



## St. Johns County Board of County Commissioners

Health and Human Services | Community Based Care Division

### Adoption Staffings

Effective Date: 12/27/17	Aligns with: 65C-16	Operating Guideline: PG-OG07
Supersedes: N/A	Applicable to: FIP	Pages: 1 of 2

#### Purpose:

It is the policy of Family Integrity Program (FIP) to ensure the safety of children in care, to provide permanency for children who qualify for adoption, and to place those adoptive children in a safe, permanent and loving home, as soon as possible. The purpose of this procedure is to establish internal procedures for finding, matching and placing adoptive children with adoptive families, in addition to working closely with the Department of Children and Families (DCF), and in accordance with Florida Statutes and the Florida Administrative Code.

#### Procedure:

1. Staff will continue to follow FIP OP-OG03 Permanency and Changes in Legal Case Plan Goal as it relates to permanency and changing goals.
2. Termination of Parental Rights (TPR) must be achieved prior to staffing the case to the Adoptions Team.
3. If an appeal has been filed during the 30-day appeal period following the TPR, the primary case manager will continue to maintain full responsibility of the case until the appeals court has made its finding. Adoption staff will remain aware of the case in order to prepare for appropriate response, no matter what the final court finding.
4. If no appeal has been filed or upon final court finding in support of TPR, the case will be staffed to the adoption team for the adoption team to begin recruitment efforts. Items that must be in the file before staffing the case include:
  - a) Approved and accepted case plan for adoption.
  - b) Signed final judgment terminating parental rights.
  - c) Child will be seen in current placement by the case manager for the remainder of the case until finalization.
5. The case manager will provide the Adoption Specialist with a completed Face Sheet, a completed Case Information Sheet, and a copy of the most recent Judicial Review at the time of staffing.

6. In all cases where the goal is adoption, 90 day staffings will be held for an adoption specialist to provide adoption services even if the primary case manager continues to carry full case management responsibilities.
7. Sibling groups will remain with one case manager and/or adoption specialist.
8. The following documents are to be completed and given as a packet to the Adoption Specialist at the time of the Staffing. (These documents will be extra copies that do not need to go back in the case management file.)
  - a. Case Review Consultation and Staffing Form
  - b. Child Data Collection Form
  - c. Transfer Summary
  - d. Latest Shelter/Detention Petition
  - e. Latest Shelter/Detention Order
  - f. Adjudication Order
  - g. Court order, