Effective Date: September 1, 2011   **Number: C-0702**

Adoptive Placement

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Purpose	To provide guidelines for the adoptive placement of children with prospective adoptive parents.

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Approved	This policy was approved by Gary Taylor, Director of Children and Family Services (CFS), on September 1, 2011. *Signature on file.*

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Most Recent Revision	This is a complete revision of the original Policy and Procedure (P&P) published on July 01, 1985.

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Background	Adoptive placement is an administrative procedure that occurs prior to adoption finalization and results in a change in funding from AFDC-FC/CalWORKs to Adoption Assistance Program (AAP) funding. It provides the prospective adoptive parents with certain rights to the child that were not available under foster care.

A successful adoptive placement is dependent on the following critical factors:

A.   A child has been matched, placed, freed for adoption, and the adoptive home study has been approved.
     –Or–
     If the child is not currently placed with prospective adoptive parents, adoptive placement begins with the transition to the home of the prospective adoptive parents. For a description of this process, refer to Children and Family Services (CFS) Policy and Procedure (P&P) Pre-Placement Steps for Prospective Adoptive Placements (C-0703).

B.	An agreement upon an appropriate AAP rate. For additional information on this process, refer to CFS P&P Adoption Assistance Program (AAP) (C-0501).

C.	The possession of all background history regarding the child necessary to write the *Child Assessment (F063-25-674)* including:

- Medical, psychological, and educational records
- Certified birth certificate and social security card
- Court orders and court reports pertaining to the child prior to adoptive placement

Exception: Refer to "Adoptive Placement" Policy section of CFS P&P Tribal Customary Adoption (C-0705) when considering adoptive placement of an Indian Child Welfare Act (ICWA) eligible child.

This revision renders obsolete the following CFS P&Ps:

- Adoptive Placement, Supervision and Removal (C-0704)
- Adoptive Placement Pending Appeal (C-0405)

Legal Mandates	California Code of Regulations (CCR), Title 22, Division 2, § 35000 (m) lists the types of information to be disclosed to the prospective adoptive parents prior to adoptive placement.

CCR, Title 22, Division 2, § 35127.1 details the content of a written assessment of the child.

CCR, Title 22, Division 2, § 35127.1 (b)(9) details factors to consider when deciding whether a psychological evaluation is necessary for a child age five years or older.

CCR, Title 22, Division 2, § 35128 details the requirements for freeing a child for adoption.

CCR, Title 22, Division 2, § 35195 (a)(3) describes the information to be redacted from the reports provided to the prospective adoptive parents.

CCR, Title 22, Division 2, § 35195 (a)(4) states that information from psychological/psychiatric reports are restricted and will be provided verbatim to the prospective adoptive parents.

CCR, Title 22, Division 2, § 35197 lists the requirements for an adoptive placement.

CCR, Title 22, Division 2, § 35197 (e) details the responsibility of the agencies involved in a cooperative placement as it relates to the adoptive placement.

CCR, Title 22, Division 2, § 35197 (f) describes the requisite forms filed with California Department of Social Services (CDSS) when an adoptive placement is terminated.

CCR, Title 22, Division 2, § 35199 details the exceptions to the child being legally freed prior to adoptive placement.

CCR, Title 22, Division 2, § 35201 describes the content of the adoptive placement agreement.

CCR, Title 22, Division 2, § 35203 explains the responsibilities for supervision of the adoptive placement.

CCR, Title 22, Division 2, § 35205 discusses the agencies responsibilities when the prospective adoptive parents move after the adoptive placement.

CCR, Title 22, Division 2, § 35207 explains the process of terminating the adoptive placement.

Family Code (FC) § 8530 defines a licensed adoption agency.

FC § 8613 discusses the instances where the prospective adoptive parents may appear through counsel at the finalization hearing.

FC § 8705 states that the Court may make an order giving custody and control to CFS Adoption program for purposes of placing the child for adoption if one or all parent(s) are deceased.

FC § 8708 states that adoptive placement of a child may not be denied or delayed based on race, color, or national origin of the adoptive parent or the child involved.

Welfare and Institution Code (WIC) § 366.26 (n) describes the process whereby the Court declares the current caregiver a "prospective adoptive parent," a legal designation different from the same terminology used in the Family Code and the CCR.

All County Letter (ACL) 02-09 states that the approval process for adoptive applicants is an acceptable alternative to licensure or approval as a foster family home or certification as a family home of a Foster Family Agency (FFA).

ACL 03-27 (and Errata) states that once the adoptive family and the responsible public agency have signed an adoptive placement agreement, AAP payments may ensue in accordance with the previously signed AAP agreement.

Definitions

Adoption Case Record: All adoption documents starting with the preliminary assessment of adoptability through post-adoption inquiries.

Disruption in Placement: The termination of an adoptive placement prior to the issuance of a final decree of adoption.

Freed for Adoptive Placement: Eligibility of the child to be placed for adoption by relinquishment for adoption, consent for adoption, court order for the termination of parental rights, denial of paternity, or waiver of further notice of court proceedings.

