

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 10:</b> Adoption/Permanency	<b>Effective Date:</b> January 1, 2009
	<b>Tool 10.A:</b> TPR/Adoption Checklist	<b>Version:</b> 2

<b>TPR CHECKLIST</b>	
	Staff and screen case for a change in Permanency Plan to Adoption
	<ul style="list-style-type: none"> <li>• Alert DCS Local Office Attorney to any discrepancies in spelling of name or different last name for either child(ren) or parent(s)</li> <li>• Check to see if a father is named on the birth certificate</li> </ul>
	File a Petition to Terminate Parental Rights
	Publication on Absent Parent (will be done by your DCS Local Office Attorney)
	Update <a href="#">Case Plan</a> with adoption as the permanency plan and secure approval and signature of Supervisor.
	Complete <a href="#">Indiana Adoption Program Request for Pre-Determination of Eligibility</a> and submit to <a href="mailto:Centralized.Eligibility@dcs.IN.gov">Centralized.Eligibility@dcs.IN.gov</a> .
	Initial TPR hearing (additional hearings may follow as it is rarely the case that the TPR is completed at the initial hearing)
	Inform child about TPR and the possible outcomes, if child is age appropriate for such a discussion. Refer child for adoption preparation services.
	Talk with resource parent(s) to determine if they are interested in adopting the child(ren).
	Discuss with the birth parent(s) the possibility of signing <a href="#">Consent to Adoption (SF12582)</a> .
	Set up a paper adoption case file
	Involuntary TPR ordered
	Voluntary Relinquishment, parent(s) has signed <a href="#">Consent to Adoption (SF12582)</a> , agreed to and signed any open adoption agreement, parent(s) has completed and understands <a href="#">Indiana Adoption Medical History Report</a> and Indiana Adoption History Program and has signed all other relevant paperwork.
	Set up a final visit between the child and the birth parents, if the child is seeing a therapist attempt to arrange visit so that the therapist can be present.
	Once TPR is granted, create adoption case in ICWIS.

