

ORANGE COUNTY SOCIAL SERVICES AGENCY CFS OPERATIONS MANUAL

Effective Date: April 28, 2004
Revised: March 10, 2011

Number: C-0102

Adoption Full Assessment

Purpose To provide guidelines and requirements for the Full Adoption Assessment (Concurrent Planning/Special Interest) to be completed for adoptive applicants.

Approved This policy was approved by Gary Taylor, Director of CFS, on March 10, 2011.
Signature on file.

Background Information to be gathered from adoptive applicants is set forth in California Department Social Services (CDSS) Title 22, Division 2, Adoption Users Manual.

Legal Mandates State Regulations have been cited. References are drawn from:

- California Code of Regulations, Title 22, Division 2, Sections 35049, 35177, 35180, 35181, 35183, 35215, 35217, 35219, and 35211
 - Family Code, Sections 8601, 8603, 8702, 8818, 9203, 9204, 9205
 - Welfare and Institutions Code (WIC) 361.3
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Definitions An **Adoption Full Assessment** is a comprehensive evaluation of applicants who have expressed an interest in adopting:

- A child or children
- A specific child or children (**Specific Interest Request**) or
- A relative or **NREFM (Non-Related Extended Family Member** which is an adult caregiver who has an established familial or mentoring relationship with the child)

A Full Assessment is completed for applicants expressing an interest in being available as a **Concurrent Planning** family. **“Concurrent Services Planning”** means a written child welfare services case plan is developed for the child which identifies the child’s permanency alternative and the services necessary to achieve it if the parents fail to reunify with the child. Concurrent Planning services are to be developed whenever possible for children who are brought into out of home care. There are levels of risk involved for the potential adoptive family.

An **Abbreviated Assessment** is an evaluation of applicants who:

- Are existing relative caregiver(s) of the child to be adopted and have completed the relative assessment process
- Are current caregivers of the child to be adopted and are licensed or certified as a foster family home
- Have cared for the child being requested, under the supervision of an adoption or child welfare agency, for at least six months, or
- Have completed a recent, successful adoption in California and the assessment is available

An **Updated Assessment** is completed when applicants:

- Have previously adopted and have an existing, completed assessment, or
- There have been significant changes for the applicants or members of their household and they are awaiting placement, or
- Have not finalized their adoptive placement within two years of placement

Note: The above are described further in sections that follow.

POLICY

Adoption Assessment

All applicants seeking to adopt a child must be assessed per state regulations. Adoptive assessments (home studies) will include all required elements per Title 22 regulations and required documentation will be maintained in the adoptive case file.

Per CFS policy, adoptive assessments are to be completed within six months of assignment. The assigned SSW shall contact newly assigned applicants, within one month of assignment.

Prior to entering into an adoptive assessment, the prospective applicant is required to:

- Attend the CFS Adoption Orientation where the applicants will receive the following:
 - Adoption Application Process (F063-18-301)
 - Adoption...Required Documents (F063-18-300)
 - Adoption...Things You Need to Know (F063-18-284)
- Submit a completed adoption application
 - Adoptive Applicant Information (F063-18-114)

The *Adoption Full Assessment (F063-18-307)* is completed for Concurrent Planning and Specific Interest Request applicants.

Accepting An Adoptive Application

Adoptive applicants are advised to submit their completed application to CFS reception, who will contact the Adoption's on duty Senior Social Worker (SSW), who will ensure the application is complete using the *Adoption Application OD Checklist (F063-18-310)*.

Incomplete applications will not be accepted. The Adoption's on duty SSW is to advise the applicant of what is required to complete the application.

Reasons An Application Or Assessment May Not Continue

Adoption staff are responsible for assessing whether the prospective applicant is requesting a child with characteristics similar to the children served by CFS and for whom the agency can reasonably expect to place a child. An assessment will not be initiated or completed in the following circumstances:

- During an adoptive assessment, if the agency does not reasonably believe the family would receive an adoptive placement, the assessment shall not continue
- If SSW has concerns about the appropriateness of the applicants at any point, the SSW shall discuss the applicant's suitability as an adoptive parent with their supervisor. A decision shall be reached as to how to proceed
- The Program Manager can be consulted at any point but must be involved in any decision not to proceed with an application

Agency denial, withdrawal grievance procedures shall be followed.