Licensed adoption agency: An agency licensed by the California Department of Social Services (CDSS) to provide adoption services, including a licensed county adoption agency and a licensed private adoption agency.

Medical Report: The completed *Psychosocial and Medical History of the Child (AD 512)* which specifies information about the child's medical and family background and any attached documents that are provided to the prospective adoptive parents.

Private Agency Adoption Reimbursement Program (PAARP): Funding to compensate private adoption agencies for costs of placing for adoption and for completing the adoptions of children who are eligible for Adoption Assistance Program (AAP) benefits because of age, membership in a sibling group, medical or psychological problems, adverse parental background, or other circumstances that make placement difficult.

PAARP Liaison: The person who coordinates all home study and finalization activities between CFS Adoption program and the PAARP or co-op agency.

Place for Adoption: For the purpose of an agency adoption (CFS Adoption program), the agency's placement of a child who has been freed for adoptive placement by either relinquishment to an agency or by court order.

POLICY

Written Assessment of Child

When a child is referred for adoption services, one of the initial required tasks is to prepare a written assessment of the child by completing *Child Assessment (F063-25-674)*. The *Child Assessment (F063-25-674)* is child-focused, and its purpose is to fulfill the requirement for full disclosure to the prospective adoptive parents.

CFS Adoption program will complete a *Child Assessment (F063-25-674)* for each child. The *Child Assessment (F063-25-674)* will include the following information:

A.   Identification of the child.

B.   Medical, developmental, scholastic, mental, emotional, behavioral history and current court status.

C.   For a child placed out-of-home, a review of the amount and nature of contact between the child and the birth parents or other members of the extended family since the time of placement in out-of-home care. The review will include:

   1.   Whether the child will benefit from continuing contact with members of extended family after adoption.

   2.   Whether the child has any siblings which should also be placed with the child for adoption.

   3.   Whether the child has siblings with whom the child would benefit from maintaining contact.

D.   Family life history including:

   1.   The history of any relationships to significant caretakers of the child (including birth parents).

   2.   A summary of the child's placement history.

3. The duration and character of any relationship the child had to an identified prospective adoptive parent, particularly the caretaker.

E. Determination of the child's eligibility for AAP.

F. Religion and cultural background to include stated religious preference by the birth parent and participation in any significant cultural ceremonies.

G. Assessment of the child's willingness to be adopted. Include a statement from the child concerning placement and adoption unless the child's age or other factors preclude the child from providing a meaningful response.

H. Analysis of likelihood that the child will be adopted if parental rights are terminated.

I. Results of psychological or developmental evaluation:

1. CFS Adoption program will obtain the results of a psychological evaluation for a child <u>five years or older</u> when:

a. The child's medical history indicates a genetic predisposition for mental illness.

b. The child's behavior seems abnormal or symptomatic of a mental illness as indicated by the presence of factors detailed in <u>CCR, Title 22, Division 2, § 35127.1 (9)(A)(2)</u>.

c. The child is not exhibiting symptoms as detailed above, but other information available indicates that a psychological evaluation is necessary to facilitate placement and ongoing care.

2. If the child is younger than five years of age, a developmental evaluation will be done.

Requirement That Child Be Legally Freed

A child must be legally freed prior to being adoptively placed. This requires that CFS Adoption program do the following prior to placing a child for adoption:

A.   Identify all individuals who may have a potential legal claim to the child. Refer to the procedure section of CFS P&P Parentage (G-0602) for information regarding the process by which parentage, either presumed or alleged, is established.

B.   Ensure parental rights of the mother and any presumed or alleged fathers are terminated by one of the following actions:

   1.   Relinquishment of the child to CFS Adoption program.

   2.   Court action terminating parental rights.

   3.   Court action or relinquishment in another state resulting in termination of parental rights.

C.   If parental rights of an alleged father are not terminated by Court action or relinquishment, a child can still be freed when the alleged parent has:

   1.   Signed a *Waiver of Right To Further Notice of Adoption Planning (AD 590)* and the waiver has been filed and acknowledged as received by CDSS.

   2.   Signed a *Denial of Paternity by Alleged Natural Father— In or Out of California (AD 588)* which has been filed and acknowledged as received by CDSS.

   3.   Signed the *Statement Regarding Parentage (JV-505)* and filed with Court. Refer to "Initial CFS Responsibilities" Policy section of CFS P&P Parentage (G-0602) for further information.

D.   If the child is in the custody of CFS Adoption program and one or more parents having a potential legal claim to the child are deceased, CFS Adoption program will request that the Court make an order establishing that CFS Adoption program has the right to custody and control of the child and the authority to place the child for adoption.

E.   The sole exception to signing an adoptive placement agreement when the child is not legally free exists when all of the following conditions are met:

1. The child is already in the home of the prospective adoptive parents who have an approved full, abbreviated, or updated home study.

