

INTRODUCTION

- I. Purpose
- II. Legal Base
- III. The Practice Model and Adoption Service
- IV. Confidentiality
- V. Adoption Services
 - A. Recruitment
 - B. Applications And Home Studies
 - C. Placements
 - D. Subsidy
 - E. Adult Adoptees
- VI. Glossary

TERMINATION OF PARENTAL RIGHTS (TPR)

- I. INTRODUCTION
 - A. Purpose
 - B. Legal Base
- II. TERMINATION OF PARENTAL RIGHTS (TPR) PROCESS
 - A. Making The Decision To Pursue Termination of Parental Rights
 - B. Prior To The Petition To Terminate Parental Rights
 - C. The Petition To Terminate Parental Rights
 - D. Roles Of The Parties In Typical Termination Cases
 - 1. Department of Human Resources
 - 2. Parents
 - 3. Guardian Ad Litem (GAL)
 - 4. Foster Or Pre-Adoptive Parents And Related Caregivers

- E. Diligent Search
- F. Serving Notice Of The Termination Of Parental Rights Hearing
- G. Court Reports
- H. The TPR Court Hearing
 - 1. The Court Order
 - 2. Appeals
 - 3. Procedures After The Court Hearing Until Adoptive Placement
- III. RELINQUISHMENTS
- IV. CASE MATERIAL TO BE SUBMITTED TO THE OFFICE OF ADOPTION
- V. OFFICE OF ADOPTION ACTIVITIES FOR CHILDREN AWAITING STATE OFFICE PLACEMENT
- VI. PREPARATION OF CHILDREN FOR ADOPTIVE PLACEMENT

APPLICATION AND HOME STUDIES

- I. GENERAL REQUIREMENTS
 - A. Citizenship
 - B. Residence
 - C. Age
 - D. Marital Status
 - E. Race
 - F. Religion
 - G. Health
 - H. Financial Stability
 - I. Employment
 - J. Motivation
 - K. Assurance Of Medical Treatment
 - L. Child Abuse / Neglect Central Registry Clearances
 - M. Criminal History Checks
 - 1. Who Must Be Checked

2. Documentation And Fees
 3. Processing Documentation And Fees, County DHR Responsibilities
 - a. Automatic Denials Of Adoptive Applicants
 - b. Disqualifying Convictions
 4. Submitting Criminal History Check Requests
 5. Requests For Reversal Of Unsuitable Determinations
 - N. Special Requirements
 1. Applicants Who Are Interested In Legal Risk Placements
 2. Applicants Who Have Adopted From Other Agencies
 3. Applicants Who Are DHR Employees
 - O. Exceptions To General Requirements
- II. MINIMUM REQUIREMENTS FOR ADOPTIVE HOMES
- III. ADOPTION HOME STUDY
- A. Inquiry And Screening
 - B. Trauma Informed Partnering for Permanence / Deciding Together
 - C. Required Forms And Documentation
 - D. Autobiography
 - E. Family Consultations And Interviews
 1. First (1st) Family Consultation
 2. Individual Interviews
 3. Second (2nd) Family Consultation
 - F. Additional Interviews
 1. Other Household Members
 2. Other Pertinent Individuals
 3. References
 - G. Documentation
 1. 12 Skills for Successful Foster and Adoptive Parenting
 2. Diagnostic Evaluation, Recommendations and Future Plans
- IV. APPLICATION DECISIONS
- A. Approval
 - B. Denial

- V. UPDATING HOME STUDIES PRIOR TO PLACEMENT
- VI. REAPPLICATIONS FROM PREVIOUS DHR ADOPTIVE FAMILIES
- VII. INQUIRIES FROM APPROVED APPLICANTS ABOUT CHILDREN IN RECRUITMENT ACTIVITIES
- VIII. REQUESTS TO RELEASE ADOPTIVE HOME STUDY
 - A. Releasing Adoption Studies
 - 1. Policy
 - 2. Procedures
 - a. Release to Other State Child Welfare Agencies, LCPAs, or PIPs
 - b. Release to Approved Adoptive Parents of an “Unofficial Copy”
 - c. Release to Other State’s Child Welfare Agencies for Out-of-State Adoption
 - C. When Adoption Home Studies Cannot Be Released

