
**ORANGE COUNTY SOCIAL SERVICES AGENCY
CFS OPERATIONS MANUAL**

Effective Date: October 12, 1993
Revised: March 27, 2013

Number: C-0601

Caregiver Adoption

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| Purpose | To provide guidelines for the assessment of caregivers who desire to adopt a dependent child. |
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| Approved | This policy was approved by Gary Taylor, Director of CFS, on March 27, 2013. <i>Signature on file.</i> |
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| Most Recent Revision | This revision updates Child and Family Services (CFS) Policy and Procedure (P&P) Caretaker Adoptions, initially published on October 12, 1993. |
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| Background | <p>Caregiver adoptions are distinct from traditional adoptions in that the current caregiver applies to adopt a child in their care rather than being matched to a child who meets the characteristics the individual or couple are seeking.</p> <p>Additional differences between caregiver and traditional adoptions include:</p> <ul style="list-style-type: none">• The caregiver has prior experience fostering the child• The child will not experience a placement change as a result of being matched to a family• In many cases, the child has a pre-existing familial relationship with the caregiver |
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When caregivers apply to adopt a child in their care, if a sibling to that child resides in another placement, often that sibling will also be considered for adoption by the caregiver.

The CFS applicant Senior Social Worker (SSW) provides informational and family support services to caregivers seeking to adopt a child in their care. Additionally, the applicant SSW is responsible for:

- Preparing the caregiver and child for adoptive placement in coordination with the assigned SSW
 - Negotiating an appropriate Adoption Assistance Payment (AAP) Program rate
 - Completion of the adoption home study
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Definitions

For purposes of this P&P, the following apply:

Agency Adoption: Adoption of a child, other than an intercountry adoption, in which a public agency such as CFS Adoption Program is a party to, or joins in, the adoption petition.

Applicant: A person who has submitted a written application to adopt a child to California Department of Social Services (CDSS), CFS Adoption Program, or a licensed adoption agency and who is being considered by the adoption agency for the adoptive placement of a child.

Nonrecurring Adoption Expenses: Reasonable and necessary adoption fees, court costs, attorney fees, and other expenses which are directly related to the legal adoption of a child with special needs, which are not incurred in violation of State or Federal law, and which have not been reimbursed from other sources or funds.

Prospective Adoptive Parent: A person who has filed or intends to file a petition to adopt a child. The child is or will be placed in the person's physical care.

Relative: An adult who is related to the child or the child's half-sibling by blood or affinity, including all relatives whose status is preceded by the words "step," "great," "great-great," or "grand," or the spouse of any of these persons, even if the marriage was terminated by death or dissolution.

Sibling: A child related to another person by blood, adoption, or affinity through a common legal or biological parent.

POLICY

Permanent Placement Assessment

In preparation for the hearing where the recommendation is termination of Family Reunification services, a permanent placement assessment is required pursuant to WIC § 361.5 to assess the adoptability of the child.

The assigned SSW, in collaboration with CFS Adoption Program, will complete a *Permanent Planning Assessment (F063-18-242)*. An Adoption Senior Social Services Supervisor (SSSS) will review and request assignment of an applicant SSW or PAARP agency, if appropriate.

For additional information on the PPA process, refer to CFS P&P [Permanent Planning Assessments \(PPAs\) \(G-0313\)](#).

Initiation of Adoption Process

- A. **Referral to Permanency Options Planning (POP):**
Per CDSS MPP Title 22, Division 2 § 35179.1(a)(1)(A), the assigned SSW is required to provide information regarding permanency options to relative caregivers. Per best practice, CFS staff provide information regarding permanency options to all caregivers.

Permanency information is provided to the caregiver through attendance at a POP meeting. The assigned SSW refers the caregiver to the POP meeting using *Permanency Options Planning (POP) Meeting-Caregiver Information (F063-25-533)*.

