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**ORANGE COUNTY SOCIAL SERVICES AGENCY  
CFS OPERATIONS MANUAL**

**Effective Date: August 17, 1984**  
**Revised: December 2, 2004**

**Number: C-0201**

## **Adoptive Parents Required Statement**

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<b>Purpose</b>	To provide guidelines in complying with the Adoption Information Act (1983) regarding required statement to adoptive parents.
<b>Approved</b>	This revised policy was approved by Michael Riley, Ph.D., Director of CFS, on December 2, 2004. <i>Signature on file.</i>
<b>Background</b>	The Adoption Information Act of 1983 requires that a statement be presented to both birth parents <u>and prospective adoptive parents</u> which specifies that the birth parent should keep the State Department of Adoption or licensed adoption agency informed regarding certain matters. Form AD 908, Adoptions Information Act Required Statement and Form was developed for this purpose.
<b>Legal Mandates</b>	<ul style="list-style-type: none"><li>• <a href="#">Family Code Section 8702</a></li><li>• <a href="#">Family Code Section 8603</a></li><li>• <a href="#">Family Code Section 9203</a></li><li>• <a href="#">Adoptions Program Regulations Section 35149 (a)(3)</a></li><li>• <a href="#">All County Letter No. 84-03 (January 4, 1984)</a></li></ul>

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## **POLICY**

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<b>General</b>	<p>CFS Adoptions staff will comply with the Adoptions Information Act.</p> <p>Form AD 908 will be completed as mandated, in a timely manner.</p> <p>Form AD 908 will be given to the birth parent(s), either in person or mailed to them if they are not available for a face-to-face interview.</p>
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Adoptive and prospective adoptive parents will be given a blank copy of the AD 908 form, and informed that the parent has signed the form.

The provision of the AD 908 form to the parent and to the prospective adoptive parent will be documented in the case record.

## REQUIRED FORMS

**CDSS Required Forms** The following California Department of Social Services (CDSS) forms can be accessed through the hyperlinks provided below.

Form Name	Form Number
<a href="#">Adoptions Information Act Required Statement and Form</a>	AD 908
<a href="#">Adoptive Placement Agreement</a>	AD 907
<a href="#">Consent for Contact Form</a>	AD 904

## PROCEDURE

**Required Actions—Birth Parent(s)** The following actions must be completed when the birth parent signs the Statement of Understanding and AD 904 Consent for Contract forms.

<u>Staff Responsible</u>	<u>Step</u>	<u>Required Action</u>
Adoptions Legal Worker (or Adoptions Worker taking a relinquishment)	1.	Provides and has the birth parent complete the Adoptions Information Act Required Statement and AD 908 form.  <b>Note: If the birth parent is not available for an in-person interview, then the AD 908 form <u>must</u> be mailed to them (if their address is known to the Agency).</b>
Adoptions Legal Worker	2.	Documents in the case record and in the CWS/CMS contacts section that the birth parent has or has not signed the AD 908 form.

3. Files the signed AD 908 form on the Post Adoption Inquiry Acco.
4. Notifies the Primary SSW, Secondary SSW (if assigned), and the applicant SSW (if assigned) that the form has been signed.
5. When a letter is sent to the birth parents and there is no response, files a copy of the AD 908 form on the Post Adoption Inquiry Acco with a note indicating the date it was sent and the address to which it was mailed.

<b>Required Actions— Adoptive Parents</b>		The following actions must be completed prior to signing the Adoptive Placement Agreement AD 907 form.	
<b><u>Staff Responsible</u></b>	<b><u>Step</u></b>	<b><u>Required Action</u></b>	
<b>Adoptions SSW</b>	1.	Educates the prospective adoptive parents regarding the Adoption Information Act during the home study process and notes that in the home study.	
	2.	Gives the adoptive parent a blank AD 908 Adoptions Information Act Required Statement and Form and informs them as to whether or not a copy signed by the birth parents is in the SSA adoption case record.	
<b>Adoptions SSW or designated Adoptions staff</b>	3.	Documents in the case record and in the CWS/CMS contacts section that the prospective adoptive parents have been informed of the birth parent's signing of the AD 908 and have been given a blank copy of the AD 908 form.	