When a decision is made to approve an application and/or assessment, it shall be with the clear expectation that the agency can reasonably expect a child to be placed with the applicant.

Adoption and Foster Care Applicants

Current Federal and State practice is moving in the direction of applying the same standards to applicants requesting to provide adoptive or foster care. The future direction is to provide a consolidated assessment process for applicants.

To move towards and ensure same standards are applied to foster and adoptive applicants, Orange County Children and Family Services (CFS) programs shall seek to minimize application duplication of documents and service requirements and maximize communication between programs that provide services to foster and adoptive applicants.

When issues related to service provision or approvals arise in relation to specific, mutual applicants, a case staffing between programs may be necessary to ensure communication.

Specific Interest Request

Agency policy is to accept a **Specific Interest Request** only when the applicant has a significant emotional relationship to the child and it is in the child's best interest and/or there are no other appropriate resources.

Prior to accepting a **Specific Interest Request** application or entering into an assessment, the Adoptions SSW shall discuss the applicant's request with the child's assigned SSW. Discussion shall include the child's:

- History
- Legal situation
- Behaviors and characteristics
- Anticipated case plans including placement planning
- Relationship with requesting applicant
- Feasibility of proceeding with an applicant's request for specific child

Consultation with supervisory staff is required prior to entering into an assessment or accepting the application.

Kinds of Assessments

A. **Full Assessment:**

A Full Assessment shall be completed except when the applicant meets the criteria below for an abbreviated or updated assessment.

B. **Abbreviated Assessment:**

An Abbreviated Assessment may be conducted under any of the following conditions:

1. The applicant is the current caregiver of the child to be adopted, **and:**
 - Is licensed or certified as a foster family home, **and**
 - Has cared for the child, under the supervision of an adoption or child welfare agency, for at least six months
2. The applicant is an existing relative caregiver of the child to be adopted who was assessed under Welfare and Institutions Code (WIC) Section 361.3, and written documentation of the relative assessment is available to the adoption agency.
3. The applicant has successfully completed a prior agency, independent or intercounty adoption in California within the last five years and both of the following conditions exist:
 - An approved written assessment was made as required by Title 22, Division 2, Section 35180 (agency), Section 35081 (independent), Section 35257 (intercounty)
 - Written assessment document is available to the agency completing the current assessment

C. **Updated Assessment:**

An Updated Assessment shall be completed in any of the following circumstances:

1. In the agency's judgment, there have been significant changes, which warrant an update prior to the placement of a child in the home. Examples:
 - Placement disruption
 - Change in marital status
 - Significant change in health
 - Birth or adoptive placement of a child
2. Since completion of the existing assessment:
 - Two years have passed and the adoptive child's finalization has not occurred
 - Two years have passed and prior to finalization of the first adoptive child, a second adoptive child is being placed with the applicants
3. There is an existing adoption assessment conducted by another agency.

If three years have passed since the assessment approval and no child has been placed in the applicant's home, SSW shall discuss barriers to placement and the possibility of withdrawing their application, which would allow them to pursue other avenues of adoption.

- If a placement has not occurred within three years, the SSW shall discuss closing the application to adopt unless there is reason to believe the family will be matched. Supervisor/program manager authorization shall be obtained prior to making a final decision to close an applicant's case.

Annual Applicant Contact

A yearly face to face home visit with the applicants shall be completed and documented in the applicant and CWS/CMS cases. Significant family changes shall be addressed and documented.

Assessment Requirements—Contacts

The **agency shall have at least three face-to-face contacts with each applicant** for the purpose of interviewing the applicant for the assessment. Contacts shall include, at least, all of the following:

- One interview with the applicant in the home
- Individual face-to-face interviews with each applicant
- Joint interview when there are two applicants
- Face-to-face interview with all other individuals residing in the home
- Additional interviews as necessary

Document Collection Requirements

To ensure the Adoptive Applicant has submitted all required documents, the Adoption Applicant SSW shall use the CDSS checklist, *Adoptions Worksheet (AD 40.1)*.

Initial Discussion Topics

The Adoption SSW is to discuss the following topics with applicants and confirm applicant's knowledge of the adoptive process, some of which may have been provided in the adoption orientation.