Per CFS policy, the assigned SSW will document relative caregiver attendance at the POP meeting by completing either:

- *Permanency Options Planning Meeting—Attendance Verification and Acknowledgement (F063-25-526)* if the relative caregiver attended
- Or–
- *Permanency Options—Caregiver Advisement Acknowledgement (F063-25-532)* if the relative caregiver did not attend

The original acknowledgement will be filed on the *Placement Acco (F063-25-106)* and copies provided to:

- The relative caregiver
- Adoption clerical staff for filing

Pursuant to best practice, additional information regarding permanency options may be provided to all caregivers using:

- *Rights & Responsibilities—Adoption, Legal Guardianship, Long-term Foster Care (F063-25-294)*
- *Financial Comparisons—Adoption, Legal Guardianship, and Long Term Foster Care (F063-25-562)*

B. Initiating the Adoption Home Study:

Per CDSS MPP Title 22, Division 2 § 35177(a) and FC § 8731, CFS Adoptions Program will not initiate an assessment of a caregiver applicant until:

- A completed written application has been received
- The caregiver, who is also a foster parent, has had the child residing with them at least six months

Information Disclosure

A. General Information Provided to All Caregivers:

Per CDSS MPP Title 22, Division 2 § 35179, the following information will be provided to the caregiver:

- Information about the adoption process, including:
 - Application and assessment requirements
 - Approximate length of time it may take to complete the adoption process
 - Availability of any training classes related to adoption or parenting preparation
- Information about adoption fees
- CFS Adoption Program procedure for providing a copy of the written home study to the caregiver if requested
- Information about resources or services that may assist the applicant in meeting the needs of the child, such as:
 - AAP
 - Local Mental Health Care Plan (Medi-Cal Mental Health or Mental Health Managed Care)
 - Medicaid (Title XIX) for medical and dental services and the Early Periodic Screening Diagnostic and Treatment Program (EPSDT)
 - California Regional Center services
 - Individual Education Program (IEP) and Special Education services available through the local school district

Per WIC § 16119, the applicant SSW will provide the prospective adoptive family with the following information:

- Availability of AAP benefits with an explanation, in writing, of the difference between AAP benefits and foster care payments. This information will be conveyed to the prospective adoptive family using *Adoption Assistance Payment (AAP) Program Brochure (F063-25-719)*
- Availability of reimbursement for nonrecurring expenses incurred in the adoption of the AAP eligible child. This information will also be conveyed in writing to the prospective adoptive family using *Reimbursement Agreement for Nonrecurring Adoption Expenses (F063-18-324)*
- Availability of mental health services through Medi-Cal or other programs

This information will be provided both at the time of application for adoption of the child and immediately prior to the finalization of adoption.

The explanation about the difference between AAP benefits and foster care payments described in *Adoption Assistance Payment (AAP) Program Brochure (F063-25-719)* will include the following information:

- Adoption assistance, including financial assistance and Medi-Cal benefits, that are available to remove or reduce economic barriers preventing families from adopting children who otherwise would remain in LTFC
- The significant differences between adoption assistance and foster care as shown below:

Foster Care

- Payment based on child's age and, in some cases, disability or other need for specialized care and/or supervision

Adoption Assistance

- Negotiated payment based on child's needs and family's circumstances

Note: The maximum payment for which the child is eligible is the foster care maintenance payment that would have been paid based on the age-

related state-approved foster family home care rate and any applicable state-approved specialized care increment the child would have received if not adopted

- Family resources and circumstances are not considered in determining payment amount
- Child is eligible for Medi-Cal, but any existing health insurance coverage on the child must be used first
- Required group home or residential treatment placement would be available for as long as necessary. Foster parents have no right to continue to participate in the child's life and have no right to have the child placed in their home once treatment is no longer necessary
- Circumstances of the family are considered in determining payment amount. A means test is not used
- Child is eligible for Medi-Cal but adoptive family must first use any existing health insurance coverage for the child
- Required group home or residential treatment placement funded by AAP up to 18 months to address a specific episode or condition justifying the placement. The adoptive parents must actively participate in a plan to reunify the child with the adoptive family

Per CDSS MPP Title 22, Division 2 § 35179, the applicant SSW will provide the additional information:

