ADOPTION STAFFING DECISION WORKSHEET (CD-189) INSTRUCTIONS

PURPOSE: The purpose of this form is record the consensus of the Adoption Staffing Team when selecting a family for the purposes of adoption.

NUMBER OF COPIES AND DISTRIBUTION: The original form is retained by the county office in the child's file. Copies may be given to the Adoption Staffing Team as well as to the Court.

INSTRUCTIONS FOR COMPLETION:

1. Name of the Adoption Staffing Facilitator
2. Date the meeting is held
3. Name of the child(ren)
4. Date of Birth of the child(ren)
5. Name(s) of the prospective adoptive parent(s)-Families Presented
6. Phone Numbers of the prospective adoptive parent(s) and residence county
7. List names of the Staffing/Decision Making Team
8. Check the "Present" box if the team member was present for meeting
9. Obtain signatures and role of team members
10. If a family was selected, check the box, include the family's name and explain why the family was selected using the identified criteria: (Section 4, Chapter 28 Subsection 5)
    a. Ability to meet the needs of the child
    b. Ability to accept the physical, emotional, and mental conditions of child
    c. Age of child in relationship to age of potential adoptive family (CD believes that the selected family should be of an age capable of rearing the child to adulthood. If not, before the adoptive placement, plans must be made with the potential adoptive family for immediate and extended family members to take responsibility should the child be without a caretaker before reaching majority age.)
    d. Acceptance of legal risk, if applicable
    e. Acceptance of continued contact with siblings, and significant others when beneficial to the child
    f. Acceptance of the background of the birth parents
    g. Commitment to encourage and preserve the child's cultural identity
    h. Availability of and acceptance of use of community resources required by the child
    i. Acceptance of supervision during adoption process
11. Check Yes, No, or Unknown if the selected family can adopt without adoption subsidy
12. If a 1st alternative or 2nd alternative family was chosen, check the box and fill in the family's name
13. When a consensus is not met, the box "Family Not Selected-Reason Consensus Not Obtained" should be checked
14. Document in the space at the bottom of the form the specific reason as to why and plan to reconvene for another staffing for the specific child(ren)/sibling group to arrive at a final recommendation of the families considered. This process should be repeated as often as necessary until the child is placed for adoption.

INSTRUCTIONS FOR RETENTION: The original is permanently retained in the child's file under Child's Recruitment Section.

MEMORANDA HISTORY:
CD16-11

REV. 2/2016