

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 10: Guardianship and Adoption	Effective Date: October 1, 2020
	Section: 07 Adoptive Family Recruitment Services	Version: 5

STATEMENTS OF PURPOSE

Indiana Department of Child Services (DCS) adoptive family recruitment services are available for children who are in out-of-home care, have a case plan goal of adoption, and do not have an identified adoptive family.

The [Indiana Adoption Program \(IAP\)](#) will provide the following recruitment services:

1. Posting information about the child to the internet photolisting;
2. Identifying and planning for adoption recruitment activities that feature the child;
3. Preparing qualified prospective adoptive families for children who have a permanency goal of adoption; and
4. Facilitating interviews of prospective adoptive families to determine the best potential family for the child.

Code References

1. [475\(1\)\(E\) Social Security Act: Child specific recruitment efforts](#)
2. [IC 31-9-2-51: "Hard to place child" or "hard to place children"](#)
3. [IC 31-19-27: Chapter 27. Program for Adoption of Hard to Place Children](#)

PROCEDURE

The Family Case Manager (FCM) will complete the following when a child is in need of recruitment for an adoptive family. See the Indiana Adoption Recruitment Booklet:

1. Initiate adoptive recruitment services by:
 - a. Completing an "Indiana Adoption Program" referral in KidTraks, and
 - b. Completing a provider referral for adoption recruitment and uploading the Child Registration and Recruitment Plan (SF 11840) in KidTraks. See Adoption Recruitment Referral Instructions.

Note: Recruitment services for a child with a pending termination of parental rights (TPR) may be administered differently from services for a child that is "legally free" for adoption. Contact your Adoption Consultant for more information. See [Practice Guidance](#) for additional information.

2. Notify the child's caregiver of the initiation of recruitment services and discuss the process;
3. Engage the child (as age and developmentally appropriate) to discuss recruitment services and complete the Child Registration and Adoption Recruitment Plan (SF 11840). See Indiana Adoption Program Recruitment booklet;

Note: Determine whether a referral for Adoption-Child Preparation Services is necessary to assist the child with the case plan goal of adoption. See policy [10.02 Assessing the Child's Readiness for Adoption](#) for more information.

4. Notify the Adoption Consultant of any prospective adoptive families that may be a potential match for the child;

Note: Prospective adoptive parents are not required to hold a foster parent license to be matched with a child for whom parental rights have been terminated and all appeals have been exhausted.

5. Invite the Adoption Consultant to participate in a Child and Family Team (CFT) meeting and/or Case Plan conference when a permanency plan goal of adoption is being considered;
6. Notify the Adoption Consultant of any changes to the permanency goal;
7. Collaborate with the Adoption Consultant to:
 - a. Review home studies and verify the families' appropriateness to adopt,
 - b. Select prospective adoptive families to participate in the interview process. See the Adoptive Family Match Family Interview Tool, and
 - c. Coordinate and co-facilitate the family interviews.

Note: Inclusion of the child in the interview process should be considered. Collaborate with the Adoption Consultant to notify the selected prospective adoptive family to develop the adoptive placement transition plan. For additional guidance see policy [10.09 Adoption Transition Plan and Pre-Placement Visits](#); and

8. Notify the Adoption Consultant if there is a disruption in a prospective adoptive placement so that recruitment efforts may resume.

The FCM Supervisor will:

1. Discuss the case specifics during regular case staffing and guide the FCM as needed to ensure all required steps are completed;
2. Participate in the interview team (if requested);
3. Review and submit the Confidentiality Agreement for Adoption Interviews and Recommendations (SF 50718) to the LOD; and
4. Discuss the decision of the interview team with the Local Office Director (LOD), and provide the Confidentiality Agreement for Adoption Interviews and Recommendations (SF 50718) and supporting documentation to the LOD for review and signature.

The LOD will:

1. Review the Confidentiality Agreement for Adoption Interviews and Recommendations (SF 50718) and supporting documentation; and
2. Make a determination regarding the interview team's recommendation or request additional information within five (5) days of receipt of the recommendation.

The Adoption Consultant will:

1. Verify that all items required for recruitment have been uploaded into KidTraks;
2. Approve the KidTraks referral for Adoption Recruitment;
3. Verify the [10.B Tool: Child Social Summary](#) is completed and a professional photograph is available;

4. Verify that the child's information is posted to the internet on the internet photolisting website, if applicable;
5. Maintain monthly contact with the FCM to ensure the child is available to participate in recruitment efforts, discuss any updates, and ensure the [10.B Tool: Child Social Summary](#) and photographs are updated as necessary. See policy [10.11 Child Social Summary](#);
6. Collaborate with the FCM to:
 - a. Review home studies and verify the families' appropriateness to adopt,
 - b. Select prospective adoptive families to participate in the interview process. See the Adoption Family Match Interview Tool, and
 - c. Coordinate and co-facilitate the family interviews.
7. Facilitate discussion with the interview team regarding the strengths and concerns for each family as they relate to the child;
8. Notify each family's assigned Adoption Consultant regarding the adoption placement decision and share feedback of the interviews;

Note: The assigned Adoption Consultant for each family will share the decision regarding the adoption placement determination and feedback of the interview with the consultant's assigned family.

9. Collaborate with the FCM to develop the adoptive placement transition plan; and
10. Meet with the FCM to discuss any adoptive placement disruption and plan for future placement needs.

PRACTICE GUIDANCE

Legally Free

"Legally Free" definition: Parental rights have been terminated and all appeal rights have been exhausted. The child is legally free to be adopted.

Pending TPR

"Pending TPR": The child has a case plan goal of adoption but the legal proceedings to terminate parental rights has not been initiated, has not been completed, or the court order terminating parental rights is under appeal by a higher court.

FORMS AND TOOLS

1. [10.B Tool: Child Social Summary](#)
2. [Adoption Consultant map](#)
3. [Adoption Recruitment Referral Instructions](#)
4. [Adoptive Family Match Interview Tool](#)
5. [Child Registration and Adoption Recruitment Plan \(SF 11840\)](#)
6. [Confidentiality Agreement for Adoption Interviews and Recommendation \(SF 50718\)](#)
7. [Indiana Adoption Program Recruitment booklet](#)
8. [Internet photolisting](#)

RELATED INFORMATION

Case Staffing

Case staffing is a systematic and frequent review of all case information with safety and risk, stability, permanency, and well-being as driving forces for case activities.

2025 Legislation: HEA 1605 Section 21