

# LEARNER HANDOUTS

CWS3010W: Adoption New Worker



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

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**LTD** Local Training  
and Development

Revised 11/14/2023

**CWS3010.1W ADOPTION NEW WORKER TRAINING (WEBINAR VERSION)**

This 6-hour series of webinars for new Adoption workers, who have not completed the required CWS3010 course, will provide new Adoption workers the foundations of Adoption guidance needed to perform basic casework.

The webinar will be offered for two consecutive days from 9:00 am to 12:00 pm with a 15-minute break during the morning. There will be Transfer of Learning activities for each day's material and a post test where the trainee will demonstrate proficiency in the material covered. Satisfactory completion of the pre-requisites, transfer of learning activities, and post test in the COVLC will be necessary to obtain credit for the webinar course. There will be a one-day course offered to cover the OASIS portions of the training not able to be practiced in the webinar.

Pre-requisites- Completion of the following three online courses, located in the COVLC, is required prior to attending this course.

CWSE1002: Exploring Child Welfare

CWSE5692: Recognizing and Reporting Child Abuse and Neglect

CWSE1500FC: Navigating the Child Welfare Automated System: OASIS-Foster Care (Modules 1-7) Note: Completion of CWS3000: Foster Care New Worker Training with OASIS is highly recommended prior to attending this course in order to understand the continuum of services and legal requirements necessary to achieve permanency for children and adolescents in agency custody.

**DAY 1**

This first session of CWS3010.1W will introduce trainees to Adoption guidance in Virginia. Trainees will learn VDSS requirements related to the agency placement adoption program in Virginia; become knowledgeable about the laws, regulations, guidance, and best practices that inform Adoption practice at the local level. Participants will explore the purpose and provisions of pre-placement services; topics include adoption as a permanency goal, termination of parental rights, planning for an adoptive placement, preparing the child for placement, recruiting and selecting families, AREVA, and preparing the family for placement. The transfer of learning after the session will require trainees to practice principles learned.

**DAY 2**

The second session of CWS3010.1W will include placement services and procedures, adoption assistance overview, formal agreements, finalizing the adoption, and post-adoption services. Supervisors will be emailed a transfer of learning for the entire course that outlines several activities to be done jointly between the supervisor and trainee.

## **COURSE COMPETENCIES AND LEARNING OBJECTIVES**

### **Competencies:**

3010-1 Trainees will develop, implement, and monitor the child and family permanency service plan.

3010-2 Trainees will transition child and family to permanency destination.

3010-3 Trainees will stabilize and support child and family in permanency destination.

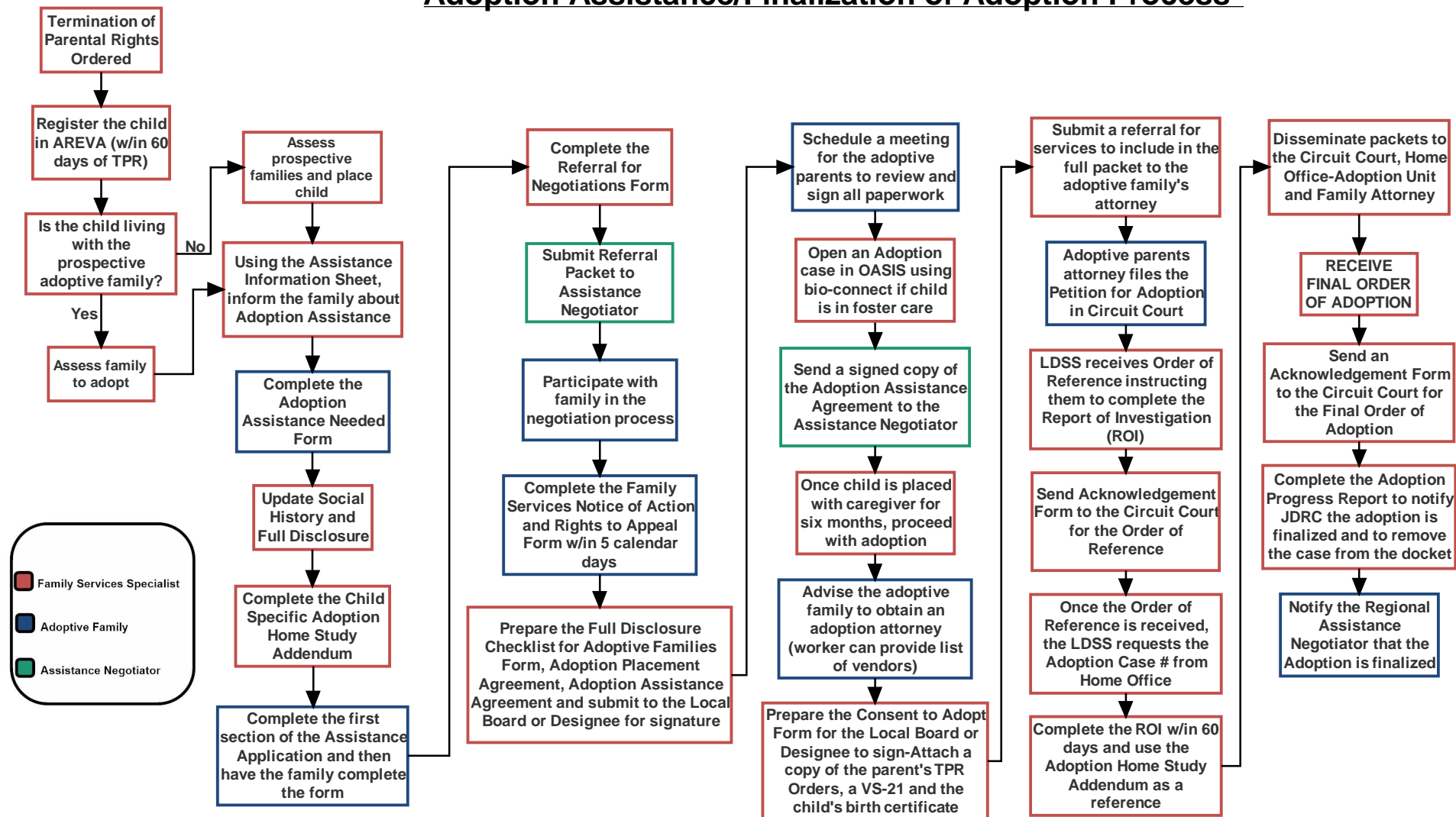
3010-4 Trainees will implement termination strategies to prevent recidivism and disruption.

### **Learning Objectives:**

Upon completion of the course, trainees will be able to:

1. Know the legal aspects of adoption.
2. Know the financial and other supportive resources for adoption.
3. Know the dynamics of adoption.
4. Know the family and child development issues in adoption.
5. Know the factors that contribute to the decision to adopt or to be adopted.

## Adoption Assistance/Finalization of Adoption Process



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# INFORMATION SHEET ON VIRGINIA ASSISTANCE PROGRAMS

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Thank you for your interest in providing permanency for a child from Virginia's foster care system through adoption or kinship guardianship. Adoption and kinship guardianship provide children with lifelong family relationships to share family traditions, special holidays, and important life events through childhood to adulthood. The purpose of this document is to provide you with general information about Virginia's assistance programs (adoption assistance and kinship guardianship assistance) as it relates to adoption (from public or private foster care) or kinship guardianship.

\_\_\_\_\_ local department of social services (LDSS) will assist you with the assistance programs and answer any specific questions about a child or your family's circumstances and you can reach the LDSS at \_\_\_\_\_. The LDSS will give you a Full Disclosure of Child Information Form that contains all known and relevant information about your child and the birth family, without revealing the identity of the birth family. The LDSS will discuss the Full Disclosure of Child Information Form with you. The LDSS will also help you plan how to integrate your child into your family and assess what services are available to meet your child's special needs.