2. The birth mother and presumed father have signed a relinquishment document.

3. CDSS has acknowledged receipt of the relinquishment document and issued an *Acknowledgement and Confirmation of Receipt of Relinquishment Documents (AD 4333)*.

4. An action to terminate the rights of any alleged father has been filed and is pending in Court.

Full Disclosure Prior to or at the time of signing the adoptive placement agreement, CFS Adoption program will provide the prospective adoptive parents with a written medical report about the child utilizing *Psychosocial and Medical History of the Child (AD 512)*. The *Psychosocial and Medical History of the Child (AD 512)* will list:

- Names of all reports, documents, and information provided to the prospective adoptive parents including the *Child Assessment (F063-25-674)* of the child
- Name of any report, document, or information that was not obtained and the reason that the information was not available

CFS Adoption program will:

A. Obtain the prospective adoptive parent's signatures in the space provided on the *Child Assessment (F063-25-674)* and *Psychosocial and Medical History of the Child (AD 512)* acknowledging receipt of the reports.

B. Make a copy of the completed *Psychosocial and Medical History of the Child (AD 512), Child Assessment (F063-25-674)* and any attached documents with the prospective adoptive parent's signatures, and file in the adoption case record.

C. Document in the adoption case record the manner in which the information was released and the date on which it was released.

D.   Document in the adoption case record and the finalization court report the name of any report, document, or information that CFS Adoption program was <u>unable</u> to obtain for the medical report and the reason that the information was not available.

Before the finalization of the adoption, CFS Adoption program will give the prospective adoptive parents any additional medical and family background information about the child and the child's birth parents received after the release of the medical report detailed above. The information will be provided as detailed in the policy section above.

The *Psychosocial and Medical History of the Child (AD 512)* and associated documents will provide the prospective adoptive parents with the following information about the child and the child's birth parents:

- All known medical background about the birth parents
- All known diagnostic information about the child, including medical reports, psychological evaluations, and if applicable, scholastic information
- All known information about the child's development prior to placement with the prospective adoptive parents. Also, any information not in the prospective adoptive parent's possession covering the time that the child was in the prospective adoptive parent's care
- All known information about the child's family life (i.e., religious practices, cultural traditions, etc.)
- Copies of Part II (non-confidential section) of the *Information About the Birthmother (AD 67)* and *Information About the Birthfather (AD 67A),* as completed by the birth parents or presumed father if a biological father is not available
- Medical reports from the child's prenatal physician and the physician who delivered the child, or from the hospital in which the child was born, if available
- Photocopies of all written source reports on the child's and child's birth parents' medical and family backgrounds obtained during CFS investigation of the child
- All recommendations or comments made by CFS Adoption program personnel to the prospective adoptive parents about the child or the child's family background
- The *Child Assessment (F063-25-674)*, as described above in the "Written Assessment of Child" Policy section.

Restrictions on Release of Documents	The following restrictions apply to documents released as part of the *Psychosocial and Medical History of the Child (AD 512)*:

A.   Only <u>photocopies</u> of original source reports and evaluations obtained during the adoption investigation of the child's and the child's birth parent's medical and family background will be attached to the *Psychosocial and Medical History of the Child (AD 512).*

B.   All names (excluding providers) and addresses of individuals, including former caregivers of the child, contained in all reports or evaluations will be <u>deleted</u> before releasing the *Psychosocial and Medical History of the Child (AD 512)*, *Child Assessment (F063-25-674),* and associated documentation, unless <u>one</u> the following conditions exist:

- The child is a relative of the prospective adoptive parents
- The child has been placed in the home of the prospective adoptive parents as a foster child under the supervision of CFS
- Before finalization of the adoption, the Court has ordered identifying information be provided to the prospective adoptive parents

C.   When the identity of other persons, such as other children in a former foster home, would be revealed or when the information is not directly related to the child's current or future well-being, include only <u>summaries</u> of original source reports in the *Psychosocial and Medical History of the Child (AD 512)* and the *Child Assessment (F063-25-674)*.

Interpreting Original Source Documents	In the *Child Assessment (F063-25-674),* CFS Adoption program will not interpret or summarize medical terminology or health conditions that are disclosed in the original source reports attached to the *Psychosocial and Medical History of the Child (AD 512).* The *Child Assessment (F063-25-674)* will cite **verbatim** the information contained in the reports and evaluations as noted below:

A.   If a birth parent has received psychiatric or psychological evaluations, the diagnosis of the birth parent's condition will be given verbatim. CFS Adoption program <u>will not release the original report or copies</u> of the evaluation.

B.   If a birth parent has received in-patient psychiatric treatment, information concerning the birth parent's diagnosis, response

to treatment, and prognosis will be given verbatim. CFS Adoption program will not release the original report or copies of the hospitalization records.

C. CFS Adoption program will advise the prospective adoptive parents that, upon receipt of the medical report, the prospective adoptive parents should consult their physician and/or mental health professional for further evaluation or interpretation, particularly if the report contains sensitive material.