- Information about the availability of mediation services to facilitate contact between the parties to the adoption, before or after the adoption is completed, including the development of a kinship adoption agreement when the applicant is a relative of the child to be adopted
- Requirement regarding disclosure of medical and background information about the child
- Requirement of FC § 8702 that the applicant SSW provide a written copy of the *Adoption Information Act Statement (AD 908)* to the prospective adoptive parents at the time of home study

- Copy of *Adoption Grievance Review Process (F063-18-263)*
- Laws regarding post-adoption contact which cover:
 - Disclosure of identity of birth parents (FC § 9203)
 - Consent for contact between adult adoptee and birth parents (FC § 9204)
 - Contact between adoptee and birth siblings (FC § 9205)
- Information about additional benefits that may be available to assist in the completion of the adoption such as:
 - Reimbursement for non-recurring adoption expenses
 - Federal income tax credit which may reimburse the family for all or part of the cost of an adoption
 - Employer adoption benefits
 - Maternity and paternity leave

B. Information Provided to Relative Caregivers:

While best practice supports providing the following information to all caregivers, per CDSS MPP Title 22, Division 2 § 35179.1, the applicant SSW is required to provide the information to relative caregivers:

- Options available to establish a legally permanent relationship with a related child (previously discussed in Policy section “Initiation of Adoption Process”)
- Resources available to meet the child's needs (depending on legal option and regional availability), such as:
 - Victim's Witness Assistance
 - Special education services
 - AAP payments
 - Regional Center services
 - Social Security Income (SSI) payments
 - Community based relative services
 - Foster care payments
- Requirement for a written application under CDSS MPP Title 22, Division 2 § 35177 and approval of the application before the child may be adoptively placed with relatives
- Requirement that the caregiver home study be done under either a full or abbreviated format
- Availability of and requirements for a kinship adoption agreement as defined in Section CDSS MPP Title 22, Division 2 § 35000(k)(l)(A), including both of the following:
 - Forms developed which will accompany the agreement
 - Mediation services available to assist in the development of the agreement

- Requirement that a child age 12 or older must consent to the relative caregiver adoption agreement. If the child is a Juvenile Court dependent, or the subject of a dependency petition, the child must be represented by an attorney for the purpose of consent to the agreement
- Advisement to the birth parent of the availability of a kinship adoption agreement as defined in CDSS MPP Title 22, Division 2 § 35000(k)(1) and of any services to assist the birth parent as described in CDSS MPP Title 22, Division 2 § 35129.1(b)(3)(A) and CDSS MPP Title 22, Division 2 § 35129.2(b)(3)(A–B)

**Home Study
Methodology**

A. **Caregiver Adoption Requirements:**

In accordance with CDSS MPP Title 22, Division 2 § 35183, CFS Adoption Program may conduct an abbreviated assessment, in contrast to a full assessment, under any of the following conditions:

- The applicant is the current caregiver of the child to be adopted, and
 - Is licensed or certified as a foster family home, and
 - Has cared for the child, under the supervision of an adoption or child welfare agency, for at least six months
- The applicant is an existing relative caregiver of the child to be adopted who was assessed under WIC § 361.3, and written documentation of the assessment is available to the adoption agency
- The applicant has successfully completed a prior agency, independent, or intercountry adoption in California within the last five years and both of the following conditions exist:
 - An approved written assessment was made as required by CDSS MPP Title 22, Division 2 § 35180 (agency), CDSS MPP Title 22, Division 2 § 35081 (independent), or CDSS MPP Title 22, Division 2 § 35257 (intercountry)
 - The written assessment document is available to the CFS Adoptions Program

B. **Alternate home study method for foster parents and relative caregivers:**

FC § 8730 outlines an alternate to the abbreviated home study method. **Note:** Per CFS policy, CFS Adoption Program may use this format under special circumstances (e.g., time

constraint) with Program Manager (PM) approval. This home study method is available when:

- The prospective adoptive parent of a child is a foster parent
- The child has lived with this foster parent for a minimum of six months, or
- The caregiver is a relative who has had an ongoing and significant relationship with the child