## PURPOSE OF ASSISTANCE

The assistance programs support you as you raise your child. While you assume primary financial responsibility for raising your adopted child, assistance supplements your resources to care for your child's special needs. It is not intended to cover the entire cost of raising your child and the assessment of assistance is not the same as how the foster care payment was determined. Public and private community resources should be used prior to seeking assistance for your child. Adoption assistance supports you as you raise your child with special needs, which may include physical, mental, or development needs. Kinship guardianship assistance involves caring for a relative child.

## TYPES OF ASSISTANCE PAYMENTS

**NON-RECURRING PAYMENTS** cover up to \$2,000 for services directly related to the adoption or custody transfer of your child, such as reasonable and necessary costs for legal services, attorney fees, home studies, medical and psychological examinations, transportation, lodging, and meal costs for you and your child during the adoption or kinship process. These payments are made on behalf of your child in an adoptive placement prior to the final order of adoption when there is an adoption assistance agreement in effect or on behalf of your relative child when a kinship guardianship agreement is in effect.

**BASIC MAINTENANCE PAYMENTS** are monthly payments made to assist you in meeting your child's special needs or meeting the needs of your relative child. The amount is based on your child's level of care and supervision taking into consideration your family and community resources available to you. This monthly payment is made to you and it is your decision how you use the payment to meet your child's special needs. For example, you may use your monthly basic maintenance payment to cover medical cost not covered by insurance, special transportation needs for your child, respite care, or child care to name a few.

**ENHANCED MAINTENANCE PAYMENTS** are monthly payments available when your child has a clearly defined, ongoing need that requires you to provide additional supervision and support beyond what is developmentally appropriate to ensure your child's safety and well-being. The LDSS makes the determination that your child may require additional supervision and support from you by using the Virginia Enhanced Maintenance Tool (VEMAT) and supporting documentation to assess your child's behavioral, emotional, and physical/personal care needs and the increased supervision that you are providing to meet your child's needs. At no time shall the amount of the basic and enhanced maintenance payments exceed what would have been paid if the child was in foster care.

### **ADOPTION ASSISTANCE ONLY**

**SPECIAL SERVICE PAYMENTS** are time-limited payments that are directly related to address the child's special needs as documented on your adoption assistance agreement. You and the LDSS will explore all available health insurance, extended family, community, government, and other resources available to determine if they can provide services or supports necessary to meet your child's special needs. You and the LDSS also examine whether you can financially afford the special service. The LDSS shall consider this information as one factor when assessing and negotiating the special service payments. It shall not be the only factor in assessing your family's circumstances and in determining the special service payments. Special services payments are not intended as a long-term solution and you and the LDSS will assess a long-term service and support needed to meet your child's need.

If your child requires a service provider, you have the responsibility for selecting that provider based on what you believe is the most important for your child and for ensuring the provider's qualifications.

You will select these providers, when applicable:

- Providers through Medicaid, FAMIS, private health insurance, local school division, state education agency, or early intervention supports and services. Adoption assistance funds shall not be used to pay other providers when the services are available, appropriate, and accessible through these avenues.
- Providers are fully licensed, regulated, approved, or accredited. The LDSS will assist you in verifying the status of providers.

**FEDERAL ADOPTION TAX CREDIT** while not part of Virginia's adoption assistance program, you may be eligible for a federal adoption tax credit when adopting a child from foster care, including a child with special needs. You should consult a tax professional to determine your eligibility for the tax credit and to address any questions you may have. For more information on the federal adoption tax credit see the Internal Revenue Service (IRS) website at <http://www.irs.gov/> and the North American Council on Adoptable Children website at <http://www.nacac.org/>.

### **KINSHIP GUARDIANSHIP ASSISTANCE ONLY**

**COMPREHENSIVE SERVICES ACT (CSA) SERVICES** Children and youth who are living with a relative custodian participating in the kinship guardianship assistance program are eligible for foster care services, including a full range of casework, treatment, and community services. If your child requires ongoing services, discuss with the LDSS the process for requesting services through the CSA.

## APPLYING FOR ASSISTANCE

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To begin the process of determining if you are eligible or if you wish not to request assistance, you will submit the Virginia Application for Assistance to the LDSS responsible for assessing assistance for your child. The application also serves as a tool to help you plan how to integrate your child into your family, evaluate financial resources, expenses, and health coverage available for your child, and identify services and supports to address your child's special needs. You will complete the application with the LDSS or licensed child placing agency when the child is in agency custody.

## ASSESSING THE NEED FOR ASSISTANCE

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Assistance is individually tailored for your child using your resources as well as community resources to address your child's special needs. The amount and terms for assistance are assessed, negotiated, and agreed upon by you and the LDSS to meet the child's needs. During the process of assessing assistance for your child, you have a right to determine how you will use your financial resources and have the responsibility and right to raise your child with minimal government involvement, including denying assistance.

The LDSS will use the Screening Tool to determine if your child meets the eligibility criteria for assistance. Once your child is determined eligible for assistance, the assistance is negotiated with you, the LDSS, and an Assistance Negotiator. The purpose of negotiation is to assess your child's current needs for assistance and your family circumstances to address these needs. Future needs for your child are not negotiated at this time because those needs cannot be known with certainty and may change. At any time during the duration of the agreement, you may request changes to the assistance agreement to address changes in the needs of your child and your family circumstances. For adoption assistance, changes to the adoption assistance agreement will be evaluated based on the special needs that were initially documented on the adoption assistance agreement.

The LDSS will use the Virginia Screening Tool to determine your child's eligibility for adoption assistance. You, the LDSS, and Assistance Negotiator will consider the following factors when assessing the need for assistance:

- The special needs of the child, as documented by a qualified professional.
- The care and supervision your child requires.
- Your family circumstances and how these circumstances impact your need for assistance. Your circumstances include your overall ability to meet the needs of your child and incorporate your child into your home, based on your current lifestyle, and standard of living.
- Other available resources that can be used creatively to help meet your child's special needs and help defray costs for you and the assistance program. Resources may include relatives, friends, neighbors, faith-based organization, community centers, cultural and civic organization, health insurance, and other community and government agencies.
- Legal requirements for assistance.
- The type of assistance that is important to you (e.g. financial assistance, health insurance, special services, and other supports).
- The amount, timing, and how long assistance is needed.

## ENTERING INTO AN ADOPTION ASSISTANCE AGREEMENT

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After you and the LDSS agree on the terms for adoption assistance, you will sign the Virginia Adoption Assistance Agreement that documents the agreed upon terms. The agreement is signed and executed within sixty days from the date the LDSS received the completed application from you with

all required documentation. The signed agreement is legally binding on all parties beginning on the effective date stated on the agreement. Payments and services shall only be provided once the agreement is executed. The LDSS is responsible for payments and services specified in the agreement. Once the adoption assistance agreement is executed, the terms of the agreement shall be changed only when new terms are assessed, negotiated, and agreed upon by you and the LDSS.

### ENTERING INTO A KINSHIP GUARDIANSHIP ASSISTANCE AGREEMENT

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After you and LDSS agree on the terms for kinship guardianship assistance, you will sign the Virginia Kinship Guardianship Assistance Agreement that documents the agreed upon terms. The agreement is signed within ninety days from the date the LDSS received the completed application from you with all the required documentation. The signed agreement is legally binding on all parties beginning the effective date stated on the agreement. Payments and services shall only be provided once the agreement is executed (i.e. after the agreement has been signed and custody has been subsequently transferred). The LDSS is responsible for payments and services specified in the agreement. Once the kinship guardianship assistance agreement is executed, the terms of the agreement shall be changed only when new terms are assessed, negotiated, and agreed upon by you and the LDSS.

### CHANGING THE ASSISTANCE AGREEMENT

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You may request a change to the assistance agreement at any time during the duration of the agreement based on changes in your child's special needs or your family's circumstances. A change in non-recurring assistance cannot be reassessed as they are a one-time only expense.

For changes to the agreement, you will submit an Addendum Request to the LDSS with which you established the agreement. The LDSS will assess the request and, if applicable, negotiate and establish new agreed upon terms of assistance. You and the LDSS sign an Addendum to the Assistance Agreement that documents the agreed upon revised terms.