- A. Application, assessment, and contact requirements.
- B. Inform applicants of the following regarding confidentiality:
 1. If confidential information is received from one applicant, which could affect the approval of the adoptive assessment, it may need to be shared with the other applicant.
 2. Assessments will be shared between adoption agencies as agreed to on the *Adoption Agreement/Release of Information (F063-18-81)* form.
 3. Non identifying information will be submitted to Juvenile Court as a requirement of the dependency process.
- C. Characteristics for children available.
 1. Agency purpose - to find families for children as opposed to finding children for all families.

2. The children we serve often have physical, emotional, behavioral issues related to past trauma and may require special parenting interventions and resources.

D. Juvenile Court jurisdiction and dependency process:

1. Concurrent planning.
2. Role of concurrent family.
3. Levels of certainty.
4. Court process/requirements.

E. Applicant and agency roles and responsibilities working with:

1. Child welfare agency.
2. Juvenile court.
3. Birth parents/child.
 - Visitation
 - Family ties
 - Teaming with/modeling
 - Maintaining connections (e.g., community, culture, religion)
 - Case plan
 - Reunification efforts
4. Resource providers.

F. Foster care license (reasons to be licensed).

G. Fees:

1. No agency fee.
2. Attorney fee.
3. Court filing fee.

H. Benefits that may be applicable:

1. Reimbursement for non-recurring adoption expenses.
2. Federal income tax credit.
3. Employer adoption benefits.

- I. Adoption Assistance Program (AAP):
1. Confirm knowledge of and differences between AAP, foster care, and Medi-Cal benefits.
 2. Goal of AAP:
 - To remove economic barriers preventing adoption
 - Ensure permanency for children
 - Prevent children from remaining in long term foster care applicants
 3. Provide applicants with information on adoption assistance program.

Note: For more information, refer to CFS P&P Adoption Assistance Program (AAP) (C-0501).

- J. Maternal/paternity leave.
- K. Adoptive process and timeframe. Provide applicants with *Adoptive Document Checklist (F063-18-285BI)*.
- L. Availability of training related to adoptive parenting preparation.
- M. Spousal waiver requirements, when applicable.
1. **Explain:** An applicant who is married and not legally separated from his or her spouse cannot adopt without the consent of the spouse, provided the spouse is capable of giving consent.
 - When a spouse is not capable of giving consent, the reason(s) shall be documented in the case record and supervisory concurrence must be obtained
 2. Consent of a non-adopting spouse is not required if a Judgment of Legal Separation has been filed.
 3. *Judicial Council Form ADOPT 210* (mandatory form) must be signed by the non-adopting spouse (Page 1 of 2, #4b) and submitted to supervision with the completed full assessment at the time approval is being requested.
 - *ADOPT 210* form is submitted to the court at the adoption finalization hearing
 - All other applicable signatures on the *ADOPT 210* form are to be signed at the adoption finalization hearing

**Review of Clearances,
Verification, and
References**

For all applicants and adults residing in the home, the Adoption SSW shall obtain, review, and file in the adoption case record the following:

- A. Child Abuse Central Index (CACI).
- B. CWS/CMS.
- C. Child Abuse Registry.
- D. DOJ (Department of Justice) via Live Scan Fingerprinting on all adults residing in the home.

Refer to Attachment 7—Parties Subject to Live Scan Clearances of CFS P&P Live Scan Fingerprinting (B-0115) for guidelines regarding parties subject to Live Scan.

- E. FBI Criminal Record Clearance on adult applicants and all adults residing in the home when:
 - 1. An adult has resided in California for less than two years.
 - 2. Information indicates an adult may have committed a crime in another jurisdiction.
- F. Military Discharge DD214.
- G. Medical Examination for each applicant (see Physician's Examination of Adoption Applicant/Petitioner [AD 524BI]).
 - 1. By a licensed physician or a nurse practitioner or physician's assistant practicing under a licensed physician.
 - 2. No more than six months before the date of the application to adopt.
 - 3. TB Clearance is required to be within one year of application.
- H. Health Statement for all household members (see *Medical Form on Household Member of Adoptive Family [Other than Adoptive Parents] [F063-18-116BI]*).
 - 1. From a medical practitioner.
 - 2. No more than six months before the date of the application to adopt.
 - 3. TB Clearance for each adult, 18 years and older.
- I. Four Personal References are requested (see *Cover Letter for Personal Reference [F063-18-305]* and *Request for Reference for Foster Care/Adoption [AD10]*).
 - 1. One relative who is in close contact with the family.

2. Three personal nonrelative references who know the family.
3. If questions arise from completed reference, a follow up telephone contact to the reference shall be made for clarification.