This method minimally requires:

- A criminal records check of the relative caregiver or foster parent as detailed in the section below
- A determination that:
 - The relative caregiver or foster parent has sufficient financial stability to support the child and ensure that any AAP payment or other government assistance to which the child is entitled is used exclusively to meet the child's needs. (**Note:** The relative caregiver or foster parent will be required to provide verification of employment records or income or both)
 - The relative caregiver or foster parent has not abused or neglected the child while the child has been in his or her care and has fostered the healthy growth and development of the child. (**Note:** This determination will include a review of the disciplinary practices of the relative caregiver or foster parent to ensure that the practices are age appropriate and do not physically or emotionally endanger the child)
 - There is not a likelihood that the relative caregiver or foster parent will abuse or neglect the child in the future, that the caregiver or foster parent can protect the child, ensure necessary care and supervision, and foster the child's healthy growth and development
 - The relative caregiver or foster parent can address racial and cultural issues that may affect the child's well-being
- An interview with the relative caregiver or foster parent, an interview with each individual residing in the home, and an interview with the child to be adopted

Abbreviated Home Study

Per CFS policy, the CFS Adoptions Program utilizes “Structured Analysis Family Evaluation” (SAFE) as the primary method for studying caregivers seeking to adopt. SAFE is a uniform methodology for assessing and writing an abbreviated home study.

The following requirements for an abbreviated home study are governed by CDSS MPP Title 22, Division 2 § 35183:

A. **Age:**

An applicant will be at least 10 years older than the child.

Exception: The Court may approve an adoption without regard to the age difference between the child and prospective adoptive parent, stepparent, sister, brother, aunt, uncle, or first cousin if it is in the child’s best interest.

B. **Interview:**

An abbreviated home study requires a minimum of one face-to-face contact with each applicant. The contact will include, at a minimum, all of the following:

- One interview in the home of the applicant
- A separate face-to-face interview with each applicant
- A face-to-face interview with all individuals residing in the household, including the child to be adopted

Additional interviews may be conducted as necessary.

C. **Information:**

An abbreviated home study requires the following:

- Identifying information:
 - Full name, including aliases and maiden names
 - Current address and telephone number
 - Date of birth
 - Gender
- Blood relationship to child, if any
- Religion, if any
- The following information only if it is not documented in a prior home study or, in the judgment of applicant SSW, the applicant's circumstances have significantly changed since the prior home study
 - Name and address of employer and length of time employed or most recent income tax return if self employed

- Marriage certificate, if married, and verification of termination of prior marriages
- Any marriages and dissolutions occurring before a prior California adoption will assume to have been valid at the time of the prior adoption
- When verification of the dissolution of all marriages of the applicants is not possible, the marriages preceding a verified divorce decree shall be assumed to be validly dissolved
- Names, dates of birth, and location of any minor children of the applicant who are not living in the home of the applicant
- Names, date of birth, gender, and relationship of other individuals in the home
- Report of a medical examination of each applicant
 - Completed by a licensed physician, nurse practitioner, or physician's assistant practicing under a licensed physician
 - Completed no more than six months before the date of the application to adopt
 - The CFS Adoption Program may substitute a health questionnaire completed by the applicant for the medical report if both of the following conditions exist: (1) The applicant is the current caregiver or a relative seeking to adopt a specific child; and (2) the completed questionnaire does not, in the CFS Adoption Program's judgment, identify indicators requiring further evaluation or report (per best practice, the applicant SSW may review items of concern with the program Public Health Nurse)
 - If in the CFS Adoption Program's judgment, sufficient additional information is obtained from the physician who has been treating a specific condition identified in the questionnaire, additional medical examination is not necessary
- A certificate for each adult residing in the home stating that the individual is free from communicable tuberculosis
- The name of at least one individual to be contacted by CFS Adoption Program for the purpose of obtaining a reference
- The results of a screening for any criminal background of the applicant and any other adults residing in the home, unless CFS has a current contract with the California Department of Justice (DOJ) for Subsequent Arrest Notification Services (SANS)
- The results of a screening for prior referrals for child abuse

- or neglect
- Authorization for information from additional sources to be released to CFS Adoption Program, as necessary to complete the home study
- The name of the agency that completed any prior home study related to the care of a child as identified in CDSS MPP Title 22, Division 2 § 35183(a), date the home study was completed and, authorization for CFS Adoption Program to obtain the prior home study

**Criminal/
Child Abuse
Clearances**

In addition to the required clearances run for relative/NREFM or foster home placement, an adoption home study requires separate and more comprehensive criminal/child abuse clearances.