### TERMINATING THE AGREEMENT AND PAYMENTS

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The LDSS shall only terminate the agreement and payments based on the terms specified in the assistance agreement or the addendum in effect. The agreement can also be terminated when the LDSS determines that any one of the following circumstances occurs:

- Your child reaches the age of 18 years, unless the LDSS determines that your child has a condition that warrants continuation of assistance beyond age 18 years up to age 21.
- Your child reaches the age of 21 years, after the LDSS established that the youth has a condition that warrants the continuation of assistance beyond the age of 18 years.
- You request in writing that the agreement ends, are no longer legally responsible for your child's care, are not providing any financial support for the child, or you are deceased. For kinship guardianship assistance agreements, you may select a successor guardian on your agreement who may be eligible to receive kinship guardianship assistance payments once they assume care of your child after your death.

### APPEALS AND FAIR HEARING

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Any applicant or recipient of assistance aggrieved by any decision of the LDSS in granting, denying, or discontinuing assistance may appeal the decision. An applicant aggrieved by the failure of the LDSS to make a decision within a reasonable time may ask for a review of the process.



Appeals shall be processed in accordance with Virginia legal requirements and written procedures at the time of the appeal shall be used. You may request a fair hearing within thirty days after receiving written notice of the LDSS's decision. A person acting on behalf of you (e.g. relative, friend, or an attorney) may act as your authorized representative and request the hearing. Requests for appeals are submitted in writing to:

Appeals and Fair Hearings Unit  
Virginia Department of Social Services  
801 East Main Street  
Richmond, Virginia 23219

When the hearing officer determines the appeal request is valid, a formal Administrative Hearing is conducted. The hearing officer is an impartial person charged by the Commissioner of the Virginia Department of Social Services (VDSS) to hear appeals and decide if the LDSS followed policy and procedure in making a decision. The LDSS prepares a Summary of Facts and sends a copy to you, your representative if any, and the hearing officer prior to the hearing.

At the hearing, you or your authorized representative have the opportunity to:

- Examine all documents and records used at the hearing.
- Present your case.
- Bring witnesses.
- Establish pertinent facts and advance arguments.
- Question or refute any testimony or evidence, including the opportunity to confront and cross examine adverse witnesses.

The LDSS has the opportunity to:

- Clarify or modify statements contained in the Summary of Facts.
- Question you and your witnesses on the salient issue.
- Examine all documents submitted by you or your authorized representative.

Only relevant evidence related to the issue being appealed is admissible at the hearing. There is a legal presumption that the LDSS acted in accordance with law and policy and the burden of proof is on you to demonstrate the LDSS's error. The decision of the hearing officer shall be based exclusively on the evidence introduced at the hearing, and on all applicable laws, regulations, policies, and guidance manuals.

The hearing officer shall notify you and the LDSS in writing of its decision on the appeal within sixty days following the date the appeal request was received by VDSS, except when a postponement was requested. If the hearing was postponed, the time limit will be extended for as many days as the hearing was postponed.

The decision of the hearing officer is final and binding when the decision is mailed to you and the LDSS. If you and the LDSS resolved the issue at any time after the Appeals and Fair Hearings Unit receives your request for an Administrative Review Hearing, you must provide a written statement withdrawing the appeal request. The withdrawal statement is sent to the hearing officer with a copy sent to the LDSS.

If you aggrieved the decision of the hearing officer, you may seek further review of the decision by the appropriate circuit court. You have thirty days from the date of service (the date they actually received the hearing officers' decision or the date it was mailed to you, whichever occurred first) to provide

notice of your intent to file an appeal with the circuit court. You must send written notice of intent to appeal the hearing officer's decision to:

Commissioner  
Virginia Department of Social Services  
801 East Main Street  
Richmond, Virginia 23219

In addition, you must file a petition in circuit court in the locality where you live in order to perfect the appeal. You will not receive correspondence nor will the assistance continue as a result of you sending written notices to VDSS of your intent to appeal, as the hearing officer's decision is the final administrative action.

#### DISCRIMINATION COMPLAINT

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If you believe you have been discriminated against by the VDSS or LDSS because of race, color, national origin, sex, age, or disability, you have the right to file a complaint of discrimination with the:

VDSS Civil Rights Program Administrator -Or- U.S. Department of Health and Human Services

801 East Main Street, 8<sup>th</sup> Floor  
Richmond Virginia 23219

Director, Office of Civil Rights  
Region III 150 S. Independence Mall West  
Suite 372  
Philadelphia, PA 19106-3499

To acknowledge receipt of this information, sign and date below:

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

# Talking With Older Youth About Adoption



## Introduction

Exploring permanency options for older youth in foster care requires a focus on two key components: (1) recruiting and preparing adoptive families who can meet the needs of older youth and (2) engaging and supporting older youth in conversations about their future and their openness to adoption.

This tip sheet provides child welfare professionals with a framework for how to talk with older youth about permanency and offers tangible tips and suggestions on ways to make these conversations more effective and meaningful.

## Remember to ENGAGE

- E** Explain what permanency means—in general and what it can mean for youth
- N** Not a one-time conversation, but an ongoing discussion
- G** Give youth opportunities to explain their feelings about adoption
- A** Ask youth who they feel connected to
- G** Give youth choices so they can practice self-determination
- E** Explain their options and help them understand the pros and cons

## Key Considerations

**Begin** preparing for permanency early (not just in the final few months before a youth will age out of foster care) through ongoing discussions about their future and by helping them cultivate supportive relationships.

**Use** words that youth will understand, not child welfare jargon that might be confusing.

**Explain** the meaning of permanency and adoption. For example, permanency is a family relationship and bond that is intended to last a lifetime. Adoption makes the family permanence legal.

**Assess** and be aware of your own thoughts and attitudes—including possible biases or resistance—about adoption for older youth. If you have doubts about the possibility of finding families for older youth, you may reflect that doubt in your work.

**Keep in mind** that the word “adoption” may carry negative or confusing connotations for youth, especially if they think it means replacing their biological family or other important relationships. Understanding each youth’s perspectives and experiences is key to helping them talk through their own concerns and questions.

**Support** youth in understanding their different options as you talk about adoption; help them build skills of self-determination and using their voice.

**Consider** engaging a youth’s independent living worker as a messenger and partner for helping youth explore the possibility of adoption and the importance of permanency.

**Involve** youth in their own recruitment, such as being part of writing their profile for photolistings, arranging for a professional-quality photo or video to accompany their profile, identifying characteristics of potential parents for them, and sharing their ideas about recruitment messages.

**Involve** older youth – whether they have been adopted or not – in mentoring their peers in foster care. Read stories and watch videos together highlighting foster care alumni and discuss the stories with the youth. See stories and videos on the [AdoptUSKids website](#).

**Consider** whether everyone involved with the youth has done everything they can to support the youth’s permanency options through reunification or guardianship with relatives. As you discuss adoption, the youth may have questions about whether there were other options for having a permanent family.



# Suggestions for Starting a Conversation

Helping youth think about adoption and the importance of having lifelong supportive relationships requires ongoing conversations and a willingness to listen closely and carefully to what youth are telling you—directly and indirectly—about their goals, concerns, questions, and dreams. Conversations with youth should be authentic—not scripted—and responsive to how each youth wants to engage. There are many effective ways to prompt these discussions and help youth explore the idea of adoption. The questions below may be used as a starting place or as topics to incorporate into your conversations with older youth.

## ***Possible Questions***

- What do you want for your future? What dreams do you have for yourself?
- What does permanency mean to you? What have you heard or do you believe about adoption? Do you have concerns or questions about either?
- Do you know anyone who has been adopted? If so, what do you think about their experience? What questions does their experience raise for you?
- What benefits do you think there would be to having more adults who love and care about you as you become an adult and throughout your life?
- Are there ways I can help you find out more about adoption and what permanency could look like for you? Are there people you'd like to talk with about adoption?
- Who in your life – past or present – do you see as a support to you? Who do you call to ask for advice? Who believes in you and loves you? Who would you call at 2:00 AM if you were in trouble?