Adoptive Placement Agreement

At the time of the adoptive placement, *Adoptive Placement Agreement (AD 907)* will be signed by CFS Adoption program and each prospective adoptive parent. This agreement will:

A. Describe the rights and responsibilities of CFS Adoption program and the prospective adoptive parents.

Note: The *Adoptive Placement Agreement (AD 907)* will indicate the child's legal status and any terms or conditions of the adoptive placement of a child not yet freed for adoption.

B. CFS Adoption program's responsibility for custody of the child and supervision of the adoptive placement until the final decree of adoption is granted.

Supervision of Adoptive Placement

After signing of the *Adoptive Placement Agreement (AD 907)*, CFS Adoption program will supervise the adoptive placement for a period of six months, except in the following circumstances:

A. The prospective adoptive parents have an approved home study and have successfully completed the adoption of another child in California within the past five years and the placement was supervised by a licensed adoption agency.

B. The prospective adoptive parent is commissioned or enlisted in the military service of the United States, or is engaged in service on behalf of any governmental entity of the United States, or employed by the American Red Cross, or in any other recognized charitable or religious organization. The completion of the six month supervisory period would delay completion of an adoption which the CFS Adoption program has determined should be completed.

C. The child to be adopted is a foster child of the prospective adoptive parent whose foster care placement has been

supervised by CFS before the signing of the adoptive placement agreement. In this case, the supervisory period may be shortened by one month for each full month that the child has been in foster care with the family.

D.   If the placement of a child was voluntary with no supervision by CFS, the adoptive placement will be subject to a full six-month period of supervision that will begin at the time the adoptive placement agreement is signed.

E.   The child to be adopted was a foster child placed with a relative or a relative of the child's half sibling whose foster care placement has been supervised by CFS before the signing of the adoptive placement agreement. In this circumstance, the supervisory period may be shortened by one month for each full month that the child has been in foster care with the relative.

Note: If the placement of a child with a relative or a non-relative was intended to be an independent adoption and the placement is converted to an agency placement, it will be subject to a full six month period of supervision that will begin at the time a new adoptive placement agreement is signed.

Required Adoption Social Worker Contact

CFS Adoption program will conduct a <u>minimum</u> of four visits during the supervision of the adoptive placement. At least one of the visits will be held <u>in the home</u> of the prospective adoptive parents and the child. CFS Adoption program may reduce the total number of visits, but will not eliminate the one visit in the home, if the prospective adoptive parents meet <u>one</u> of the following conditions:

A.   Completed the adoption of another child in California whose placement was supervised by a licensed adoption agency within the last five years and have an approved home study satisfying the criteria for a full assessment.

B.   Have been the foster parents of the child to be adopted for at least six months in a placement supervised by CFS and have an approved home study satisfying the criteria for an abbreviated assessment.

C.   Have been the relative caregivers of the child to be adopted for at least six months in a placement supervised by CFS and have an approved home study satisfying the criteria for a full, abbreviated, or updated home study.

D.   Have been the foster parents of the child to be adopted for less than six months in a placement supervised by CFS and have an approved home study satisfying the criteria for a full, abbreviated, or updated home study. In this circumstance, only two of all the visits made during the foster care placement may be counted toward the four required visits under the adoptive placement supervisory period.

E.   Have been the relative caregivers of the child to be adopted for less than six months in a placement supervised by CFS and have an approved assessment satisfying the criteria for a full, abbreviated, or updated home study. In this circumstance, only two of all visits made during the foster care placement will be counted toward the four required visits under the adoptive placement supervisory period.

Prospective Adoptive Parents Who Move

If the prospective adoptive parents and child move after the signing of adoptive placement papers, CFS Adoption program will inform the prospective adoptive parents of the following:

A.   The requirement for a court appearance in Orange County finalizing the adoption. This guideline applies only to in-state adoptions. Refer to FC § 8613.5 for additional information.

B.   That all adoption hearings are private and exclude those persons who are not a party to the adoption proceeding.

C.   The Court will examine all parties appearing for the adoption proceeding. The prospective adoptive parents will execute an acknowledgement that the child will be treated in all respects as their lawful child. The Court will then enter an order of adoption if the interest of the child will be promoted by the adoption.

D.   As detailed in FC § 8613, there are specific circumstances where the prospective adoptive parents and the child are allowed to appear by counsel.

E.   Upon the request of the adoptive parents or the adopted child, the Clerk of the Court may issue a certificate of adoption that states the date and place of adoption, the birthday of the child, the names of the adoptive parents, and the name the child has taken. Unless the child has been adopted by a stepparent or by a relative, the certificate will not state the name of the birth parents of the child.

F. After adoption, the adopted child and the adoptive parents will have the legal relationship of parent and child, including all the rights and duties of that relationship.

G. An adopted child may take the family name of the adoptive parent.

H. The requirements for CFS Adoption program to comply with the provisions of the Interstate Compact on the Placement of Children (ICPC) if the family moves out-of-state. These include:

1. General requirements applicable to all cases per "General Guidelines" Policy section of CFS P&P Interstate Compact on the Placement of Children (K-0502).