Note: CFS policy is to request four references. If unable to obtain four, a minimum of three will be required for approval.

- J. School Reference, including recent report card (see *Authorization for Release of Information Regarding School Performance [F063-18-302]* and *Cover Letter for Student Evaluation [F063-18-102]*).

Note: Release of information required, included in application.

- K. Employer Reference and Income Verification (see *Employee's Release of Information [F063-18-303BI]* and *Employment Reference for Adoption/Foster Care [F063-18-117]*).

1. Release of information required – included in application (Adoptive Applicant Information).
2. Verification of employment and income.
3. If self employed, current signed tax record.

- L. Income, Expenditures, and Resources (included in application).

- M. Adoption Agreement and Release of Information to other adoption and child welfare agencies for matching purposes (see *Adoptive Agreement and Release of Information [F063-18-81]*).

- N. Spousal Waiver (Judicial Council form *Adopt 210*) should be signed by the non-adopting spouse prior to the full assessment being submitted to supervision for approval (Page 1 of 2, #4b).

- All other signatures on the form are to be completed at the adoption finalization hearing

- O. Supplemental information that may be necessary:

1. Additional references.
2. Psychological exams.
3. Physical and/or mental health statement(s) from health care provider(s).
4. Juvenile Criminal Clearance when necessary due to history or behavior.

5. Department of Motor Vehicles check.
- P. Obtain photocopies of the following certified documents:
 1. Birth certificates for all household members.
 2. Death certificates.
 3. Marriage certificate.
 4. Divorce decree.
 - If there are multiple marriages/divorces, the divorce decree from the most recently dissolved marriage is sufficient (the marriages preceding a verified divorce decree shall be assumed to be validly dissolved)
 - Must be court filed copy

Note: Follow-up with applicants may be required on information that needs to be clarified or addressed.

Supplemental Information

Applicants are required to complete the following:

- A. *Adoption Questionnaire I (AD4324) and Family Assessment Questionnaire II (AD918).*
- B. *Child Desired Worksheet Form A (F0912-18-88A) and Child Desired Worksheet Form B (F0912-18-88B).*
- C. *Autobiography (see Explanation of Autobiography [F063-12-182]).*
- D. Family photo album (used to match and introduce family to the child, to include household member and family activities).

CONTENT OF FULL ASSESSMENT

Applicant Identifying Information

Maintain required documentation in the adoptive case file. At a minimum, the CFS Adoption SSW is to obtain the following applicant information:

- A. Full name, including aliases and maiden names.
- B. Current address and telephone number.
- C. Date of birth.
- D. Sex.
- E. Blood relationship to child, if any.

- F. Race and ethnic background information.
- G. Religion, if any.
- H. Names, dates of birth, and sex of other individuals in the home and relationship to the applicant.
- I. Names, dates of birth, and location of any children of applicant who are not living in the home.
- J. Names and addresses of four references who know the applicant:
 - For couples, reference needs to know both
 - One reference shall be a relative

**Review of
Assessment
Information**

Review and assess the following additional factors with applicant(s):

- A. **Social history**, including the following:
 - 1. Child history.
 - Relationship with parents and extended family
 - 2. Personal characteristics and current functioning.
 - Self esteem, temperament, personality
 - Ability to cope with stress and disappointment
 - Relationships with peers
 - Community activities, hobbies
 - 3. The results of a screening for any criminal record and child abuse index report.
- B. **Physical and mental health history.**
 - 1. Family history.
 - 2. Past and current providers.
 - 3. Medications.
 - 4. Hospitalizations.
 - 5. Suicide attempts or ideation.
- C. **Family, marital and significant relationships.**
 - 1. Include quality and stability.

2. Ability to function without their spouse.
3. Communication pattern.
4. Applicant interaction related to:
 - Money, sex, in-laws, trust
 - Identify past/current issues and how they were resolved
5. General problem solving approach (large purchases, moves, etc.).
6. Extended family composition and accessibility.
7. Family feelings regarding adoption, including extended family and potential impact.

D. **Motivation for seeking adoption** and the ability and willingness to assume permanent responsibility for the care, guidance and protection of a child through adoption.

1. Reasons to pursue to adoption.
2. Each applicant's decision to adopt (discuss timing and process).
3. How mutual decision to adopt was reached.
4. Hesitations, uncertainties, fears.
5. Insight to identify and meet child's needs as separate from own.
6. Ability to meet own needs.
7. Motivations which may be of concern.