<b><u>ADOPTION CHECKLIST FOR A CHILD ALREADY IN A PRE-ADOPTIVE HOME</u></b>	
	Complete <a href="#">Child Social Summary</a> within 30 days of filing the TPR petition. Get input from resource parents, relatives, therapists, etc.
	Complete <a href="#">Child Registration: Indiana Special Needs Adoption Program (SNAP) Picture Book and Website Form (SF11840/CW1440)</a> and send to SNAP Specialist.
	Send a copy of the termination orders and/or <a href="#">Consent to Adoption (SF12582)</a> to the attorney of the adoptive family. Include any information known regarding the child's pre-determination for adoption program subsidies. (Do not send internal eligibility forms to the attorney).
	Complete criminal history checks, sex offender registry checks, FBI fingerprint checks, and Child Abuse and/or Neglect checks for the adoptive parent(s) and for all household members aged 14 and over ,if not completed within the past 12 months.
	Schedule time for pre-adoptive family to review the <a href="#">Child Social Summary</a> , the child's case file, the <a href="#">Eligibility Pre-Determination Letter</a> , and the <a href="#">Explanation of Indiana Adoption Program (AAP &amp; SAS) and Background Information</a> form with family and have them sign.
	Request a copy of the filed adoption petition from the attorney of the adoptive family.
	Have pre-adoptive parents complete <a href="#">Indiana Adoption Program Application</a> within 30 days of filing the Adoption Petition. FCM will send Application to CEU.
	CEU sends <a href="#">Final Adoption Program Eligibility Determination</a> and proposed IV-E <a href="#">Adoption Assistance Agreement</a> or <a href="#">State Adoption Subsidy Agreement</a> to FCM.
	Send, via regular mail, Final Adoption Program Eligibility Determination and Proposed <a href="#">IV-E Adoption Assistance Agreement</a> or <a href="#">State Adoption Subsidy Agreement</a> to pre-adoptive parents, <u>no later than 2 days</u> after receipt from CEU.
	Schedule an appointment with pre-adoptive parents and their attorney to sign the <a href="#">Adoption Assistance Agreement (AAP)</a> or the <a href="#">State Adoption Subsidy (SAS) Agreement</a> . The agreement must be <u>signed before the Decree of Adoption is entered</u> . FCM places original agreement in child's local adoption file.
	If pre-adoptive parents and /or attorney do not agree with terms of <a href="#">Adoption Assistance Agreement (AAP)</a> or the <a href="#">State Adoption Subsidy (SAS) Agreement</a> , the FCM will contact CEU and return the agreement to CEU for revisions and renegotiation.
	Prepare an <a href="#">Resource Family Preparation Assessment Summary</a> and obtain required signature of the Supervisor and DCS Local Office Director. Submit <a href="#">Resource Family Preparation Assessment Summary</a> , <a href="#">Indiana Adoption Medical History Report</a> , and DCS <a href="#">Consent to Adoption (SF12582)</a> for all children being adopted within 60 days from adoption petition date. <a href="#">Consent to Adoption (SF12582)</a> from children age 14 and over must also be obtained and submitted.
	Attend final adoption hearing with camera to memorialize event.
	Adoptive parent(s) submit Decree of Adoption to DCS Local Office Attorney, who gives it to FCM.
	Upon receipt of Decree, FCM should: <ul style="list-style-type: none"> <li>• Send email to <a href="mailto:Centralized.Eligibility@dcs.IN.gov">Centralized.Eligibility@dcs.IN.gov</a> to notify receipt of Decree</li> <li>• Send CEU copy of Decree and <a href="#">Adoption Assistance Agreement</a></li> <li>• Close Foster Care Case &amp; create Adoption Case in ICWIS</li> <li>• Update Medicaid Status (MA8) or notify appropriate area</li> <li>• Place copy of Decree of Adoption in child's adoption file</li> </ul>
	Upon receipt of Decree and Agreement, CEU should: <ul style="list-style-type: none"> <li>• Validate receipt of Decree and Agreement</li> <li>• Update KIDTRAKS to place child in payment status</li> <li>• If funding not available (SAS), notify SNAP at <a href="mailto:subsidywaitinglist@dcs.IN.gov">subsidywaitinglist@dcs.IN.gov</a> to place child on Adoption Subsidy Waiting List.</li> <li>• Place Decree and Agreement in child's adoption eligibility file</li> </ul>
	FCM will request from the court release of wardship and attach all relevant paperwork.