2. Specific state requirements. Contact the CFS ICPC Coordinator and the CFS Adoption program supervisor assigned to the case for specific details.

Termination of Adoptive Placement

There may be occasions when the adoptive placement is terminated by CFS Adoption program. If the child will be removed from the home of the prospective adoptive parents, and there is no reason to believe that the child is in imminent danger, the CFS Adoption program will provide the prospective adoptive parents with written notification of reasons for terminating the placement.

The written notification will:

A. Be sent seven days prior to the termination of the placement.

B. State the specific conditions which led to CFS Adoption program's decision to remove the child.

C. Inform the prospective adoptive parents of the right to a grievance review per CFS P&P Adoption Application—Denial and Grievance (C-0101) or WIC § 366.26 (n) if the Court has previously designated the current caregivers as "prospective adoptive parents."

When an adoptive placement is terminated before finalization of the adoption, the CFS Adoption program will determine whether the family will be considered for placement of another child or whether approval of the family will be withdrawn. CFS Adoption

program will document its determination in the adoption case record and provide the family with written notice of its determination.

Noticing California Department of Social Services (CDSS)

CFS Adoption program will notice CDSS as follows:

A. For an adoptive placement, the *Notice of Placement (AD 558)* will be filed with CDSS within 15 days of signing the adoptive placement agreement.

B. For an adoptive placement disruption, the *Notice of Removal of Child from Adoptive Home (AD 580)* will be filed with CDSS within 15 days of removal of the child from the adoptive home.

Cooperative Placements

In a cooperative placement (i.e., one agency has custody of the child and another agency completed and approved the assessment of the prospective adoptive parents), both agencies will share responsibility for meeting all the requirements for the completion of the adoption.

The agency that has <u>custody</u> of the child will be responsible for:

*   Completion of *Child Assessment (F063-25-674)*
*   Completion of *Medical and Psychosocial History of the Child (AD 512)*
*   Completion of *Adoptive Placement Agreement (AD 907)*
*   Providing services to prospective adoptive parents who move after the adoptive placement
*   Termination of an adoptive placement

The agency that <u>approved the assessment</u> of the prospective adoptive parents will be responsible for meeting the following placement requirements:

*   Supervision of the adoptive placement
*   Termination of the adoptive placement

The agencies may modify the division of responsibilities outlined above by way of a mutual written agreement.

Adoptive Placement of an Indian Child

The placement process for an Indian child follows the guidelines as set forth in this P&P. For exceptions, refer to "Adoptive Placement" Policy section of CFS P&P Tribal Customary Adoption (C-0705).

Placement Change	The signing of adoptive placement papers constitutes a placement change due to a change in funding from Foster Care/CalWORKs to AAP. The placement hotline will be notified by the assigned Senior Social Worker (SSW) upon completion of the adoptive placement signing. This will be followed by emailing the *Placement Information Change (PIC) Notice (F063-28-301)* to the appropriate address listed on the form. Refer to CFS P&P [Placement Change Notification (K-0209)](#) for specific information regarding completion of a *Placement Information Change (PIC) Notice (F063-28-301)*.
Child Welfare Services/Case Management System (CWS/CMS) Documentation	The creation of an adoptive placement requires a change to the placement notebook in CWS/CMS. Refer to the following CWS/CMS Data Entry Standards for specifics regarding this process: • [Adoptive Placement and Finalization](#) • [Ending Foster and Non-Foster Care Placements/Placement Episodes](#) • [Placement Matrix for PIC](#) The *Child Assessment (F063-25-674)* will be imported into CWS/CMS using [CWS/CMS Data Entry Standard—Import a Document into CWS/CMS](#).

REFERENCES

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Attachments and CWS/CMS Data Entry Standards	Hyperlinks are provided below to access attachments to this P&P and any CWS/CMS Data Entry Standards that are referenced. • [CWS/CMS Data Entry Standards—Adoptive Placement and Finalization](#) • [CWS/CMS Data Entry Standards—Ending Foster and Non-Foster Care Placements/Placement Episodes](#) • [CWS/CMS Data Entry Standards—Placement Matrix for PIC](#) • [CWS/CMS Data Entry Standards—Import a Document into CWS/CMS](#)

Hyperlinks   Users accessing this document by computer may create a direct connection to the following references by clicking on them.

- CFS P&P Pre-Placement Steps for Prospective Adoptive Placements (C-0703)
- CFS P&P Adoption Assistance Program (AAP) (C-0501)
- CFS P&P Parentage (G-0602)
- CFS P&P Interstate Compact on the Placement of Children (K-0502)
- CFS P&P Adoption Finalization (C-0401)
- CFS P&P Adoption Application—Denial and Grievance (C-0101)
- CFS P&P Tribal Customary Adoption (C-0705)
- CFS P&P Placement Change Notification (K-0209)

Other Sources   Other printed references include the following:

None.