A. **Live Scan:**

Per FC Section 8712:

- All persons filing an application for adoption will live scan to determine whether the person has ever been convicted of a crime other than a minor traffic violation
- All applicants and adults residing in the applicant's home are required to live scan prior to approving a CFS Adoption Program home study
- CFS Adoption Program will not give final approval for an adoptive placement when the prospective adoptive parent or any adult living in the prospective adoptive home has either of the following:
 - A felony conviction for child abuse or neglect, spousal abuse, crimes against a child, including child pornography, or for a crime involving violence, including rape, sexual assault, or homicide, but not including other physical assault and battery. Crimes involving violence means those violent crimes contained in HSC 1522 (g)(1)(B)(A)(i)
 - A felony conviction that occurred within the last five years for physical assault, battery, or a drug- or alcohol-related offense

Per ACL 07-54, CFS Adoption Program will ask all adults living in the home to identify other states or U.S. territories they have lived in within the preceding five years, using Out-of-State Disclosure & Criminal Record Statement (LIC 508D).

- B. **Subsequent Arrest Notification Service (SANS):**
CDSS ACL 00-33 requires CFS Adoption Program to contract with the DOJ for SANS in order to receive arrest information subsequent to the original DOJ criminal record received by the CFS Adoption Program.

Note: When the adoption has been finalized, denied, or dismissed, CFS will notify the DOJ to discontinue SANS on the subject previously finger printed for adoption purposes using *No Longer Interested (NLI) Notification (BCIA 8302)*.

- C. **Out-of-State Child Abuse/Neglect Check:**
CDSS ACL 07-54 states if the state or U.S. territory does not maintain a registry, the applicant SSW will document that fact in the Adoption case record. No further action is necessary.

If the state or U.S. territory does maintain a registry, a request will be made of the other state or U.S. territory's child abuse registry using *Out of State Child Abuse/Neglect Report Request (F063-25-LIC198B)*. The results of that check must be received prior to approval of the adoption home study. The Adoption case record must document the contact with the other state's or U.S. territory's child abuse central registry.

If information from another state or U.S. territory registry indicates a history of child abuse or neglect, CFS Adoption Program will request from the other state or U.S. territory registry the underlying investigation information using *Out of State Child Abuse/Neglect Report Request (F063-25-LIC198B)*. This information will be summarized in the adoption home study submitted for approval and the original documentation retained in the adoption case record. The applicant SSW will also include this summary in the CFS Adoption Program final court report submitted to Juvenile Court as part of the finalization of the adoption.

- D. **Lifetime and Five-Year Ban for Felony Convictions:**
Per FC § 8712, final approval of a home study for an applicant is prohibited if the applicant or any adult residing in the applicant's home has certain felony convictions. Refer to Attachment A of CDSS ACL 09-16 for the listing of felony convictions which prohibit the approval of an adoption home study.

The prohibition applies to all home studies (full, abbreviated, and updated). If an adult, other than the applicant residing in the prospective adoptive home, has a felony conviction but leaves the home, CFS Adoption Program may take into consideration the change in circumstances, update the home study, and submit for approval.

E. **Felony Conviction After Home Study Approval:**

Per ACL 09-16, if the CFS Adoption Program receives a subsequent notification of a felony conviction for the applicant or other adult in the home during the period between home study approval and adoption finalization, CFS Adoption Program will determine if the new criminal activity:

- Poses a safety risk to the child
- Affects the applicant's ability to provide proper and adequate care for the child

CFS Adoption Program is responsible for updating the home study when notified of a felony conviction received prior to finalization. Such a conviction is considered a new circumstance that will require the CFS Adoption Program to deny the home study if it meets the criteria for a five-year or lifetime ban.