## ***Possible Topics to Discuss***

- Adoption doesn't mean giving up, replacing, or rejecting any of the other important people in your life, including your birth family.
- Even as you're becoming more independent, having an adoptive family can guide and support you in following your dreams and help you to be the best version of yourself.
- Adoption doesn't mean changing your identity or who you are, or even your name if you don't want to. What it does mean is adding to the number of people who care about you and support you throughout your life.
- Homelessness and unemployment are very real risks for youth who age out of foster care. Having an adoptive family can be a safety net as you transition to adulthood – you can go to school and you will have a place to go home to when you need it.
- Let's talk through your options and write out the pros and cons of each. Help us identify caring, committed adults in your life who can be there for you no matter what.



VIRGINIA DEPARTMENT OF SOCIAL SERVICES  
CHILD-SPECIFIC RECRUITMENT PLAN

To the LDSS: Use this tool to develop an adoption recruitment plan and track recruitment activities for children when their parents' rights have been terminated, and an adoptive home has not been identified.

AGENCY INFORMATION

LDSS NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

FSS NAME: \_\_\_\_\_ FSS EMAIL: \_\_\_\_\_ NUMBER: \_\_\_\_\_

CASE INFORMATION

CHILD'S NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ TPR DATE: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

CHILD'S CURRENT PLACEMENT TYPE: \_\_\_\_\_ DATE OF PLACEMENT: \_\_\_\_\_

NAME OF CURRENT PLACEMENT / CAREGIVERS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

If this is a residential placement, date of the anticipated discharge: \_\_\_\_\_

WAS THE CHILD CONSULTED ABOUT THE DEVELOPMENT OF THIS RECRUITMENT PLAN? ☐ Y ☐ N IF YES, DATE OF MEETING: \_\_\_\_\_

IF NOT, WHY NOT? \_\_\_\_\_

Describe the child/youth's desires regarding an adoptive family:

\_\_\_\_\_

SIBLINGS: MEMBER OF SIBLING GROUP: ☐ Y ☐ N ONLY INCLUDE SIBLINGS IN CARE AND AVAILABLE FOR ADOPTION

Name of Sibling	Date of Birth	Goal	Amount and Type of Sibling Contact	Placement Together	If not, Why not?
_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____



BARRIERS TO ADOPTION PLACEMENT (Document Child Specific Barriers to Adoption Placement)						
Barrier	Efforts In Place To Eliminate Barrier		Resources Needed	Person Responsible	Date Barrier Will Be Eliminated or Indicate If Ongoing	
_____	_____		_____	_____	_____	
_____	_____		_____	_____	_____	
_____	_____		_____	_____	_____	
WITHIN 30 DAYS BEGINNING DATE: _____ TO: _____	DATE COMPLETED	POC INFORMATION*	NUMBER OF RESPONSES	FOLLOW-UP NEEDED	FAMILY IDENTIFIED	NOTES
REVIEW CASE RECORD/ INTERVIEW CURRENT WORKER(S)	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
INTERVIEW CHILD	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
OBTAIN CURRENT PHOTOGRAPH	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
CREATE FLYER	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
RE-EXAMINE KINSHIP OPPORTUNITIES	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
REGISTER CHILD WITH AREVA OR VERIFY REGISTRATION	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
REGISTER CHILD WITH ADOPTUSKIDS	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
REGISTER CHILD ON FAMILY MATCH	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
POST CHILD ON VARIOUS AGENCIES WEBSITES	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____

30 – 60 DAYS FROM:_____ TO: _____	DATE COMPLETED	POC INFORMATION	NUMBER OF RESPONSES	FOLLOW- UP NEEDED	FAMILY IDENTIFIED	NOTES
UPDATE AGENCY ADOPTION PHOTO BOOK	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
PRESENT CHILD AT NEW PARENT TRAINING ORIENTATION – VARIOUS AGENCIES	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
PRESENT CHILD AT LDSS PRE-SERVICE TRAINING	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
PRESENT CHILD AT IN-SERVICE TRAINING	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
PRESENT CHILD AT ADOPT OR EMAIL LISTSERVE	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
ADOPTION MIXERS/OUTINGS	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
CONTACT CHILD’S SUPPORT RESOURCES	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
DISTRIBUTE FLYER TO AGENCIES WITH APPROVED FAMILIES	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
FEATURE CHILD IN VARIOUS AGENCIES NEWSLETTERS	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
CONTACT/PRESENT CHILD TO LOCAL CHURCHES OR OTHER COMMUNITY GROUPS	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
RADIO INTERVIEW WITH LOCAL STATIONS	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
FEATURE ARTICLE IN LOCAL PAPER	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____

60 – 90 DAYS FROM: _____ TO: _____	DATE COMPLETED	POC INFORMATION	NUMBER OF RESPONSES	FOLLOW- UP NEEDED	FAMILY IDENTIFIED	NOTES
ADOPTED PARENT SUPPORT GROUP PRESENTATION	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
PERSONAL INTERVIEW/VIDEO WITH CHILD	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
TELEVISION APPEARANCE	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
DAVE THOMAS FOUNDATION / WENDY'S WONDERFUL KIDS	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
ADOPTTALK	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
EXTREME RECRUITMENT	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
ADOPTION CONSORTIUM	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____

30 Days - Family Service Specialist's Signature: \_\_\_\_\_

Family Service Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

60 Days - Family Service Specialist Signature: \_\_\_\_\_

Family Service Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

90 Days - Family Service Specialist Signature: \_\_\_\_\_

Family Service Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# ADOPTION CHECKLIST

**CHILD'S NAME:**

**OASIS Number:**

## I. Goal Change to Adoption

- ☐ Concurrent Planning (Section 7.4, Foster Care Manual)
- ☐ Use Family Partnership Meetings (FPM) prior to the development of a foster care plan for the Permanency Planning Hearing (Section 2.9, Foster Care Manual)
- ☐ Begin the TPR process when adoption is the best plan for the child in foster care (Section 9.4, Foster Care Manual)
- ☐ Continue the child's Lifebook to document the child's personal histories as he/she goes through the foster care and adoption process (Section 9.5.3, Foster Care Manual)

## II. Termination of Parental Rights (TPR)

- ☐ Consultation occurs between foster care and adoption staff (Section 9.7, Foster Care Manual).
- ☐ Search the Virginia Birth Father Registry if father unknown prior to TPR (Section 9.4.1, Foster Care Manual).
- ☐ Permanency Planning Hearing/Goal change to adoption.
- ☐ TPR petition filed (Section 9.4, Foster Care Manual).
- ☐ TPR achieved.
- ☐ After TPR or permanent entrustment agreement, notify the Benefits Program Specialist in writing to notify the Division of Child Support Enforcement (Section 4.7.9, Foster Care Manual).
- ☐ Update OASIS Court Screen
  - ☐ Foster Care Case-Hearing/Review Screen-Add Permanency Planning Hearing with goal change
  - ☐ Foster Care Case-Hearing/Review Screen-Add TPR Hearing results
  - ☐ Foster Care Case-TPR-Add TPR information
- ☐ Register the child in AREVA within **60 days** of the TPR. If there is a TPR appeal, photo-listing may be deferred (Section 9.8, Foster Care Manual).
- ☐ Prepare the child for adoption and involve the child when the goal is adoption (Section 9.5 & 9.6, Foster Care Manual).

