father identified via the Putative Fathers Registry, or TPR petition or order) signed Explanation of Indiana Adoption Program (AAP & SAS) and Background Information (SF 54352), and any other supporting documentation.
	Complete the Pre-Adoption Plan in the case management system located in the Case under Plans and Tools.

	Receive the Final Adoption Program Eligibility Determination, proposed IV-E Adoption Assistance Agreement or State Adoption Subsidy Agreement, Payment Request Information (PRI), and Request for Administrative Review, if appropriate, from CEU.
	Send, via regular mail, Final Adoption Program Eligibility Determination, proposed agreement, PRI form and the Request for Administrative Review (if applicable) to the prospective adoptive parent(s) or their attorney, **no later than two (2) days** after receipt from CEU.
	Schedule an appointment with the prospective adoptive parent(s) and their attorney to deliver and explain the PRI, Administrative Review Form, Adoption Assistance Program (AAP) Agreement or the State Adoption Subsidy (SAS) Agreement **within 15 calendar days** after receipt of the Final Adoption Program Eligibility Determination for an eligible child. The agreement must be signed before the Decree of Adoption is entered. FCM places original agreement in child's local adoption file.

	Prepare a Resource Family Preparation Assessment Summary and obtain required signatures of the FCM Supervisor and DCS LOD. Submit Resource Family Preparation Assessment Summary, Indiana Adoption Medical History Report, and DCS Consent to Adoption (SF 12582) for all children being adopted **within 60 days** of the adoption petition date. Children age 14 and over must consent to adoption by completing the Consent to Adoption (SF 12582).
	Attend final adoption hearing with camera to memorialize event.
	Provide the DCS Local Office Attorney with the Decree of Adoption after receipt from the Adoptive parent(s).
	Complete the following upon receipt of Final Decree of Adoption: • Upload the Final Decree of Adoption into the adoption finalization hearing the case management system within 10 business days of receipt. • Request from the court release of wardship and close the Foster Care Case • Email CEU at Centralized.Eligibility@dcs.IN.gov to alert them that the documents have been uploaded to the case management system. CEU will validate receipt of Decree and Agreement, update KidTraks to place child in payment status (if eligible for AAP or SAS). Send an email to DCS Medicaid Enrollment Unit (MEU) when the finalization process is completed to update the child's Medicaid status, and place a copy of the Decree and Agreement in the child's adoption eligibility file. • Email the DCS Regional Foster Care Specialist (RFCS) or the Licensed Child Placing Agency licensing worker to notify him or her of the Final Decree of Adoption to ensure the license is revised. • Place a copy of the Final Decree of Adoption in the child's adoption file.