REQUIRED FORMS

Online Forms   Required forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

Form Name	Form Number
Request for Adoptive Placement Packet	F063-18-273
AAP Packet Request Memo	F063-25-631
Psychosocial and Medical History of Child	AD 512
Notice of Placement	AD 558
Notice of Removal of Child from Adoptive Home	AD 580
Adoptive Placement Agreement	AD 907
Waiver of Right To Further Notice of Adoption Planning	AD 590
Denial of Paternity by Alleged Natural Father In or Out of California	AD 588
Statement Regarding Parentage	JV-505
Information About the Birthmother	AD 67
Information About the Birthfather	AD 67A
Adoptive Placement Agreement	AD 907
Waiver of Adoption Fee	F063-25-670

Reimbursement Agreement for Nonrecurring Adoption Expenses	F063-18-324
Nonrecurring Adoption Expenses Claim Form	F063-18-243
Post-Placement Supervision Summary	F063-18-274
Adoption Presentation/Placement Summary	F063-18-121
Payment Instructions–Adoption Assistance Program	AAP 2
Child Assessment	F063-25-674
PAARP Routing Request	F063-25-671
Caretaker Presentation Request	F063-25-672
Request for Background Information	F063-25-673

Hard Copy Forms

Forms listed below must be completed in hard copy (including multi-copy NCR forms). *For reference purposes only,* links are provided to view these hard copy forms, where available.

Form Name	Form Number
AAP Reporting Responsibilities	FC Eligibility
Adoption Assistance Program Agreement	AD 4320
Acknowledgement and Confirmation of Receipt of Relinquishment Documents (issued by CDSS)	AD 4333
Court Report of Adoption	VS 44
Adoption Assistance Program Acco	F063-25-1133
Authorization for Medical Care	F063-28-13
Adoption Placement Information Acco	F063-25-1132

CWS/CMS Forms

The following required forms may **only** be obtained in CWS/CMS. *For reference purposes only,* links are provided to view these CWS/CMS forms, where available.

Form Name	Form Number
Placement Information Change (PIC) Notice	F063-28-301

Brochures

Brochures to distribute in conjunction with this procedure include:

Brochure Name	Brochure Number
None.	

PROCEDURE

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Required Actions—CFS Adoption Program Adoptive Placement	The following steps are required when completing an Adoptive Placement Signing where the Applicant SSW has done the home study.	
Staff Responsible	**Step**	**Required Action**
Adoption Legal Worker	1.	Contact birth parents upon calendaring of the WIC § 366.26 hearing in order to complete the: • *Information About the Birthmother (AD 67)* • *Information About the Birthfather (AD 67A)*
	2.	Forward completed purple legal folder to adoption clerical per established procedure.
Applicant SSW	3.	Verify that the following items are complete: • Home study • Termination of parental rights • Appeal process finished • Acknowledgement received from CDSS that the child is legally freed • Child placed in home of prospective adoptive parents
	4.	Notify assigned SSW that a date for the adoptive placement signing will be scheduled.
	5.	Complete and send: a. The *Request for Adoptive Placement Packet (F063-18-273)* to the unit clerk. b. The *AAP Packet Request Memo (F063-25-631)* to the "AAP Applications" In-Box.
Applicant Unit Clerk	6.	Upon receipt of the *Request for Adoptive Placement Packet (F063-18-273)*:

		• Send the *Request for Background Information and the Psychosocial and Medical History of the Child (AD 512)* to the assigned SSW • Request a complete purple legal file from Adoption clerical
Applicant SSW	**7.**	After return of *AAP Packet Request Memo (F063-25-631)* with attached forms, sign per "Basic Rate" Procedure section of CFS P&P [Adoption Assistance Program (AAP) (C-0501)](#) and forward to applicant unit clerk.
Applicant Unit Clerk	**8.**	Upon receipt of AAP forms:

    a. Generate the *Adoption Assistance Program Agreement (AD 4320)* using information from *AAP Packet Request Memo (F063-25-631),* and attach *AAP Reporting Responsibilities*

    b. Attach balance of AAP forms to the *Adoption Assistance Program Acco (F063-25-1133)* and file in adoption case record.

9. Using the *Adoption Placement Information Acco (F063-25-1132),* create adoption placement file to receive the following:

- *Child Assessment (F063-25-674)*
- *Psychosocial and Medical History of the Child (AD 512)* and associated documents
- Copy of psychological or developmental evaluation of the child received from assigned SSW
- Birth records of child
- *Information About the Birthmother (AD 67)*
- *Information About the Birthfather (AD 67A)*
- *AAP Reporting Responsibilities*
- *Adoption Assistance Program Agreement (AD 4320)*

Applicant SSW/ Adoption Child SSW	**10.**	Complete the *Child Assessment (F063-25-674).*

Note: The adoption child SSW will complete the *Child Assessment (F063-25-674)* on their primary cases. The applicant SSW will write the *Child Assessment (F063-25-674)* for adoption cases assigned to other programs.