## III. Placement in an Adoptive Home

- ☐ Select Adoptive Home (Section 9.9, Foster Care Manual).
  - ☐ Ensure there is an approved Mutual Family Assessment/Home Study and a Certificate of Approval.
- ☐ Discuss Full Disclosure of Child Information Form with prospective adoptive parents and give a copy to the prospective adoptive parents with all relevant documentation (Section 9.9.4, Foster Care Manual).
- ☐ If placing out of state, initiate ICPC process before visiting begins. (Regulation 2, ICPC Manual).
- ☐ Arrange Pre-Placement Visits (Section 9.9.5 & 9.9.6, Foster Care Manual).
- ☐ Sign the Placement Agreement –Adoptive Home, 032-02-0657, (Section 9.9.7, Foster Care Manual). NOTE: Best practices would be to sign the Placement Agreement and Adoption Assistance Agreement at the same time.
- ☐ If the child is placed in another school, complete the Best Interest Determination (BID) Meeting (Section 12.12, Foster Care Manual)
- ☐ Open Adoption Case in OASIS within **5 business days** of signing the Adoptive Placement Agreement (Section 9.9.8, Foster Care Manual and Section 2.21, Adoption Manual).
- ☐ Update Foster Care Case in OASIS with child's new placement information.

## IV. Adoption Assistance

- ☐ Complete the Screening Tool for Adoption Assistance, 032-04-0091, to determine whether the child is eligible for adoption assistance, the funding type of adoption assistance (federal or state), and Medicaid eligibility (Section 2.8 and 2.9, Adoption Manual).
- ☐ Educate the adoptive parents about the adoption assistance process and how adoption assistance applies to their child (Section 2.4, Adoption Manual).
- ☐ Provide adoptive parents with the Application for Adoption Assistance, 032-04-0093, after fully discussing the child's special needs (if applicable) and the adoption assistance process (Section 2.5, Adoption Manual).

#### IV. Adoption Assistance (continued)

- ☐ Review and notify the adoptive parents in writing that the application was received and the status of the application (additional information needed, application is complete, or application is denied) within **14 days** of receiving the application. Ensure application is complete with all required documentation (Section 2.5.1, Adoption Manual).
- ☐ Enter information from the application onto the VA Worksheet for Assessing and Negotiating Adoption Assistance, 032-04-0092, (Section 2.6, Adoption Manual).
- ☐ Assess the family circumstances and facilitate conversation about the child's needs and the services the child requires (Section 2.6, Adoption Manual).
- ☐ Conduct a VEMAT assessment within **14 days** of the LDSS decision to assess or reassess the adoption assistance enhanced maintenance payment. NOTE: A re-administration of the VEMAT is not required if the AAA is signed within **3 months** of a prior VEMAT assessment (Section 2.6.2.1, Adoption Manual).
- ☐ Assess all relevant and applicable resources that are appropriate, available, and accessible for the child. NOTE: Adoption assistance funds cannot be used to pay for services that can be provided through other resources (Section 2.7, Adoption Manual).
- ☐ Submit the Application for Adoption Assistance, Screening Tool, Referral for Negotiations, 032-02-0666, VEMAT-if applicable, and any supporting documentation to the Adoption Negotiator within **30 days** of the receipt of the Application for Adoption Assistance (Section 2.12, Adoption Manual).
- ☐ Negotiation complete no later than **60 calendar days** following the initiation of the adoption negotiation process (Section 2.12.3, Adoption Manual).
- ☐ Provide a copy of the Adoption Negotiation Report, 032-02-0667, to the adoptive family (Section 2.12.3, Adoption Manual).
- ☐ Process the Application for Adoption Assistance and provided the family with the Family Services Notice of Action and Right to Appeal, 032-02-0669, within **90 days** from the date the application was received (Section 2.12.5, Adoption Manual).
- ☐ Draft and execute the Adoption Assistance Agreement, 032-04-0090, within **15 business days** from the date of the Adoption Negotiation Report (Section 2.12.3, Adoption Manual).
- ☐ Obtain necessary signatures on the Adoption Assistance Agreement (Section 2.13.2, Adoption Manual).
- ☐ Change funding (cost code/budget line items) from foster care to adoption assistance (Section 2.16, Adoption Manual).
- ☐ Submit a copy of the Adoption Assistance Agreement to the:
  - ☐ Adoption Negotiator no later than **10 days** following the last signature (Section 2.12.3, Adoption Manual).
  - ☐ Benefit Programs Specialist responsible for maintaining the eligibility of adoption assistance.
- ☐ Update OASIS with adoption assistance financial and service information within **5 business days** from the effective date of the Adoption Assistance Agreement (Section 9.9.8, Foster Care Manual and Section 2.12.2, Adoption Manual).

#### V. Adoption Finalization

- ☐ Decide when to file the petition to adopt jointly with the adoptive parents (Section 3.6.1, Adoption Manual).
- ☐ Inform the adoptive parents of legal representation (Section 3.6.2, Adoption Manual). Note: Non-recurring expenses may cover legal fees up to \$2,000 for the purposes of finalizing the adoption (Section 2.6.5 & 2.9.6, Adoption Manual).
- ☐ Obtain local board or director consent by completing the Consent to Adopt form, 032-02-0655 (Section 3.6.3, Adoption Manual).
  - ☐ Obtain consent from youth 14 years and older.

## V. Adoption Finalization (Continued)

- ☐ PACCA (if applicable) is submitted with the petition for the adoption (Section 3.5, Adoption Manual).
- ☐ Complete supervisory visits (Section 3.8, Adoption Manual). Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_
- ☐ Review the Order of Reference from court.
- ☐ Request an adoption case number from the Adoption Records Specialist at VDSS if have not received after **15 business days** of the receipt of the Order of Reference (Section 3.10, Adoption Manual).
- ☐ Complete the Report of Investigation within **60 days** of receipt of the petition and Order of Reference (Section 3.7, Adoption Manual).
- ☐ Complete the Commissioner's Confidential Report, 032-02-0154 (Section 3.7.4, Adoption Manual).
- ☐ Distribute the Report of Investigation including the Certificate of Services, 032-02-0107, and the Commissioner's Confidential Report, and Entrustment Agreement (if applicable) to the court (originals), attorney, and Commissioner (Section 3.7.4, Adoption Manual).
- ☐ Date the Final Order of Adoption Received: \_\_\_\_\_
  - ☐ Enter date the Final Order of Adoption was received in the Adoption OASIS case within **5 business days** of receipt.
  - ☐ Close Foster Care OASIS case within **10 business days** of the receipt of the Final Order of Adoption.
  - ☐ Complete the Adoption Progress Report and send to J&DR court to take case off the docket within **10 business days** of the receipt of the Final Order of Adoption (Section 3.9, Adoption Manual).
- ☐ Complete the VS-21, obtained from the clerk of court or Office of Vital Records (Section 3.11, Adoption Manual).
- ☐ Send Adoption Case Record to the VDSS Adoption Unit for preservation within **30 calendar days** of the receipt of the final order of adoption (Section 3.10.2, Adoption Manual).

## VI. Foster Care Responsibilities until Final Order of Adoption

Note: Continue **all** Foster Care services and requirements until the final order of adoption. Below is not an exclusive list.

- ☐ Continue on-going visits with child (Section 17.7, Foster Care Manual).
- ☐ Continue the schedule for dental and medical exams (Section 4.9, Foster Care Manual).
- ☐ Continue working with biological family until TPR (Section 17.9, Foster Care Manual).
- ☐ Continue Foster Care Review Hearings and Administrative Panel Reviews (Section 16.2.6 & 16.6, Foster Care Manual).
- ☐ If child is not in an adoptive home, continue the re-assessment of the VEMAT if applicable (Section 18.2.2.6, Foster Care Manual)
- ☐ Submit the Adoption Progress Report (located in OASIS/Forms) submitted to the J&DR court **six months** after a permanency planning hearing when the goal of adoption has been approved and every **6 months** until adoption is finalized. (Section 3.9, Adoption Manual). Note: The Adoption Progress Report is used to notify J&DR court that the adoption is finalized.
- ☐ After receipt of the final order of adoption, close the OASIS foster care case within **5 business days** (Section 19.2, Foster Care Manual).

