
Series: Adoptions
Policy Name: Concurrent Planning & Permanency Achievement through Adoption
Policy Number: AS 410
Origination Date: 10/29/10
Revision Date: 05/23/2024
Regulation: 65C-30, CFOP 170-9
Applicable To: CPC Staff

PURPOSE: It is the policy of Community Partnership for Children, hereinafter referred to as CPC, to ensure that the adoptive applicants are evaluated, observed and screened through the adoption home study process to select prospective adoptive families who can meet the physical emotional, social, educational, and financial needs of permanently committed children, while safeguarding the child or children from further loss and separation from siblings and significant adults as established by Florida Administrative Code 65C-16.005.

PROCEDURE: No person shall be denied the opportunity to become an adoptive parent on the basis of race, color, or national origin. The placement of a child with a particular family must not be denied or delayed on the basis of race, color or national origin of the family or the child as set forth in Florida Administrative Code 65C-16.005(1).

Adoption home study approval must consider all criteria established in 65C-16.005. The adoption home study is valid for twelve (12) months from the approval date.

Concurrent Planning and Adoption:

1. Birth Verification of Children:
 - (a) A copy of a birth certificate or birth verification shall be obtained for each child under court ordered in-home supervision within 15 days after the case transfer conference.
 - (b) A copy of a birth certificate or birth verification shall be obtained for each child entering out-of-home care within 15 days of initial placement.
 - (c) For children born out-of-state or out-of-country, verification of the child's birth shall be requested within 15 days from initial placement and documented in the case file. Refer to subsection 65C-30.007(12), F.A.C., regarding the necessary actions when it is determined that a child was born in another country and has not established legal alien status.
2. Within 30 days of the TPR Petition being filed, the child welfare professional will ensure that the child's birth records are requested and entered into the child welfare system of record within 90 days after the filing of the petition for termination for parental rights.
3. Within 30 days of the TPR Petition being filed, the child welfare professional will ensure that all health history records, school records, mental health records, hospitalization records and residential setting records are requested and entered into the child welfare system of record within 90 days after the filing of the petition for termination for parental rights.
4. Within 30 days of the TPR Petition being filed, the child welfare professional will ensure that the following documents are in the Child Welfare Information System:

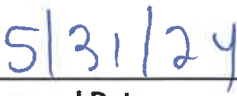
- a. Shelter Petition and Shelter Order
 - b. Dependency Petition and Dependency Order
 - c. Modification Petition and Modification Order if applicable
 - d. Original Predisposition Report (Ongoing Family Functioning Assessment)
 - e. Case Plans that address the child's needs
 - f. Protective investigations identifying the child as a victim
 - g. Guardian ad Litem report filed with the court concerning the child
 - h. Psychological Evaluations and Comprehensive Assessments
 - i. Names of providers who provided services to child while in foster care
5. The adoption packet given to prospective adoptive parents to initiate the adoption process shall only include the "Adoptive Home Application" form, CF-FSP 5071, July 2021, which is available online at <http://www.flrules.org/Gateway/reference.asp?No=Ref-13385>.
 6. Adoption Counselor must ensure that child study is completed within 30 days of case assignment.
 7. Adoption Counselor must complete at least two (2) home visits to evaluate the adoptive family before adoption placement.

Efforts to address timely completion of adoptive home studies:

- A. Adoption Leadership will provide oversight to permanently committed children to address identified needs or barriers.
 - a. FSFN TPR eligible children data will be reviewed monthly to assess TPR date, length in care, placement type, and adoption status for permanently committed children in matched placements.
 - b. Executive Leadership will monitor compliance efforts with timely adoption home study completion to identify and assist with eliminating barriers.

BY DIRECTION OF:


Karin Flositz, Chief Executive Officer
Community Partnership for Children


Approval Date