Applicant SSW	11.	Route *Child Assessment (F063-25-674)* to assigned SSW for review and modification.
Assigned SSW	12.	Review *Child Assessment (F063-25-674)* for accuracy, modify as necessary, return to applicant SSW.
Applicant SSW/ Adoption Child SSW	13.	Review *Child Assessment (F063-25-674)*, modify as necessary, and forward to adoption SSSS for approval.
Adoption SSSS	14.	Review *Child Assessment (F063-25-674)*, modify as necessary, and forward back to applicant SSW.
Applicant SSW	15.	Review *Child Assessment (F063-25-674)* and forward to unit clerk.
	16.	a. Import *Child Assessment (F063-25-674)* into CWS/CMS per CWS/CMS Data Entry Standards—Import a Document into CWS/CMS.
		b. File *Child Assessment (F063-25-674)* in adoptive placement file.
	17.	Notify:

- Adoption clerical of signing date
- Applicant unit clerk of signing date and to prepare signing packet
- Assigned SSW

Adoption Clerical	18.	Set signing date and secure room.
	19.	Send copy of *Child Assessment (F063-25-674)* to prospective adoptive parents for review with a request of return in one week.
Adoption Unit Clerk	20.	Assemble the following adoptive placement documents (two sets) in preparation for signing:

- *Adoptive Placement Agreement (AD 907)*
- *Authorization for Medical Care (F063-28-13)*
- *Adoption Assistance Program (AAP) Agreement (AD 4320)*
- *AAP Reporting Responsibilities*
- *Waiver of Adoption Fee (F063-25-670)*
- *Reimbursement Agreement for Nonrecurring Adoption Expenses (F063-18-324)*
- *Nonrecurring Adoption Expenses Claim Form (F063-18-243)*
- *Notice of Placement (AD 558)*
- *Court Report of Adoption (VS 44)*
- *Post-Placement Supervision Summary (F063-18-274)*
- *Child Assessment (F063-25-674)*
- *Psychosocial and Medical History of the Child (AD 512)* and attached documents
- Psychological or developmental evaluation of the child
- Birth records of child

Applicant SSW **21.** a. Review *Child Assessment (F063-25-674), Psychosocial and Medical History of Child (AD 512)* with supporting documents, and psychological or developmental evaluation with the prospective adoptive parents.

b. Request that prospective adoptive parents sign *Child Assessment (F063-25-674)* and *Psychosocial and Medical History of the Child (AD 512)*.

c. Review and have prospective adoptive parents sign adoptive placement documents as appropriate.

d. Provide copies of all adoptive placement documents to:

- Prospective adoptive parents
- Applicant unit clerk for filing in Adoption case record

Assigned SSW Unit Clerk	**22.**	Upon notification of completion of adoptive placement signing, call placement hotline and email the *Placement Information Change (PIC) Notice (F063-28-301)* to the appropriate address listed on the form per CFS P&P [Placement Change Notification (K-0209)](#).
Applicant Unit Clerk	**23.**	Complete and forward to applicant SSSS: • *Adoption Presentation/Placement Summary (F063-18-121)* • *Payment Instructions-Adoption Assistance Program (AAP 2)* • Adoption case record
Applicant SSSS	**24.**	Review and initial: • *Adoption Presentation/Placement Summary (F063-18-121)* • *Payment Instructions-Adoption Assistance Program (AAP 2)* Forward with adoption case record to AAP Information Processing Technician (IPT).
Applicant Unit Clerk	**25.**	Forward *Post-Placement Supervision Summary (F063-18-274)* to assigned SSW.
Adoption Child SSW or Applicant SSW	**26.**	Conduct post-placement supervision per established procedure, complete *Post-Placement Supervision Summary (F063-18-274)*, and return to applicant unit clerk.
Applicant Unit Clerk	**27.**	File *Post-Placement Supervision Summary (F063-18-274)* in adoption case record.

Required Actions—PAARP Adoptive Placement	The following steps are required when completing a Private Agency Adoption Reimbursement Program (PAARP) Adoptive Placement Signing.	
Staff Responsible	**Step**	**Required Action**
Adoption Legal Worker	**1.**	Obtain birth parent information per aforementioned procedure.

PAARP Liaison   **2.**   Upon receipt of the completed home study by the PAARP agency, verify that the following are complete:

- Termination of parental rights
- Appeal process finished
- Acknowledgement received from the California Department of Social Services (CDSS) that the child is legally freed
- Child placed in home of prospective adoptive parents

3.   Complete and send *PAARP Routing Request (F063-25-671)* to PAARP clerk to initiate process of collecting documents in preparation for adoptive placement signing.

4.   Complete and send *Caretaker Presentation Request (F063-25-672)* to assigned PAARP presentation writer.

PAARP Clerk   **5.**   Complete and send to assigned SSW in primary program:

- *Request for Background Information (F063-25-673)*
- *Psychosocial and Medical History of Child (AD 512)*

6.   Complete *AAP Packet Request Memo (F063-25-631)* and send to "AAP Applications" In-Box.

7.   Request complete purple legal file from Adoption clerical.

8.   After return of *AAP Packet Request Memo (F063-25-631)* with attached forms:

- Generate the *Adoption Assistance Program Agreement (AD 4320)* using information from *AAP Packet Request Memo (F063-25-631)* and attach *AAP Reporting Responsibilities*. Record on log and place in PAARP liaison file
- Attach balance of the forms to the *Adoption Assistance Program Acco (F063-25-1133)*

Forward *Adoption Assistance Program Acco (F063-25-1133)* to PAARP liaison.