## VII. Adoption Case Responsibilities

- ☐ Date the Adoption Assistance Agreement was effective: \_\_\_\_\_.
- ☐ Notify parents in writing of the date the annual affidavit is due. Note: Notification should be sent **2 months** before the anniversary date of when the Adoption Assistance Agreement was effective (Section 2.14, Adoption Manual).
- ☐ Ensure the adoptive parents submit the annual affidavit within **30 days** of the anniversary date (Section 2.14, Adoption Manual). Note: Refer to Section 2.14 if the annual affidavit is not returned timely.
- ☐ Place annual affidavit in Adoption Assistance Case Record.
- ☐ Give a copy to the Benefit Programs Specialist that maintains the adoption assistance eligibility case record.
- ☐ Update OASIS (Section 2.14, Adoption Manual)
  - ☐ Document in Case Contacts when the annual affidavit was returned.
  - ☐ Update the Adoption Assistance Detail and Renewal Date.

## VIII. Adoption Assistance Addendums

- ☐ Obtain the Addendum Request to the Adoption Assistance Agreement, 032-04-0088, from the adoptive parents (Section 2.15.1, Adoption Manual).
- ☐ Notify the parents in writing within **14 days** of the receipt of the addendum request and the status (Section 2.15.2, Adoption Manual). Note: The LDSS and the adoptive parents have **60 days** to assess, negotiate, and execute an addendum from the date of the addendum request.
- ☐ Discuss with the parents the information provided and fully understand the parents' reason for requesting a change to the adoption assistance agreement (Section 2.15.3, Adoption Manual).
- ☐ Make a referral to the Adoption Negotiator using the Referral for Adoption Negotiations form, 032-02-0666 (Section 2.15.3, Adoption Manual).
- ☐ Execute the addendum by completing the Addendum to the Adoption Assistance Agreement, 032-04-0086, and ensure all parties sign the addendum (Section 2.15.5, Adoption Manual).
- ☐ Submit payment changes to the agency's fiscal person.
- ☐ Document payment changes in the OASIS Assistance Screen.
- ☐ Increase basic maintenance adoption assistance payment when the child increases in age (Section 18.1.3, Foster Care Manual). Date the child turns 5: \_\_\_\_\_ and date the child turns 13: \_\_\_\_\_

### *Making changes to the AAA when an addendum request and negotiation is not needed*

#### **OR**

Increase basic maintenance adoption assistance payment when there is a statewide increase.

- ☐ Update OASIS Assistance Screen.
- ☐ Inform agency's fiscal person of basic maintenance increase.
- ☐ Send the Family Services Notice of Action and Right to Appeal to the parents.
- ☐ Notify parents in writing **6 months** prior to the youth turning 18 to advise the parents that they adoption assistance agreement will terminate on the youth's 18th birthday unless they submit, prior to the youth turning 18,

### *Conditions warranting continuation of AAA beyond the youth's 18th birthday*

documentation demonstrating that the youth has a condition that warrants continuation of adoption assistance after the youth's 18th birthday (Section 2.15.7, Adoption Manual).

- ☐ Determine if youth meets criteria of continuing adoption assistance beyond youth's 18th birthday based on the information from the parents (Section 2.15.7.1, Adoption Manual).
- ☐ Determine eligibility for Fostering Futures when the youth is ineligible for continuing adoption assistance beyond youth's 18th birthday criteria (Section 2.15.8, Adoption Manual).
  - ☐ Obtain documentation from parents that youth meets eligibility requirements of one of the five participation circumstances (Section 2.15.8.1).

Does the youth meet the criteria to extend adoption assistance beyond the youth's 18th birthday?

#### **YES**

- ☐ Obtain the Request for an Adoption Assistance Addendum from the adoptive parents.
- ☐ Complete the Referral for Adoption Negotiations and send to the Adoption Negotiator (Note: If the agreement was executed after 10/2013, send to the Adoption Negotiator. If prior to 10/2013, the Adoption Negotiator is not involved in the process of extending adoption assistance beyond the youth's 18th birthday).
- ☐ Execute the addendum by completing the Addendum to the Adoption Assistance Agreement, 032-04-0086, and ensure all parties sign the addendum (Section 2.15.5).
- ☐ Send the Family Services Notice of Action and Right to Appeal to the parents.
- ☐ Update OASIS Assistance Screen.
- ☐ Inform agency's fiscal person that the adoption assistance will extend beyond the youth's 18th birthday.

## IX. Termination of Adoption Assistance

- ☐ Send parents the Family Services Notice of Action and Right to Appeal informing them that adoption assistance will end within **60 days** of receiving the written notice (Section 2.18.3, Adoption Manual).
- ☐ Notify agency's fiscal person when to stop the payment.
- ☐ Update OASIS Assistance Screen in OASIS-See Closing Adoption Case below.

## X. Closing the Adoption Case (OASIS)

- ☐ End date each Type of Payment, i.e. Maintenance, Enhanced Maintenance (Workload/Adopt/Assistance/General).
- ☐ End date the Application section of the Assistance Screen.
- ☐ Enter a Reason for Termination and the Termination date on the Assistance Screen.
- ☐ Confirm that AFCARS information has been completed by selecting the Missing Info button (Workload/Client/AFCARS).
- ☐ Select Close Case button on the Adoption Case Summary Screen (Workload/Summary).
- ☐ Select the Request Check Box on the Approval/Request Box .
- ☐ Enter the Reason, Close Date, and a brief description in the Summary field.

## FULL DISCLOSURE CHECKLIST FOR ADOPTIVE FAMILIES

Child's Name		DOB	
Adoptive Parent Name		Adoptive Parent Name	

The following items must be reviewed with all prospective adoptive parents prior to adoption finalization. This can be done through counseling, training or a one-on-one interview.

Indicate that each has been completed below:

- ☐ The adoptive parents have received information on the lifelong adoption process and its meaning.
- ☐ The adoptive parents have received information on the process for completing adoption including the criteria used to select the adoptive parent and the availability of adoption assistance and post-adoption services.
- ☐ The adoptive parents have received education on the benefits and responsibilities of openness in adoption.
- ☐ The adoptive parents have received education and training on child development and parenting techniques including caring for a child with special needs.
- ☐ The adoptive parents have received education and training on attachment and bonding and possible impact on their family.
- ☐ The adoptive parents have received education, training information and support that address raising a child of a different race, ethnicity, culture or religion.
- ☐ The adoptive parents have received education on the changing roles and relationships following finalization.
- ☐ The adoptive parents received information on helping a child cope with separation and loss, history of maltreatment and identity development.

The adoptive parents have received the following redacted information during the full disclosure:

### Historical Information:

- ☐ Presentation Summary
- ☐ Birth Family History

### Psychological Records:

- ☐ Psychological/Psychiatric Evaluation
- ☐ Counseling Notes

### Verifications:

- ☐ Intent to Adopt
- ☐ Adoption Assistance Application
- ☐ Adoption Assistance Agreement
- ☐ SSI Award Letter

### Educational Records:

- ☐ Psycho-education Evaluation
- ☐ Individual Education Plan (IEP)

### Medical Documents:

- ☐ Birth Records
- ☐ Physical Exams and Treatment Plan
- ☐ Dental Exams
- ☐ Medication Documents
- ☐ Immunization Record

### Resource Information:

- ☐ Adoption Materials
- ☐ Developmental Materials
- ☐ Scholarship Information
- ☐ Federal Tax Credits

The \_\_\_\_\_ has provided me with the most complete information in its possession that is legal to provide from medical and family service providers and/or the birth family. All information contained in documents presented to me is believed by the department to be accurate according to information gathered from other sources. I acknowledge that it is possible the child could have physical, mental, developmental, emotional, and/or behavioral problems that were unreported and unknown to the department. I further understand that, as with any child, problems with physical, mental, developmental, emotional, or behavioral issues may arise in the future that do not currently exist or that are unknown to the department and that no child welfare agency can guarantee the future health and happiness of a child. Medical, Psychological, and educational advice should be sought to clarify questions pertaining to existing diagnosis and treatment plans as needed.