E. **Feelings and attitudes related to infertility:**

1. Past and present medical treatment efforts.
2. Grief process, denial & resolution.
 - Timing and process for each applicant
3. Appropriate time to adopt; why now?

F. **Current parenting:**

1. Current or past significant attachments to a child other than their own.

2. Ability of applicant(s) to perceive the individual and unique qualities of children in and outside the home.
3. Children in home shall each be interviewed alone during final home visit.

Note: Important to discuss with child and applicants the significant role existing children will play.

G. **Adequacy of social support system:**

1. Community, neighborhood involvement.
2. Other support systems:
 - Friends, neighbors, church members, etc.

H. **Financial stability** to include:

1. Employment history and reference.
2. Income, expenditures and resources.
3. Preparation or plan applicant has/will make for child's care in the event of death or incapacity of applicant.
4. Family's ability to meet child's need.

I. **Adequacy and safety of housing:**

1. Ensure there is a Safety checklist (if not licensed for foster care) (see *Checklist of Health and Safety Standards for Approval of Family Caregiver Home [SOC 817]*).
2. Describe housekeeping standards.

J. **Parenting practices and discipline:**

1. Discuss implications around use of an instrument for discipline.
2. If applicants have little or no parenting experience, discuss potential scenarios.
3. Developmental issues, delays.
4. Behaviors applicant identifies as pleasing and displeasing.

5. Sensitivities and differences required in handling adoptive child (e.g., time out may need to be where child can see parent vs. isolated in room).

- Applicants are encouraged to take time off to help child and family members integrate
- Understanding and sensitivity of adoptive child's need for applicants emotional and physical presence

6. Parenting the abused child. Attitudes regarding:

- Counseling
- Sensitivity about sharing child's history outside the home

K. Applicant's ability to help child accept adoptive status.

1. Educate regarding issues child may need help with.

2. Ability, understanding and plan to deal with the life long issues of adoption.

3. Attitudes toward:

- Biological parents
- Relinquishment
- Court removals
- History of abuse, neglect, substance use - exposure, impact on child
- Environment/hereditary issues
- Perceived meaning of mental health history
- Ability to understand importance child/biological parent relationship
- Willingness to enter into a kinship adoption agreement
- Attitudes about searching

L. Major, significant, and/or traumatic life experiences such as:

- Addiction
- Childhood abuse
- Death or loss of significant relationship
- Domestic violence

Address the following:

- Significance to applicant
- How life experiences may affect parenting abilities and/or practices
- Efforts towards resolution of issues

M. **Child care plans.**

1. Plans for child's care if both applicants work outside the home.

2. Awareness of cost, resources.

- N. Determination of **applicant's commitment and capability/strengths** in meeting the basic or special needs of a child.
1. Discuss completed *Child Desired Worksheet Form A (F0912-18-88A)* and *Child Desired Worksheet Form B (F0912-18-88B)*.
 2. Assist applicants in identifying characteristics and behaviors to be ruled in/out.
 3. Adherence to birth order is preferred.
 4. Awareness and/or use of community resources.
- O. **Cultural competence/Fairness and equity.**
1. Describe culture and ethnicity, including neighborhood and schools.
 2. Cultural and religious acceptance of adoption.
 3. Multiethnic Placement Act (MEPA) prohibits denying or delaying placement of a child for adoption or into a foster home on the basis of race, color, or national origin of the child or adoptive/foster parent unless extraordinary circumstances exist. MEPA also prohibits denying any person the opportunity to become an adoptive or foster parent based on race, color or national origin.
 4. Family's identified religion and practice:
 - Willingness to maintain child's ties to their faith or religious practices
- P. Any other factors that may affect the **safety, permanency, well being and stability of the child**, including but not limited to:
- Feelings and attitudes regarding sexuality if applicant is considering a child with a sexual abuse history
- Q. **Ability of applicant(s) to work with child welfare agency** and resource providers in support of a case plan for a juvenile court dependent.
- R. **If applicant is birth/biological parent of child to be adopted**, address conditions that led to child's removal and current circumstances, i.e. may be a biological parent whose rights have been terminated or father whose identity was not established.
- S. **Identify resources, training and services** needed to strengthen and facilitate applicant's ability to meet the needs of a child.
- T. **Applicant must be 10 years older than the adoptive child.** The court may make an exception based on the child's best interests when the applicant is:

- Step parent
- Sibling
- Aunt or Uncle
- 1st cousin

(For additional information, see *Adoption Full Assessment Interview Guide [F063-18-306].*)

**Child/
Placement
Preferences**

Establish and document the family's placement preferences/decisions.
Determine conclusion based on family's preferences and SSW's assessment.

