

Section 6 Overview

This section is developed to guide Children's Service Workers in decision making, the provision and documentation of services to children and their families, development of community resources, and their subsequent assessment and utilization. These resources are designed to enhance and augment services to children and their families in need of preventive, protective, and out-of-home care services.

Procedures contained in this chapter incorporate assessment standards (largely based on licensing rules) which reflect the concern of the agency for those children who must live apart from their families during some part of their minority. The purpose of these standards is to protect those children from abuse, neglect, injury, and exploitation, and to assist in treatment and improved social functioning.

It is recognized that such direction cannot be all inclusive; therefore, staff will still need to exercise judgment in individual case situations. In those situations in which staff do not follow the procedures, they will be expected to document the justification for their actions in the individual case record.

With each procedure, and each step within a procedure, it may be necessary for the worker to secure supervisory assistance in order to make a decision. The procedures do not contain a reference to worker-supervisor conferences, but this joint decision-making activity is understood to be an integral part of service delivery to community resource providers.

Chapter 10 Overview

This chapter discusses the procedural processes involved when an employee of the Children's Division (CD) inquires about becoming a foster parent, or is being considered for the adoption of a child through the Children's Division.

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10.1 Foster Parenting:

NOTE: When a Children's Division employee inquires about becoming a foster parent, relative or kinship provider, or is being considered for the adoption of a child through the Children's Division, the following procedure is to be followed.

1. CD staff may serve as foster parents for public and private agencies **other than our Division**. If employees provide foster care services for another agency, they may not accept for placement a child who is in the custody of CD. This includes emergency foster care and respite care.

The only exceptions to this policy are:

- a. A child in the custody of CD may be placed with an employee if all parental rights have been terminated and the intent is for that employee to adopt the child.
 - b. If a child relative or child of a close friend of an employee is placed in the custody of CD, and it is in the best interest of the child to be placed with the employee.
2. If a child under the supervision of CD is placed in the physical custody of an employee, the home study process, case management, and supervision of the case shall be addressed in the order outlined below:
 - a. The case shall be assigned to a neighboring county or a neighboring office if this occurs in a metro area, for conducting the home study and on-going case management and supervision of the case.
 - b. The case may be referred through the Foster Care Case Management contract and count in the rotation as a new entry into care.
 - c. A child/family specific contract may be developed with a child placing agency. Should there be a need to enter into a child/family specific contract with a child placing agency, refer the matter to the Contract Management Unit.

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10.2 Adoption

Children's Division (CD) employees who want to adopt a child must be approved by a child placing agency or adoption intermediary other than CD. If the employee utilizes an agency with which CD contracts and intends to adopt a child in CD custody, the Division will pay for the cost of the adoptive study.

CD employees may adopt a child in the custody of the Division as long as:

- a. Custody is transferred to the adoptive parent or another child placing agency when the child is placed in the home; and
- b. Someone other than CD provides supervision; or
- c. The Regional Director may assign a neighboring county as a measure of last resort should there be no one outside of CD available to provide supervision.

When a CD employee is being considered for the adoption of a child in CD custody, and the CD employee is from a different county than the available child's case manager county, the staffing process may remain the same.

CD employees may not adopt a child from their county or circuit of employment **unless recruitment for that child has been unsuccessful for a period of 90 days and the recruitment efforts must be documented.** The 90 days will begin when the recruitment efforts have been initiated. Recruitment efforts must be clearly documented.

- a. If the employee is from the same county as the available child, the child's adoption staffing is to take place in a county other than the county where the employee is based, (i.e., neighboring county).
 1. In the situations where the child and employee are from the same county, the case manager county is to contact their Regional Office representative to request assistance in assigning the staffing to an alternative county.
 2. The alternative county that has been assigned to conduct the staffing is to follow the procedures set forth previously in this manual.

Related Subject: Section 4, Chapter 28 [Selecting Adoptive Families](#)

3. In addition to conducting the staffing, the selection committee in the assigned county will ultimately be responsible for making the recommendation of the family that the team selects.

NOTE: The child's case manager and their supervisor are mandatory members of the selection committee and therefore must be a part of this committee. They are only to provide information about the child and to answer any questions that may arise. The child's case manager and their supervisor will abstain from participating in the recommendation of a family for a child.

Related Subject: Section 4, Chapter 28 [Selecting Adoptive Families](#)

4. If a child under the supervision of CD is placed in the physical custody of an employee, the home study process, case management, and supervision of the case shall be addressed in the order outlined below:
 - a. The case shall be assigned to a neighboring county or a neighboring office if this occurs in a metro area, for conducting the home study and on-going case management and supervision of the case.
 - b. The case may be referred through the Foster Care Case Management contract and count in the rotation as a new entry into care.
 - c. A child/family specific contract may be developed with a child placing agency. Should there be a need to enter into a child/family specific contract with a child placing agency, refer the matter to the Contract Management Unit.
5. Once the child's adoption has been finalized, the Regional Office will assign a neighboring county to the employee, in order to provide case management services, related to adoption subsidy, to the employee. The assigned county will be responsible for requests throughout the duration of the subsidy.

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