\_\_\_\_\_  
Adoptive Parent Signature (Date)

\_\_\_\_\_  
Adoptive Parent Signature (Date)

\_\_\_\_\_  
Family Services Worker (Date)

\_\_\_\_\_  
Family Services Supervisor (Date)

VIRGINIA

REPORT OF INVESTIGATION

IN THE CIRCUIT COURT OF

BY:

AGENCY CASE NO.:  
VIRGINIA ADOPTION CASE NO.:  
CHANCERY NO.:  
CURRENT DATE:

IN RE: ADOPTION OF

ALSO KNOWN AS

(show all names by which the child is known)

TO BE NAMED:

BY:

(male petitioner's name)

AND:

(female petitioner's name)

STREET ADDRESS:

CITY OR COUNTY:

TO THE HONORABLE , JUDGE OF THE CIRCUIT COURT OF THE CITY/COUNTY OF  
:

THE HAVING RECEIVED AN ORDER OF REFERENCE TO MAKE AN INVESTIGATION  
IN THE ABOVE-STYLED CASE, PURSUANT TO SECTION 63.2-1208, CODE OF VIRGINIA,  
MAKES THE FOLLOWING REPORT:

SUBJECT OF ADOPTION PETITION:

SUITABILITY OF THE PETITIONERS TO ADOPT:

CONDITION OF THE CHILD:

SEPARATION FROM NATURAL PARENTS:

CONSENT:

CIRCUMSTANCES OF THE PLACEMENT:

AGENCY'S RECOMMENDATION:

RESPECTFULLY SUBMITTED,

(superintendent/director)

(name of agency) OR

By:

(name, title of person signing report)

PREPARED by:



### 3.7 Report of Investigation

The Order of Reference is the document that orders the CPA to investigate the petitioners' home and submit the Report of Investigation. Upon entry of the Order of Reference, the court forwards a copy of the petition, the Order of Reference, and all exhibits to the Commissioner and to the CPA (§ 63.2-1208). Exhibits are any documents filed with the petition such as the consent and the agency's statement that the birth parents received counseling.

#### 3.7.1 What to include

The CPA shall prepare and submit a Report of Investigation to the court as directed by the court order. The Report of Investigation shall include all relevant information necessary to provide an orderly and complete account of the facts leading up to and supporting the adoption of the child. The Report of Investigation should not reflect the attitudes of the worker or agency and should be simple, direct, and use clear, brief sentences to provide the information.

*The Report of Investigation shall include a statement by the CPA or local director that all reasonably ascertainable background, medical, and psychological records of the child, including whether the child has been the subject of an investigation as the perpetrator of sexual abuse, have been provided to the prospective adoptive parents. The report shall include a list of all records provided to the adoptive parents (§ 63.2-1208 F).*

*The LDSS shall ensure all criminal background and Central Registry records checks have been completed and are current within 18 months of filing the final Report of Investigation to the circuit court.*

#### 3.7.2 Checklist for Report of Investigation

The following checklist provides a framework for the information that should be included in the Report of Investigation.

- Verification of child's name and the date and place of birth with birth registration number.
- Petitioners:
  - Full name, maiden name, and aliases
  - Place and date of birth
  - Verification of marriage
  - Verification of termination of marriages
  - Physical description/personalities
  - Employment history
  - Medical and mental health history of adoptive family
  - Religion of adoptive family
  - Children
  - Education
  - Details of the adoptive family's financial situation including income and debts/financial stability of family and ability to manage finances
  - Family's capability to meet monthly expenses

- Home

- Size
- Location
- Standards
- Occupants/ Other children and adults living in the home
- Extended family members
- Adoptive parent's children not living in the home
- Persons not residing in the adoptive home, who may have frequent and meaningful contact with the adoptive household
- Adoptive parents relationship with adoptive child
- Relationship between adoptive parents and birth parents

- Child

- Proposed new full name ( if applicable)
- Physical description/description of personality
- Likes/dislikes/sensitivities/allergies
- Hobbies/Talents
- Any aspirations for the future (depending on age)
- Place of birth, hospital, city and state
- Child's heritage/citizenship
- Race/Ethnic background
- Reason why the child became free for adoption
- Court order (date signed and entered)/entrustment
- Death of birth parent/custodian/legal guardian (give dates)
- Juvenile delinquency history of the child, if applicable
- Relationship with birth family
  - ☐ Siblings and location
  - ☐ Frequency, location, and nature of visitation
  - ☐ Potential for visitation after finalization
  - ☐ Contact with birth parents after finalization
- Child's adjustment to the current placement
- Child's position regarding adoption by the adoptive parents
- Child's understanding of the legal consequences of adoption
- Child's position regarding relationship with birth family, if contact is continued
- Child's relationship with other children in the household
- Education history
- Current school and address
- Grade/summary of academic record
- Special education needs
- Description of conduct in school
- Services provided to the child by the school
- Relationship with teachers and peers
- Adoptive parent's involvement with child's education and commitment to encourage child's education
- Medical history/diagnosis, prognosis

- Physical disabilities and supportive service to meet needs
- Attach pertinent medical records and reports
- Mental health history
- History of mental illness and treatment/supportive services to meet mental health needs.
- Attach pertinent mental and physical health records.
- Birth parents
  - Name
  - Date of birth/age
  - Age at time of child's birth
  - Marital status at time of child's conception and birth
  - Verification of a parent's death
  - Nationality/ethnic origin/race
  - Physical description
  - Education
  - Occupation
  - Religion
  - Talents/hobbies/special interest
  - Drugs taken during pregnancy
  - Hereditary disease/physical health, including current
  - Mental health
  - Relationship with parents/family relationships/siblings/extended family
  - Separation from and planning for child, opportunity for counseling
- Consent
  - Proper identification of child and petitioner
  - Date of consent
  - Date, place, and method of custody received
- Placement
  - Date of placement
  - Circumstances surrounding the child's placement
  - Fees paid by the petitioner to persons or agencies that have assisted them in obtaining the child
- Assessment of the adoptive family
  - Strengths
  - Potential issues/plan to resolve issues
- Post-adoption services needs
- Agency's recommendation

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF SOCIAL SERVICES

**The Adoption Progress Report**

COURT FILE NO: \_\_\_\_\_

DSS CASE NO: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

Child's Name \_\_\_\_\_

Birth Date \_\_\_\_\_

Date of Custody \_\_\_\_\_

Date of Termination of Parental Rights \_\_\_\_\_

**A.1 When The Child Is Not In An Adoptive Placement At The Time Of The Progress Report:**

- 1.1 The agency has been diligent in implementing the agency's case plan to permanently place the child as indicated below:

**MANDATED**

**DATE ACHIEVED**

- |                          |   |       |
|--------------------------|---|-------|
| <input type="checkbox"/> | the child was registered on the Adoption Resource Exchange of Virginia (AREVA) within 60 days of termination of parental rights. (Section 471(c), of the Social Security Act, as amended by the Adoption and Safe Families Act)   | _____ |
| <input type="checkbox"/> | consent has been provided for the child to be registered with the National Adoption Exchange by the AREVA staff and featured in any media deemed appropriate to locate an adoptive family. (Section 471(c), of the Social Security Act, as amended by the Adoption and Safe Families Act) | _____ |
| <input type="checkbox"/> | all families referred have been considered for this child, regardless of race, color, national origin. (Title IV-E, Section 471(a), of the Social Security Act, as amended by the Multi-Ethnic Placement Act)   | _____ |
| <input type="checkbox"/> | all families referred have been considered for this child, regardless of geographical location of the adoptive parents. (Section 471(c), of the Social Security Act, as amended by the Adoption and Safe Families Act)  | _____ |

**OPTIONAL (Select All That Apply)**

- |                          |  |       |
|--------------------------|--|-------|
| <input type="checkbox"/> | the agency has discussed adoptive placement with appropriate relatives.  | _____ |
| <input type="checkbox"/> | the agency has discussed adoptive placement with the foster parents.   | _____ |
| <input type="checkbox"/> | the agency has consulted with community organizations such as the One Church, One Child Program, if appropriate.                                 | _____ |
| <input type="checkbox"/> | the agency made prompt arrangements with specialized adoption agencies to purchase services needed to achieve the goal of adoption, if required. | _____ |
| <input type="checkbox"/> | the agency has discussed a cooperative adoption arrangement with the prospective adoptive family, if appropriate.                                | _____ |
| <input type="checkbox"/> | the agency has consulted with and used the resources available through the Virginia Institute for Developmental Disabilities, if appropriate.    | _____ |
| <input type="checkbox"/> | the agency completed appropriate adoption subsidy arrangements, if applicable.   | _____ |

- 1.2 Describe the efforts made during the previous six months to locate an adoptive family for the child. (When optional efforts listed above have not been made, explain why).

