

**POLICY: JFS-2-5-13-A7**

**TITLE: Notification of Adoption Process**

**EFFECTIVE DATE: 2/03**

**AUTHORIZED BY: Board of Trustees**

**REVISION DATE:**

Revised: 10-16-08

Revised: 1-20-10

5101:2-48-11, 5101:2-48-11.1 and 5101:2-48-16

- A. When a foster caregiver expresses the desire to adopt a foster child who has resided with the caregiver for at least six months, House of New Hope shall provide the foster caregiver a JFS 01692, "Application for Adoption of a Foster Child." The JFS 01692 is a child specific application and shall expire once the foster child is adopted as evidenced by a final decree of adoption or interlocutory decree.
- B. A completed JFS 01692, with supporting documentation, and if applicable, the JFS 01530 "Multiple Children/Large Family Assessment" (12/2006), shall serve as a shortened homestudy, replacing the JFS 01691, "Application for Child Placement" (rev. 12/2006) and the JFS 01673 "Assessment for Child Placement (Homestudy)" (rev. 08/2005) required by rule 5101:2-48-12 of the Administrative Code.
- C. The assessor shall complete the JFS 01530, as outlined in rule 5101:2-48-12 of the Administrative Code, if:
  1. A family has a total of five or more children residing in the home, including foster children and children in kinship care.
  2. The family will have a total of five or more children residing in the home upon the adoptive placement of a child.
- D. Regardless of the geographic location, the following preferential order shall be given when considering families in the matching process:
  1. All adult relatives of the child. This includes a relative or non-relative who the birth mother has indicated by name as a potential resource to adopt her child.
    - i. The identified relative or non-relative shall have, at a minimum, a signed JFS 01691 "Application for Child Placement" (rev. 6/2009) or other signed adoption application on file with another state at least five working days prior to the matching conference.
    - ii. The identified relative or non-relative shall meet all relevant state child protection standards unless the Agency determines that the placement is not in the best interest of the child.
  2. The child's foster caregiver who is approved to adopt or who has completed the JFS 01691 at least five working days prior to the matching conference unless the agency determines that the placement is not in the best interest of the child.
  3. Other suitable approved prospective adoptive families.
- E. When the Agency determines that any statement in a homestudy has been falsified, the procedures outlined in rule 5101:2-33-13 of the Administrative Code shall be followed.
- F. House of New Hope shall not release a home study to any other agency or to the probate court when it has been determined that the application or home study contains a false statement knowingly made by the applicant(s) that is included in the written report of the home study.

- G. Upon receipt of a completed ODJFS 01692, House of New Hope shall review the application with the foster caregiver. House of New Hope shall not require the foster caregiver to undergo a BCII check and FBI check as a condition of acceptance or approval of the application for adoption of a foster child pursuant to rule 5101:2-48-10 of the Administrative Code; however, the agency shall inform the foster caregiver that a criminal records check is required before a court may issue a final decree of adoption or interlocutory order of adoption.
- H. When House of New Hope receives a completed JFS 01692, "Application To Adopt a Foster Child in the Home Twelve Months Or More," we shall provide the foster caregiver the following information:
  - 1. The required adoption training as outlined in rule 5101:2-48-09 of the Administrative Code; and
  - 2. The application process and eligibility requirements of Title IV-E adoption assistance, state adoption maintenance, state special services subsidy, post adoption special services subsidy, and non-recurring adoption expenses.
- I. Prior to the approval of the adoption homestudy, House of New Hope shall document in the case file that the foster caregiver has fulfilled the required adoption training as outlined in rule 5101:2-48-09 of the Administrative Code.
- J. The Agency shall compile and review all of the following information to determine the appropriateness of the foster caregiver for adoptive placement:
  - 1. JFS 01653 "Medical Statement for Foster Care/Adoptive Applicant and All Household Members" (rev. 02/2003).
  - 2. JFS 01349 "Foster Home Home Study" (rev. 01/2003) or the JFS 01673 and the JFS 01673-A "Child Characteristics Checklist for Foster Care and/or Adoption" (rev. 08/2005), as applicable.
  - 3. All JFS 01385 "Assessment for Child Placement Update," (rev. 12/2006), if applicable.
  - 4. Foster home record.
  - 5. The BCII and FBI reports as outlined in rule 5101:2-48-10 of the Administrative Code.
  - 6. Case record information documented by the placement worker's visits to the foster home.
- K. The agency shall search the statewide automated child welfare information system (SACWIS) or the central registry of abuse if SACWIS is not fully implemented, in accordance with rule 5101:2-48-09 of the Administrative Code.
- L. House of New Hope shall process the completed JFS 01692 and follow the approval or denial procedures found in paragraphs (G) to (I) of rule 5101:2-48-12 of the Administrative Code.
- M. House of New Hope shall process the completed JFS 01692 and the assessor shall arrive at one of the following recommendations:
  - 1. Approve the applicant(s) as a prospective adoptive parent for the child residing in the applicant's home for at least six consecutive months.
  - 2. Deny the application.
- N. The assessor shall provide written notification to the applicant(s) of approval or denial of the adoption homestudy within ten days after the homestudy has been approved or denied.
- O. If the decision of the agency is to approve the applicant(s) as a prospective adoptive parent for the specific child(ren) residing in the home for six consecutive months, the written notification shall include, but not be limited to the date of approval of the JFS 01692.
- P. If the decision of the assessor is to deny the applicant(s) of adoption for the specific child(ren) residing in the home for six consecutive months, the written notification shall contain the following:
  - 1. A detailed explanation of the reason for the denial setting forth all of the reasons.

2. A description of procedures for an agency review pursuant to rule 5101:2-48-24 of the Administrative Code.
- Q. Upon approval of the foster caregiver for the adoptive placement, House of New Hope shall follow the adoptive placement procedures as outlined in rule 5101:2-48-16 of the Administrative Code.
- R. In the event that House of New Hope has placed a child that is in their custody into a foster care network other than the custody holding agency's, House of New Hope will notify the recommending agency and foster caregiver, in writing, that the child has become available for adoption in accordance with the procedures outlined in rule 5101:2-48-12 of the Administrative Code. This does not apply to:
1. Step-parent adoptions.
  2. Adoptions where the PCSA in the county in which the adoptive family resides has contracted with a PCPA or PNA for placement and/or post placement supervision services.
- S. If House of New Hope intends to place a child for adoption with an adoptive family from another county, it shall notify the PCSA in the county in which the applicant resides. This requirement does not apply to an adoption by a step-parent whose spouse is a biological or adoptive parent of the minor to be adopted.
- T. If House of New hope is arranging an adoption and intends to place a child for adoption with an adoptive family, it shall notify the PCSA in the county in which the applicant resides. This requirement does not apply to:
1. An adoption by a step-parent whose spouse is a biological or adoptive parent of the minor to be adopted.
  2. An adoption where the PCSA in the county in which the adoptive applicant resides has contracted with House of New Hope to complete the adoptive applicant's homestudy.
- U. The written notification to the PCSA, required in rule, shall be sent at least ten days prior to the placement of the child. In the case of an infant placement, the notification may be made prior to the birth of the child.
- V. The written notification required in rule shall include the following information:
1. The prospective adoptive child's age.
  2. A description of the prospective adoptive child's special needs.
  3. The name(s) of the prospective adoptive parents.
  4. The number of children that will reside in the prospective adoptive home if the prospective adoptive child is placed in the home.