Discuss family's preferences:

A. Willingness and ability to be a concurrent planning family.

1. Establish family's level of certainty.
2. Feelings and attitudes related to:
 - Birth parents, sibling(s) and extended family
3. Contact, visitation, maintaining ties, includes sibling(s) and extended family.
4. Roles and responsibilities of working with:
 - Birth family
 - Agency
 - Court

B. Kinship adoption agreement/permanency planning mediation.

- Post adoptive correspondence and/or contact desired

C. Child Desired: Identify what applicants can and can not accept. Discuss completed Child Desired Worksheets to confirm:

1. Age range (consider age of children already in the home).
2. Sex.
3. Racial and Ethnic parameters.
4. Birth parent backgrounds.
5. Child behaviors.
6. Issues regarding physical characteristics of a child.

7. Level of acceptance relating to special needs:

- Medical
- Emotional
- Mental health
- Educational/developmental delays
- Sexual abuse

Note: Narrow requests shall be discussed with SSSS regarding whether a potential placement is feasible.

D. **Define and discuss AAP:** Establish a determination of the applicant(s) commitment and capability to meet the needs of a child including both of the following:

- Basic needs
- Special/specific needs
- Applicant(s) request for or deferment

Request for *Adoption Assistance Program Benefit (AAP 1)* form is to be completed after applicants are matched.

E. **Reimbursement of nonrecurring adoption expenses** (see *Nonrecurring Adoption Expenses [F063-18-243]*).

F. **Leave of absence/Child Care.**

1. Plans of each applicant to take time off/leave of absence, amount of notice needed.
2. Child care arrangements and costs.
 - Summer, holiday, school break

Further Required Discussion Explain and document discussion of the following information:

A. **Grievance Procedures, Rights and Responsibilities of Adoptive Parents** (see related CFS P&P's Adoption Application Denial/Withdrawal [C-0101] and Placement Grievance Review [K-0206]).

B. **Confidentiality laws** concerning:

1. **Biological parents:**

- **Provide** blank *Adoptions Information Act Statement (AD 908)* - advise birth parent(s) will be informed and asked to complete
- **Provide** blank *Consent for Contact (AD 904)* and explain use for birth parent and adult adoptee

2. **Reunion laws.**

3. **Biological parents/Adult Adoptee.**

4. **Biological Siblings** (see *Waiver of Right to Confidentiality for Siblings [AD 904A]*).

5. **Medical emergencies/Adoptee under age 21.**

C. **Procedure for providing copy of written assessment to the applicant.**

D. **Availability of national, state and local adoption exchanges and photolisting.**

E. **Matching, Presentation, and Placement.**

- Use of and need for applicant photo album

Summary Recommendation **Identify** in the summary and recommendation section of the *Adoption Full Assessment (F063-18-307)*:

- Any significant issues or life experiences
- The degree of resolution that has occurred and
- The current or potential impact on their parenting abilities

Provide a comprehensive identification of the strengths and characteristics of the applicant(s) that support your assessment and recommendation.

REFERENCES

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

- Adoption Users Manual, Title 22, Division 2, Sections 35180-35183 [Full Assessment in §35180; Abbreviated Assessment in §35183; Update Assessment in §35183(b)]
 - Family Code (§§8601, 8603, 8702, 8818, 9203, 9203 (3), 9204, 9205)
 - Welfare and Institutions Code (WIC) 361.3
 - CFS P&P Adoption Assistance Program (AAP) (C-0501)
 - CFS P&P Adoption Application Withdrawal/Denial (C-0101)
 - CFS P&P Placement Grievance Review (K-0206)
 - CFS P&P Live Scan Fingerprinting (B-0115)
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REQUIRED FORMS

Online Forms

Users accessing this document by computer may create a direct connection to the following required forms by clicking on them. The following are Orange County Children and Family Services (CFS) forms, which are accessed through the CFS Intranet.