DHR PLACEMENTS

- I. FOSTER PARENT ADOPTIONS
 - A. Giving First Consideration
 - 1. Child’s Attachment To The Foster Parents
 - 2. Length Of Time The Child Has Been In The Foster Home
 - 3. Age Of The Child In Relation To Age Of The Foster Parents
 - 4. Foster Parent’s Health And Income
 - 5. Involvement With And/Or Interference From Biological Family
 - 6. Ability Of The Foster Parents To Meet The Child’s Long-Term Best Interests
 - 7. Contingency Plan For The Child’s Care In The Event Of A Foster Parent’s Death Or Debilitating Illness
 - 8. Discussion Of Other Family Members’ Acceptance Of The Adoption
 - B. Required Forms
 - C. Foster Parents Approved by Another Agency
 - D. Placement Interviews
 - E. Child’s Private Income Pending Final Decree
 - 1. Supplemental Security Income (SSI)
 - 2. Social Security
 - 3. Veteran’s Administration

- II. NON-FOSTER PARENT ADOPTIONS
PLACEMENTS BY OFFICE OF ADOPTION
- III. LEGAL RISK PLACEMENTS
- IV. POST-PLACEMENT SUPERVISION
 - 1. Income Tax
 - 2. Insurance
 - 3. Surgery
 - 4. Out-of-State Trips
 - 5. Future Contact With Birth Family
- V. DISRUPTIONS
- VI. LEGAL PROCESS FOR DHR PLACED CHILDREN
 - A. Pre-Placement Investigation
 - B. Consent To Adopt
 - C. Petition
 - D. Interlocutory Order
 - E. Post-Placement Investigation
 - F. Post-Placement Report To The Court
 - G. Dispositional Hearing And Final Decree
 - H. Certificates Of Birth And Adoption
 - 1. Certificate of Birth
 - 2. Certificate of Adoption
 - I. Final Records

ADOPTION SUBSIDY

- I. INTRODUCTION
- II. REQUIREMENTS AND PROCEDURES
 - A. Subsidy Criteria
 - B. Types Of Subsidy
 - 1. Federal Adoption
 - 2. State Adoption

- 3. Non-Recurring Expenses
- 4. State Medical
 - a. Counseling
 - b. Orthodontia
- C. Subsidy Amount
 - 1. Regular Subsidy Rate
 - 2. Level One Difficulty Of Care Subsidy
 - 3. Therapeutic Subsidy Rate
 - 4. Medically Fragile Subsidy Rate
- D. Private Income
 - 1. Supplemental Security Income (SSI)
 - 2. Social Security (SS) And Veteran’s Administration (VA)
 - 3. Other Income
- E. Adoption Subsidy Agreements
 - 1. Prior To Subsidy Negotiations
 - 2. Subsidy Agreement Forms
 - 3. Termination Of Subsidy Agreements
- F. Financial Procedures
 - 1. Initial Award
 - 2. Changes And Adoption Disruptions
 - 3. Billing For Counseling And Orthodontia
 - 4. Payment Procedures for Non-Recurring Expenses
 - 5. Authorizing Subsidy Medicaid
 - 6. Children with Private Income
- G. Annual Recertification And Modifications
- H. Review And Fair Hearing
- III. SPECIAL SUBSIDY SITUATIONS
 - A. Dissolved Adoptions And Continued Eligibility For Subsidy
 - B. Medicaid Coverage For Children Moving Between States
 - C. Children Placed By Licensed Child-Placing Agencies
 - D. Independent Adoptions

- E. International Adoptions

NON-DHR ADOPTION

I. INTRODUCTION

- A. Departmental Responsibilities
- B. SDHR's Office Of Adoption Responsibilities
 - 1. Child Abuse / Neglect Central Registry
 - 2. Putative Father Registry
- C. Adoption By Relatives
- D. Adoption Of Adults
- E. Adoption Placements By Licensed Child-Placing Agencies (LCPAs)

II. INDEPENDENT ADOPTION

- A. Who May Conduct The Investigation
 - 1. Licensed Child-Placing Agencies
 - 2. Private Independent Practitioners
- B. Explaining The Investigation's Purpose To Parties In The Adoption
- C. Guidelines For Pre-Placement Investigations
- D. Guidelines For Post-Placement Investigations
- E. Report To The Court
- F. Fees For Independent Adoption Investigations
 - 1. When Fees Can Be Waived
 - a. Indigence
 - b. Child's Best Interest
 - c. Previous History With DHR
 - 2. When Fees Cannot Be Waived
 - 3. Payment Of Fees