## **ADOPTION CHECKLIST FOR A CHILD NOT IN A PRE-ADOPTIVE HOME**

	Complete <a href="#">Child Social Summary</a> within 30 days of filing the TPR petition. Get input from Foster parents, relatives, therapists etc.
	Complete <a href="#">Child Registration: Indiana Special Needs Adoption Program (SNAP) Picture Book and Website Form (SF11840/CW1440)</a> and send to SNAP Specialist. Include a copy of <a href="#">Child Social Summary</a> .
	Obtain a photo of the child or refer to SNAP Specialist to meet and photograph the child.
	If the child has been free for 6 months with no identified family, discuss with the SNAP Specialist the possibility of putting the child on AdoptUSKids (the National Adoption Exchange).
	Review adoptive home studies that have been submitted for the child, select families to schedule for interviewing.
	Schedule a date and time for the interviews
	Every effort should be made to interview all families on the same day and with the same team members (team members should include the CASA/GAL and therapist when available)
	Send a letter to the families to be interviewed that includes: <ul style="list-style-type: none"> <li>• Date, time, and place of the interview</li> <li>• Brief explanation of the interview process</li> <li>• Who to expect will be in attendance and interviewing</li> <li>• A list of questions that may be asked</li> <li>• A contact person and phone number FCM/Snap Specialist)</li> </ul>
	Interview families and select appropriate family that best meets the needs of the child.
	Inform selected family as soon as possible and make arrangements for pre-placement visits for the child and family prior to child being placed in the home for ease of transition and to lessen the trauma to the child.
	Visit with child weekly during the first month of placement.
	After the child has been placed in the home for 6 months, ask the family to file an adoption petition to adopt the child.
	Send a copy of the termination and/or <a href="#">Consent to Adoption (SF12582)</a> to the attorney for the adoptive family, be sure to include any information known regarding the child's pre-determination for adoption program subsidies. (Do not send internal eligibility forms to the attorney).
	Complete state and local criminal history checks, sex offender registry checks, FBI fingerprint checks, and Child Abuse and/or Neglect checks for the adoptive parents and all household members aged 14 and over (if not completed in the past 12 months).
	Schedule time for pre-adoptive family to review the <a href="#">Child Social Summary</a> , the Child's case file, the <a href="#">Eligibility Pre-Determination Letter</a> , and the <a href="#">Explanation of Indiana Adoption Program (AAP &amp; SAS) and Background Information</a> form with family and have them sign.
	Request a copy of the filed adoption petition from the attorney for the family.
	Have pre-adoptive parents complete <a href="#">Indiana Adoption Program Application</a> within 30 days of filing Adoption Petition. FCM will send Application to CEU.
	CEU sends <a href="#">Final Adoption Program Eligibility Determination</a> and proposed <a href="#">IV-E Adoption Assistance Agreement</a> or <a href="#">State Adoption Subsidy Agreement</a> to FCM.
	Send, via regular mail, <a href="#">Final Adoption Program Eligibility Determination</a> and proposed <a href="#">IV-E Adoption Assistance Agreement</a> or <a href="#">State Adoption Subsidy Agreement</a> to pre-adoptive parents, no later than 2 days after receipt from CEU.
	Schedule an appointment with pre-adoptive parents and their attorney to sign the <b><a href="#">IV-E Adoption Assistance Agreement</a></b> or <b><a href="#">State Adoption Subsidy Agreement</a></b> . The agreement must be signed before the Decree of Adoption is entered. FCM places the original agreement in the child's local adoption file.
	If pre-adoptive parents/attorney do not agree with terms of the agreement, FCM contacts CEU and returns the agreement to CEU for revisions and renegotiation.

	<p>Prepare a <b>Resource Family Preparation Assessment Summary</b> and obtain required signature of the Supervisor and DCS Local Office Director. Submit <b>Resource Family Preparation Assessment Summary</b>, <a href="#">Indiana Adoption Medical History Report</a>, and DCS <a href="#">Consent to Adoption (SF12582)</a> for all children being adopted within 60 days from adoption petition date. <a href="#">Consent to Adoption (SF12582)</a> from children age 14 and over must also be obtained and submitted.</p>
	Attend final adoption hearing with camera to memorialize event.
	Adoptive parents submit Decree of Adoption to DCS Local Office attorney, who gives it to FCM.
	<p>Upon receipt of Decree, FCM should:</p> <ul style="list-style-type: none"> <li>• Send email to <a href="mailto:Centralized.Eligibility@dcs.IN.gov">Centralized.Eligibility@dcs.IN.gov</a> to notify receipt of Decree</li> <li>• Send CEU copy of Decree and Adoption Assistance Agreement</li> <li>• Close Foster Care Case and Create Adoption Case in ICWIS</li> <li>• Update Medicaid Status (MA8) or notify appropriate area</li> <li>• Place copy of Decree of Adoption and Agreement in child's adoption file</li> </ul>
	<p>Upon receipt of Decree and Agreement, CEU should:</p> <ul style="list-style-type: none"> <li>• Validate receipt of Decree and Agreement</li> <li>• Update KIDTRAKS to place child in payment status</li> <li>• If funding not available (SAS), notify SNAP at <a href="mailto:subsidywaitinglist@dcs.IN.gov">subsidywaitinglist@dcs.IN.gov</a> to place child on Adoption Subsidy Waiting List</li> <li>• Place Decree and Agreement in child's adoption eligibility file</li> </ul>
	FCM will request from the court release of wardship and attach all relevant paperwork.

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