When CFS Adoption Program is notified of a felony conviction that meets the criteria for the life time or five year ban, CFS Adoption Program is required to terminate the adoptive placement per the procedure described in FC §8704. The information will be documented in the Adoptive Placement section of the Child Welfare/Case Management System (CWS/CMS) in accordance with [CWS/CMS Data Entry Standards—Adoptive Placement and Finalization](#).

Updating Existing Home Study

Per CCR §35183.1 (c), when significant information is received after the home study is completed and/or adoptive placement or finalization have not occurred, an update to the existing home study is required.

Application Approval/ Disapproval

Per CDSS MPP Title 22, Division 2 § 35177, CFS Adoption Program has the authority to determine that an applicant will not be approved for adoptive placement of a child at any point in the home study process.

An adoptive placement of a child will not be approved until a full or abbreviated home study on the applicant has been completed.

CFS Adoption Program will provide the applicant with written notification of its decision regarding their application for the adoptive placement of a child with the applicant. Notification will include:

- For home studies indicating approval, identification of age, race, gender, and characteristics of child considered for placement
- For home studies indicating disapproval, identification of factors which led to CFS Adoption Program's decision

Grievance Review

Per CDSS MPP Title 22, Division 2 § 35215, when a home study is not approved, the applicant will be notified in writing accompanied by the *Adoption Grievance Review Process (F063-18-263)*, explaining the applicant's right to a grievance review. Requests for grievance review will:

- Be signed by the applicant or prospective adoptive parent or his or her authorized representative
- State the facts surrounding the action which is the subject of the complaint
- Be submitted to the CFS Adoption Program within 30 days of the action which is the subject of the complaint

Upon written request from an applicant or prospective adoptive parent for a grievance review, CFS Adoption Program will provide a grievance review hearing as outlined in CFS P&P [Adoption Application—Denial and Grievance \(C-0101\)](#).

REFERENCES

Attachments and CWS/CMS Data Entry Standards

Hyperlinks are provided below to access attachments to this P&P and any CWS/CMS Data Entry Standards that are referenced.

- [CWS/CMS Data Entry Standards—Adoptive Placement and Finalization](#)
- [Attachment 1—Suggested Guidelines for Completing the Home Study](#)

Hyperlinks

Users accessing this document by computer may create a direct connection to the following references by clicking on them.

- CFS P&P [Permanent Planning Assessments \(PPAs\) \(G-0313\)](#)
 - CFS P&P [Adoption Application—Denial and Grievance \(C-0101\)](#)
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Other Sources

Other printed references include the following:

None.

FORMS**Online Forms**

Forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

| Form Name | Form Number |
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| Permanency Options Planning (POP) Meeting-Caregiver Information | F063-25-533 |
| Permanency Options Planning (POP) Meeting-Caregiver Information (Spanish) | F063-25-533Sp |
| Permanency Options Planning Meeting-Attendance Verification and Acknowledgement | F063-25-526 |
| Permanency Options Planning Meeting-Attendance Verification and Acknowledgement (Spanish) | F063-25-526Sp |
| Permanency Options-Caregiver Advisement Acknowledgement | F063-25-532 |
| Permanency Options-Caregiver Advisement Acknowledgement (Spanish) | F063-25-532Sp |
| Rights & Responsibilities-Adoption, Legal Guardianship, Long-term Foster Care | F063-25-294 |
| Rights & Responsibilities-Adoption, Legal Guardianship, Long-term Foster Care (Spanish) | F063-25-294Sp |
| Financial Comparisons—Adoption, Legal Guardianship, and Long Term Foster Care | F063-25-562 |
| Financial Comparisons—Adoption, Legal Guardianship, and Long Term Foster Care (Spanish) | F063-25-562Sp |
| Caregiver Adoptive Agreement and Release of Information | F063-18-133 |