III. LEGAL PROCESS

- A. Petition To Adopt
- B. Forms/Documentation

1. Forms / Documentation
 2. Timing
 3. Withdrawal
 4. Putative Father Registry
- C. Notice Of Proceedings
 - D. Interlocutory Order
 - E. Dispositional Hearing And Final Decree
 - F. Certificates Of Birth And Adoption
 - G. Court And Agency Records
 - H. Contested Hearings
 - I. Related Proceedings
 - J. Appeals

FORMS & INSTRUCTIONS

NUMBERED FORMS

DHR-FCS-1299	Child Desired
DHR-FCS-1598	Request for Clearance of State Central Registry On Child Abuse/Neglect
DHR-FCS-1745	Checklist For DHR Adoption Home Study
DHR-FCS-1746	Checklist For Independent Adoption Home Study
DHR-FCS-1747	Checklist For Foster Care Records Submitted To Office Of Adoption
DHR-FCS-1748	Medical History Of Child To Be Placed For Adoption
DHR-FCS-1749	Medical History Of Biological Parent Of Child To Be Placed For Adoption
DHR-FCS-1750	Report Of Release Of Child From Hospital For Adoption
DHR-FCS-1751	Pre-Placement Report To The Court Suggested format for DHR Adoptions Suggested format for Independent Adoptions
DHR-FCS-1755	Relinquishment Of Minor For Adoption
DHR-FCS-1767	Summary Of Identifying Information
DHR-FCS-1768	Summary Of Non-Identifying Information

Contents

DHR-FCS-1769	Consent To Release Of Identifying Information
DHR-FCS-2119	Family Background Information
DHR-FCS-2120	State File Room Clearance For Potential State Wards
DHR-FCS-2122	Alabama Adoption Subsidy Agreement
DHR-FCS-2123	Federal (IV-E) Adoption Assistance Agreement
DHR-FCS-2124	Federal (IV-E) Adoption Assistance Agreement Non-Recurring Expenses
DHR-FCS-2125	Federal (IV-E) Adoption Assistance Agreement/SSI
DHR-FCS-2127	Adoption Subsidy Agreement-Counseling
DHR-FCS-2128	Adoption Subsidy Agreement-Orthodontics
DHR-FCS-2129	Checklist For Final Records Foster Parent Adoption
DHR-FCS-2130	Adoptive Home Placement Agreement
DHR-FCS-2131	Statement Of Medical Assurance
DHR-FCS-2132	Termination Of Parental Rights/Foster Parent Adoption Protocol And Checklist
DHR-FCS-2133	Federal Adoption Subsidy - Medicaid
DHR-FCS-2134	State Adoption Subsidy - Medicaid
DHR-FCS-2135	Medicaid Eligibility For State Adoption Subsidy
DHR-FCS-2136	Termination Of Parental Rights / Foster Parent Adoption Placement Form
DHR-FCS-621	Post-Placement Report To The Court Suggested format for DHR Adoptions Suggested format for Independent Adoptions
DHR-FCS-634	Physical Examination for Foster and/or Adoptive Applicants
DHR-FCS-643	Consent Of State Department Of Human Resources To Adoption
DHR-FCS-704	Application To Foster And/Or Adopt
DHR-FCS-705	Financial Statement for Foster and/or Adoptive Applicants
DHR-FCS-706	Information Regarding Immediate Relatives

Contents

ADPH-HS-17 Alabama Report of Adoption

MEMORANDA

Appeal Of Termination Of Parental Rights Order

Request To Restrict CA/N Report On Child In DHR Permanent Custody

INSTRUCTIONS FOR FORMS

APPENDIX

AUTOBIOGRAPHY GUIDE

CHILD-PLACING AGENCIES LICENSED BY THE STATE

DEPARTMENT OF HUMAN RESOURCES

COMMON TACTICS OF CROSS-EXAMINATION

RESOURCE GUIDE FOR POST-ADOPTION SERVICES

GUIDELINES FOR BEING AN EFFECTIVE WITNESS