PAARP Liaison	**9.**	Sign AAP forms attached to *Adoption Assistance Program Acco (F063-25-1133)* per "Basic Rate" Procedure section of CFS P&P [Adoption Assistance Program (AAP) (C-0501)](#). Return to PAARP clerk for filing in adoption case record.
ASW Unit Clerk	**10.**	Collect required documents, copy, and list on *Psychosocial and Medical History of Child (AD 512).* Send copies with *Psychosocial and Medical History of Child (AD 512)* to PAARP clerk.
PAARP Clerk	**11.**	Log in receipt of:

- *Psychosocial and Medical History of the Child (AD 512)* and attached documents
- Copy of any psychological or developmental evaluation of the child
- Birth Records from adoption clerical
- *Information About the Birthmother (AD 67)*
- *Information About the Birthfather (AD 67A)*

Place all documents in PAARP liaison file.

PAARP Presentation Writer	**12.**	Write *Child Assessment (F063-25-674).*
	13.	Route finished *Child Assessment (F063-25-674)* to assigned SSW for review and correction.
Assigned SSW	**14.**	Complete review and return to PAARP presentation writer.
PAARP Presentation Writer	**15.**	Forward completed *Child Assessment (F063-25-674)* to PAARP SSSS for further review.
PAARP SSSS	**16.**	Review *Child Assessment (F063-25-674),* modify as necessary, approve, and forward to PAARP presentation writer for processing.
PAARP Presentation Writer	a.	Import *Child Assessment (F063-25-674)* into CWS/CMS per CWS/CMS Data Entry Standard-Import a Document into CWS/CMS.
	b.	Forward *Child Assessment (F063-25-674)* to PAARP clerk for filing in adoptive placement file.

PAARP Liaison	**17.**	Schedule room for adoptive placement signing. Notify assigned SSW and PAARP agency of date and time. Mail *Child Assessment (F063-25-674)* to prospective adoptive parents two weeks prior to the scheduled signing. Request that PAARP clerk assemble three sets of signing paperwork.
PAARP Clerk	**18.**	Assemble the following adoptive placement documents in preparation for signing:

- *Adoptive Placement Agreement (AD 907)*
- *Authorization for Medical Care (F063-28-13)*
- *Adoption Assistance Program (AAP) Agreement (AD 4320)*
- *AAP Reporting Responsibilities*
- *Waiver of Adoption Fee (F063-25-670)*
- *Reimbursement Agreement for Nonrecurring Adoption Expenses (F063-18-324)*
- *Nonrecurring Adoption Expenses Claim Form (F063-18-243)*
- *Notice of Placement (AD 558)*
- *Post-Placement Supervision Summary (F063-18-274)*
- *Child Assessment (F063-25-674)*
- *Psychosocial and Medical History of the Child (AD 512)* and attached documents
- Psychological or developmental evaluation of the child
- Birth records of child

Note: PAARP agency is responsible for completing *Court Report of Adoption (VS 44)*.

PAARP Liaison, PAARP Agency SW	**19.**	a. Review *Child Assessment (F063-25-674), Psychosocial and Medical History of Child (AD 512)* with supporting documents, and psychological or developmental evaluation with the prospective adoptive parents.
		b. Request that prospective adoptive parents sign *Child Assessment (F063-25-674)* and *Psychosocial and Medical History of Child (AD 512)*.

	c.	Review and have prospective adoptive parents sign adoptive placement documents as applicable.
	d.	Provide copies of adoptive placement documents to:

- Prospective adoptive parents
- PAARP agency
- PAARP clerk for filing in adoption case record

Assigned SSW Unit Clerk	**20.**	Upon notification of completion of adoptive placement signing, call placement hotline and email *Placement Information Change (PIC) Notice (F063-28-301)* to the appropriate address listed on the form per CFS P&P [Placement Change Notification (K-0209)]().
PAARP Liaison	**21.**	Complete and forward to PAARP SSSS:

- *Adoption Presentation/Placement Summary (F063-18-121)*
- *Payment Instructions–Adoption Assistance Program (AAP 2)*
- Adoption case record

PAARP SSSS	**22.**	Review and initial:

- *Adoption Presentation/Placement Summary (F063-18-121)*
- *Payment Instructions–Adoption Assistance Program (AAP 2)*

Forward with adoption case record to AAP Information Processing Technician (IPT).

PAARP Clerk	**23.**	Receive completed *Post-Placement Supervision Summary (F063-18-274)* from PAARP agency.
	24.	File *Post-Placement Supervision Summary (F063-18-274)* in adoption case record.