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| Caregiver Adoptive Agreement and Release of Information (Spanish) | F063-18-133Sp |
| Application for Adoption of a Child | AD 521 |
| Out-of-State Disclosure & Criminal Record Statement | LIC 508D |
| Out of State Child Abuse/Neglect Report Request | F063-25-LIC198B |
| Adoption Information Act Statement | AD 908 |
| Reimbursement Agreement for Nonrecurring Adoption Expenses | F063-18-324 |
| Adoption Approval Letter | F063-18-304 |
| Adoption Approval Letter (Spanish) | F063-18-304Sp |
| No Longer Interested (NLI) Notification | BCIA 8302 |
| Cover Letter for Personal Reference | F063-18-305 |
| Cover Letter for Personal Reference (Spanish) | F063-18-305Sp |
| Cover Letter for Student Evaluation | F063-18-103 |
| Employment Reference for Adoption/Foster Care | F063-18-117 |
| Student Evaluation Form | F063-18-102 |
| Caregiver Applicant Home Study Process Checklist | F063-25-716 |
| Caregiver Assignment Letter | F063-25-723 |
| Caregiver Assignment Letter (Spanish) | F063-25-723Sp |

Hard Copy Forms

Forms listed below may be completed in hard copy (including multi-copy NCR forms). ***For reference purposes only***, links are provided to view these hard copy forms, where available.

| Form Name | Form Number |
|--|-------------------------|
| Structured Applicant Family Evaluation (SAFE)—Psychosocial Inventory | Consortium for Children |
| SAFE Home Study—Individual | Consortium for Children |
| SAFE Home Study—Couple | Consortium for Children |
| SAFE Questionnaire I | Consortium for Children |
| SAFE Questionnaire II | Consortium for Children |
| SAFE Reference form | Consortium for Children |
| Placement Acco Insert (Red) | F063-25-106 |

**CWS/CMS
Forms**

The following forms may **only** be obtained in CWS/CMS. **For reference purposes only**, links are provided to view these CWS/CMS forms, where available.

| Form Name | Form Number |
|--|--------------------|
| Permanency Planning Assessment | F063-18-242 |

Brochures

Brochures to distribute in conjunction with this procedure include:

| Brochure Name | Brochure Number |
|--|------------------------|
| Adoption Grievance Review Process | F063-18-263 |
| Adoption Grievance Review Process (Spanish) | F063-18-263Sp |
| Adoption Assistance Payment (AAP) Program Brochure | F063-25-719 |

LEGAL MANDATES

[Family Code \(FC\) Section \(§\) 8702](#) requires the adoption agency to provide a statement to the birth parents and the adoptive parents regarding the need to keep CFS apprised of a current address in case future contact is required or desired.

[FC § 8712](#) describes required criminal information for adoption including fingerprints, criminal records, prohibited placements, and fees.

[FC § 8714.5](#) presents a broad outline of the requirements for adoption by a relative including steps which will expedite the adoption process.

[FC § 8730](#) specifies that for a child who has lived with a foster parent for a minimum of six months or a relative who has maintained an ongoing and significant relationship with the child, the scope of the home study can be narrowed.

[FC § 8731](#) states that the assessment (described in FC § 8730) of a foster parent who is the caregiver of the child cannot commence until the child has been in the home for at least six months.

[FC § 9203–9205](#) addresses birth parent confidentiality and contact between the adoptee, birth parents, and siblings.

[Health and Safety Code \(HSC\) § 1522 \(g\)\(1\)\(B\)\(A\)\(i\)](#) describes the circumstances which under which a criminal exemption can or cannot be granted.

[Welfare and Institution Code \(WIC\) § 361.3](#) provides for the preferential treatment of relatives as to placement of the child.

[WIC § 361.5](#) states that if the Court orders that reunification services not be provided, CFS will prepare an analysis of the likelihood of adoption.

[WIC § 366.26\(n\)](#) describes the steps to follow when terminating an adoptive placement.

[WIC § 16119](#) and [California Department of Social Services \(CDSS\) Manual of Policies and Procedures \(MPP\) Title 22, Division 2 § 35177\(d\)](#) detail the requirement for providing the applicant with written information regarding AAP.

