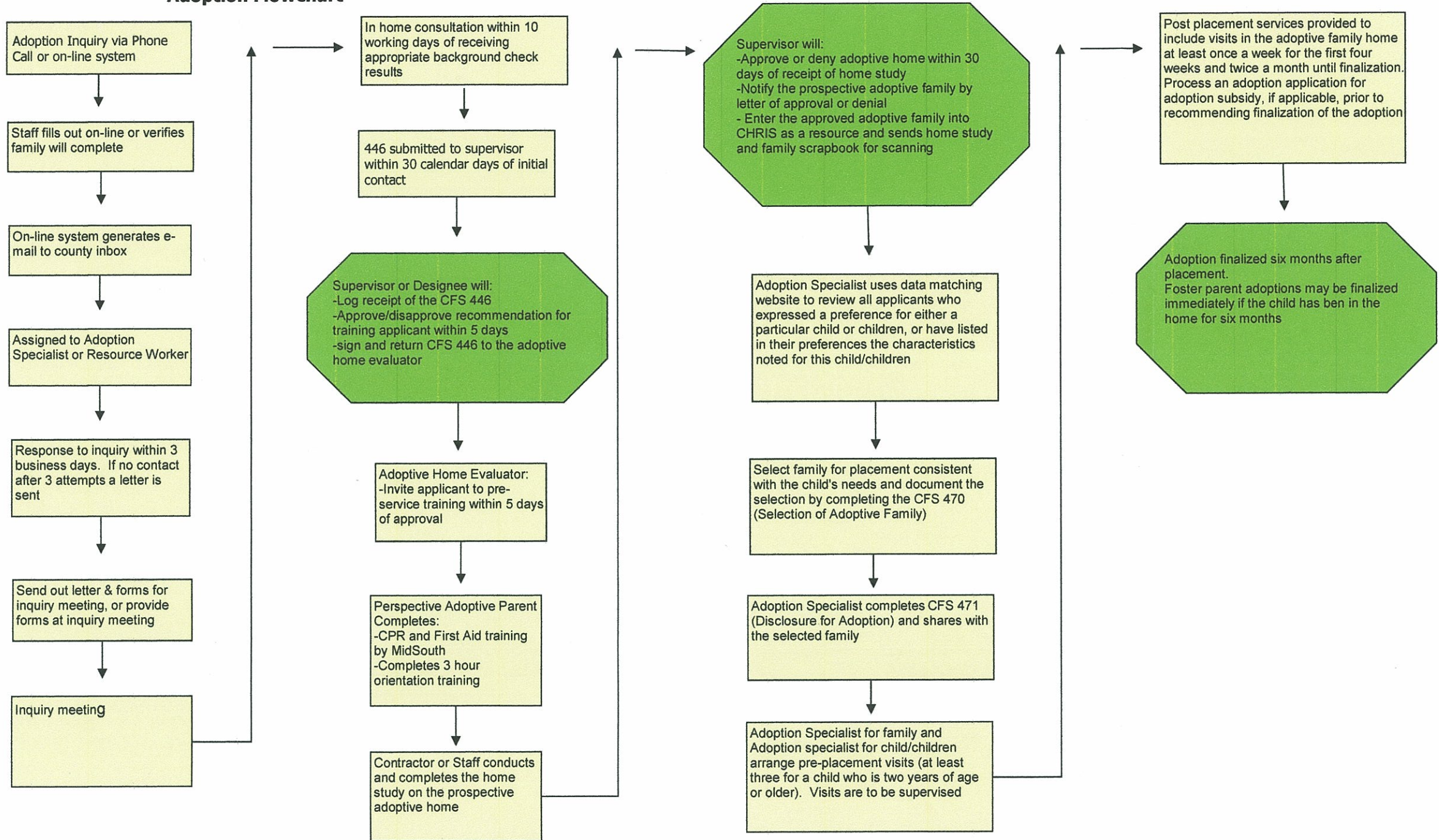


Adoption Flowchart



Adoption Inquiry via Phone Call or on-line system

Staff fills out on-line or verifies family will complete

On-line system generates e-mail to county inbox

Assigned to Adoption Specialist or Resource Worker

Response to inquiry within 3 business days. If no contact after 3 attempts a letter is sent

Send out letter & forms for inquiry meeting, or provide forms at inquiry meeting

Inquiry meeting

In home consultation within 10 working days of receiving appropriate background check results

446 submitted to supervisor within 30 calendar days of initial contact

Supervisor or Designee will:
-Log receipt of the CFS 446
-Approve/disapprove recommendation for training applicant within 5 days
-sign and return CFS 446 to the adoptive home evaluator

Adoptive Home Evaluator:
-Invite applicant to pre-service training within 5 days of approval

Perspective Adoptive Parent Completes:
-CPR and First Aid training by MidSouth
-Completes 3 hour orientation training

Contractor or Staff conducts and completes the home study on the prospective adoptive home

Supervisor will:
-Approve or deny adoptive home within 30 days of receipt of home study
-Notify the prospective adoptive family by letter of approval or denial
- Enter the approved adoptive family into CHRIS as a resource and sends home study and family scrapbook for scanning

Adoption Specialist uses data matching website to review all applicants who expressed a preference for either a particular child or children, or have listed in their preferences the characteristics noted for this child/children

Select family for placement consistent with the child's needs and document the selection by completing the CFS 470 (Selection of Adoptive Family)

Adoption Specialist completes CFS 471 (Disclosure for Adoption) and shares with the selected family

Adoption Specialist for family and Adoption specialist for child/children arrange pre-placement visits (at least three for a child who is two years of age or older). Visits are to be supervised

Post placement services provided to include visits in the adoptive family home at least once a week for the first four weeks and twice a month until finalization. Process an adoption application for adoption subsidy, if applicable, prior to recommending finalization of the adoption

Adoption finalized six months after placement.
Foster parent adoptions may be finalized immediately if the child has been in the home for six months