**The Adoption Progress Report**

Court File No: \_\_\_\_\_

Child's Name \_\_\_\_\_

DSS Case No: \_\_\_\_\_

1.3 Barriers to Placing The Child In An Adoptive Home. Include the child's special needs and all other barriers.

1.4 The services provided to prepare the child for adoption.

1.5 The number of adoptive home studies completed or received by the agency for consideration for this child.

1.6 Efforts that will be made during the next six months to achieve adoption for this child.

**A.2 When The Child Is In An Adoptive Placement At the Time Of The Progress Report**

2.1 The date the child was placed in the adoptive home:

\_\_\_\_\_

2.2 The date the adoption assistance agreement was signed:

\_\_\_\_\_

2.3 The status of the placement, such as the time remaining in the supervisory period, that the agency has issued consent, or that the adoption petition has been filed.

2.4 A statement as to whether the agency assisted the adoptive parents in legal costs associated with finalization of the adoption through non-recurring expenses.

2.5 Date adoption finalized:

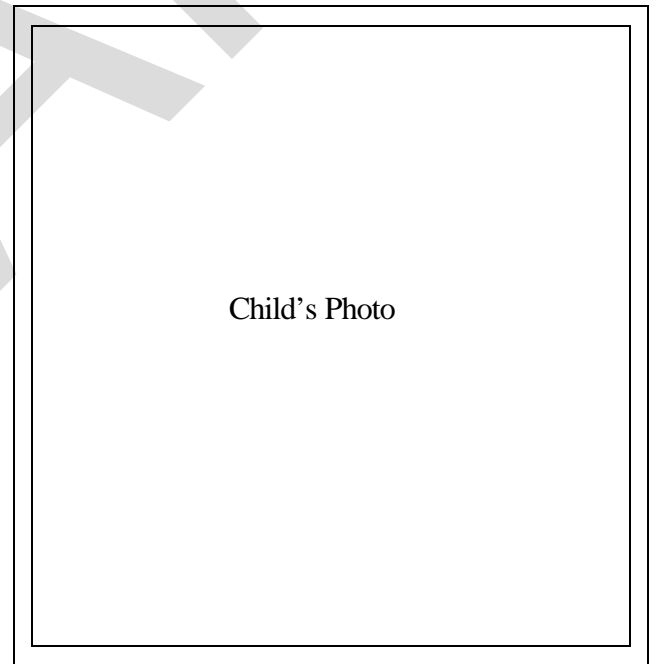
\_\_\_\_\_

Signature of Worker

Date

Signature of Supervisor

Date



## INSTRUCTIONS

The Adoption Progress Report form serves two purposes:

- ☐ it documents compliance with the requirements of the Adoption and Safe Families Act that reasonable efforts be made to place the child for adoption;
- ☐ it complies with Section 16.1-283G, of the *Code of Virginia*, that requires a written progress report be submitted to the juvenile court six months following termination of parental rights and every six months thereafter until the adoption is **finalized**.

The form accomplishes two things:

- ☐ it separates services to be provided before adoptive placement and after adoptive placement;
- ☐ it separates mandated services from those that are optional.

### A.1 When the Child Is Not In An Adoptive Placement At The Time Of The Progress Report

#### 1.1 MANDATES

This section includes all of the mandates that must be followed according to law and policy. Checking the blocks *certifies* to the court that these things have been done.

#### OPTIONAL

This section lists some of the services available to assist the agency in achieving the goal of adoption. Check the boxes that apply to the specific child for whom you are completing the report.

#### 1.2

Explain in this section any additional services that have been provided on behalf of this child (such as featuring the child on a “Wednesday’s Child” segment and any local recruitment efforts that have been made).

If you have not checked a box in the OPTIONAL section, use this section to explain why.

#### 1.3 - 1.6

These items are self-explanatory

### A.2 When the Child Is in an Adoptive Placement at the Time of the Progress Report

This section is to ensure that once the child is placed in the adoptive home, the family follows through with the legal process in a timely manner.

Items in this section are self-explanatory.

**INCLUDE A RECENT PICTURE OF THE CHILD WITH THE REPORT. A NEW PICTURE SHOULD BE PROVIDED AT LEAST ONCE EVERY TWELVE MONTHS** (if your agency does not already do so, the agency should purchase school pictures each year for all school age children).

The original is sent to the court and one copy is sent to the Regional Adoption and Family Recruitment Consultant.



***"We believe that children do best when raised in families."***

*Virginia Children's Services  
Practice Model*



**VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES**

*If you need help with a translation of this  
flier into another language, please visit  
<http://www.dss.virginia.gov/adoption/index2.cgi>*

032-02-0665-00-eng (07/15)



## **Post Adoption Notes for Virginia Families Who Adopt**

*prepared by the  
Virginia Department of Social Services*

*These notes are intended for families  
representative of all types of adoptions such as:*

- **Foster Care**
- **Parental Placements**  
(the birth parents are involved in selection of the adoptive family),
- **International**  
(the child is born in a foreign country and adopted in the country of origin or readopted in Virginia) and,
- **Close Relatives**  
(grandparents, great-grandparents, aunts and uncles, adult brother or sister, etc.).



## ● Adoption a life-long process

As adoption in America is now more openly discussed, the Commonwealth of Virginia is joining the conversation. According to the Donaldson Adoption Institute report, Keeping the Promise, “90% of adoptive families are satisfied with their adoption experience and would choose to adopt again.” Yet, some adoptive families may face challenges at some stage of the child’s life and could use post adoption support to address sensitive matters concerning their child.

Some adoptive families may need post adoption services to assist with their adopted child’s developmental, emotional, behavioral, and/or physical health needs. The Virginia Department of Social Services (VDSS) wants to support adoptive families in need of services which may include:

- **Information and Referral**
- **Counseling Services**
- **Education and Training**
- **Support Programs**
- **Respite Care**

Some of these resources may be free of charge and others may require a fee. If a child placing agency was involved with your adoption, please contact them directly. In addition, there are resources below you can contact for more information about adoption and post adoption services.



## ● The Adoption Record and Birth Certificates

For all adoptions finalized by a Virginia court, the adoption record is preserved by VDSS. Parties to the adoption (e.g. birth parents, adoptive parents, and adoptees) may have access to the record by time frames and procedures that are prescribed in the Code of Virginia. Access includes non-identifying information (e.g. physical description of birth parents, ages, religion, etc.) and identifying information (e.g. names and addresses). Generally, the adoptee must be at least 18 years of age before he or she can request access. The original birth certificates are not preserved in the VDSS adoption records, they are archived by Department of Health, Division of Vital Records. Access to an original birth certificate is defined in law. Approval must come via a court order and in limited circumstances, by approval from the Commissioner of VDSS. See [www.dss.virginia.gov](http://www.dss.virginia.gov) for more specific information.

## ● Resources

- **Virginia Department of Social Services:** [www.dss.virginia.gov](http://www.dss.virginia.gov); search for post adoption
- **Department of Behavioral Health and Developmental Services (DBHDS):** [www.dbhds.virginia.gov](http://www.dbhds.virginia.gov); search for Community Services Boards (CSBs)
- **Child Welfare Information Gateway:** [www.childwelfare.gov](http://www.childwelfare.gov); search for adoption publications
- **Virginia 211:** Call for non-emergency assistance