[WIC § 16122](#) describes the Private Agency Adoption Reimbursement Program (PAARP).

[CDSS MPP Title 22, Division 2 § 35000 \(K\)\(1\)\(A\)](#) provides details as to the structure of a Kinship Adoption Agreement.

[CDSS MPP Title 22, Division 2 § 35044](#) details the protocol to be used when home study documents are unavailable.

[CDSS MPP Title 22, Division 2 § 35081](#) states that CFS Adoption Program will assess the adoption applicants to determine their suitability as adoptive parents.

[CDSS MPP Title 22, Division 2 § 35129.1\(b\)\(3\)\(A–B\)](#) describes the advisements to be provided to birth parents when the child remains in their care.

[CDSS MPP Title 22, Division 2 § 35177](#) requires that a written application for adoption be received prior to the assessment of the applicants. Additionally, CFS Adoption Program is authorized to deny approval of the adoptive applicants.

[CDSS MPP Title 22, Division 2 § 35177\(a\)](#) requires a written application for adoption prior to assessing the applicant.

[CDSS MPP Title 22, Division 2 § 35177\(f\)](#) states that the CFS Adoption Program will provide the applicant with written notification of the Program's decision regarding the adoptive placement of a child with the applicant.

[CDSS MPP Title 22, Division 2 § 35177\(g\)](#) requires the CFS Adoption Program to inform the applicant in writing of a grievance review procedure and the applicant's right to file a grievance with the CFS Adoption Program within 30 days of receipt of the decision to deny the applicant's home study.

[CDSS MPP Title 22, Division 2 § 35179](#) requires that CFS Adoption Program provide information to the applicant concerning such topics as the adoption process, agency fees, and AAP.

[CDSS MPP Title 22, Division 2 § 35179.1](#) details information required to be provided to the applicants if adopting a relative child.

[CDSS MPP Title 22, Division 2 § 35179.1\(a\)\(1\)](#) specifies the three alternatives available to the applicants in establishing a legally permanent relationship with the child.

[CDSS MPP Title 22, Division 2 § 35179.1\(a\)\(1\)\(A\)](#) states that the relative caregiver be provided information that explains the differences between Adoption, Relative Guardianship, and Guardianship when considering a permanent relationship with the child.

[CDSS MPP Title 22, Division 2 § 35180](#) describes the overall structure of the written assessment and required documentation.

[CDSS MPP Title 22, Division 2 § 35181](#) outlines the process of doing a full assessment of the adoptive applicants.

[CDSS MPP Title 22, Division 2 § 35183](#) details the process of doing an abbreviated assessment of the adoptive applicants.

[CDSS MPP Title 22, Division 2 § 35183\(a\)](#) describes the conditions under which an abbreviated adoption assessment may be done.

[CDSS MPP Title 22, Division 2 § 35183.1\(c\)](#) describes the circumstances where an update to the home study is required.

[CDSS MPP Title 22, Division 2 § 35184](#) states CFS Adoption Program will complete a criminal record check of all applicants and any other adults residing in the home.

[CDSS MPP Title 22, Division 2 §§ 35215, 35217, and 35219](#) address the adoption grievance process.

[All County Information Notice I-47-05](#) provides procedure for establishing alternative documentation when a verifying official document is unavailable.

[All County Letter \(ACL\) 00-33](#) requires CFS Adoption Program contract with the California Department of Justice (DOJ) for Subsequent Arrest and Notification Service (SANS).

[ACL 07-54](#) explains the federal requirement to contact child abuse registries in other states when conducting relative and non-relative extended family member (NREFM) home approvals.

[ACL 09-16](#) amends California's adoption approval process for prospective adoptive parents to meet the federal requirements of the Adam Walsh Act.

[ACL 09-40](#) describes the purpose of PAARP, increase in PAARP reimbursement, and claiming instructions.

[ACL 10-17](#) discusses the purpose and functioning of PAARP within the context of Tribal Customary Adoption.