

FAMILY RESPONSE FORM (CD-192) INSTRUCTIONS

PURPOSE: The purpose of this form is to gather pertinent family information, and to provide the family an opportunity to describe how they can meet the individualized needs of the child or sibling group. The *Child's Adoption Summary* and *Family Response Form (CD-192)* are used together during the Adoption Staffing Process.

Prior to an Adoption Staffing being scheduled the Child's Summary for Adoption should be provided to the pre-adoptive families selected through the preliminary screening process. The families should then be given ten (10) business days to review the Child's Summary and provide their written responses on the Family Response Form (CD-192). Once the Children's Service Worker has received the Family Response Forms back from the prospective adoptive families, the Children's Service Worker shall mail Child Information Packets to the Staffing Team Members participating in the Adoption Staffing process.

INSTRUCTIONS FOR COMPLETION:

1. Name of family completing the response form
2. Name of Resource Development Worker
3. Name of child(ren) to be placed
4. Name of the Child's Case Manager
5. The family is to complete all sections of the form
6. The prospective adoptive parent(s) to sign the last page under "Name of Person Completing Form" as well as the date the form was completed

NUMBER OF COPIES AND DISTRIBUTION: The original form is retained by the county office in the child's file. A copy should be given to the prospective adoptive parents for their records.

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

MEMORANDA HISTORY:

CD16-11