Form Name	Form Number
Adoption Application Process (English)	F063-18-301
Adoption Application Process (Spanish)	F063-18-301SP
Adoption...Required Documents	F063-18-300
Adoption...Things You Need To Know (English)	F063-18-284
Adoption...Things You Need To Know (Spanish)	F063-18-284SP
Adoptive Agreement and Release of Information (English)	F063-18-81
Adoptive Agreement and Release of Information (Spanish)	F063-18-81SP
Adoptive Applicant Information (English)	F063-18-114
Adoptive Applicant Information (Spanish)	F063-18-114SP
Adoption Application OD Checklist	F063-18-310
Adoption Approval Letter (English)	F063-18-304
Adoption Approval Letter (Spanish)	F063-18-304SP
Adoption Document Checklist (Bilingual)	F063-18-285BI
Adoption Full Assessment Concurrent Planning Family	F063-18-307
Adoption Full Assessment Interview Guide	F063-18-306
Authorization for Release of Information Regarding School Performance (English)	F063-18-302
Authorization for Release of Information Regarding School Performance (Spanish)	F063-18-302SP
Child Desired Worksheet Form A	F0912-18-88A
Child Desired Worksheet Form B	F0912-18-88B
Cover Letter for Personal Reference (English)	F063-18-305
Cover Letter for Personal Reference (Spanish)	F063-18-305SP
Cover Letter for Student Evaluation	F063-18-103
Employee's Release of Information (Bilingual)	F063-18-303BI
Employment Reference for Adoption/Foster Care	F063-18-117
Explanation of Autobiography (English)	F063-12-182
Explanation of Autobiography (Spanish)	F063-12-182SP
Family Available	F063-18-309
Medical Form on Household Member of Adoptive Family (Other Than Adoptive Parents) (Bilingual)	F063-18-116BI
Nonrecurring Adoption Expenses	F063-18-243
Student Evaluation	F063-18-102

State Forms Hyperlinks

Forms by the California Department of Social Services (CDSS) can be accessed through the following hyperlinks. Click here to search the CDSS website for forms and publications in other languages.

Form Name	Form Number
Adoption Information Act Statement	AD 908
Adoption Questionnaire I	AD 4324
Adoptions Worksheet	AD 40.1

Checklist of Health and Safety Standards for Approval of Family Caregiver Home	SOC 817
Consent for Contact	AD 904
Family Assessment Questionnaire II	AD 918
Physician's Examination of Adoption Applicant/Petitioner	AD 524 (BI)
Request for Adoption Assistance Program Benefit	AAP 1
Request for Reference for Foster Care/Adoption	AD 10
Waiver of Rights to Confidentiality for Siblings	AD 904A

Judicial Form The following form can be accessed through the Judicial forms hyperlink provided below.

Form Name	Form Number
Adoption Agreement (English)	ADOPT 210

PROCEDURE

Required Actions	Perform the following required actions upon completion of the Full Assessment.	
Staff Responsible	Step	Required Action
SSW	1.	Complete <i>Family Available (F063-18-309)</i> .
	2.	Route adoption case file, including <i>Adoption Full Assessment (F063-18-307)</i> and Family Available, to supervisor for review and approval.
	3.	Forward soft copies of Full Assessment and Family Available to supervisor at the time hard copies/adoption case file is submitted.
SSSS	4.	Verify all requirements have been met.
	5.	Confirm if this is a family that is requesting a child with characteristics similar to the children served by CFS and for whom the agency can reasonably expect to place a child.
SSSS/SSW	6.	SSSS needs to clarify any issues or questions with SSW, who will resolve/clarify with applicant if necessary.
SSSS	7.	Consult Program Manager when approval is in question.
SSSS/SSW	8.	For application denials or withdrawals, follow Grievance Review/Denial/Withdrawal of Applicant Policy and Procedure.
SSSS	9.	If family has met approval criteria, sign and date last page of hard copy full assessment.

10. **Notify** matching coordinator of approved full assessment attaching soft copy of full assessment and family available.

11. **Notify** adoption clerical of approved full assessment.

Adoption Clerical 12. **Log** approved full assessment into database and CWS/CMS.

SSW 13. **Provide** family with written notification of agency decision that family has been approved for adoptive placement of a child (see *Adoption Approval Letter [F063-18-304]*).

- **Describe** age, race, gender, and characteristics of children to be considered for placement in their home

OCCSSA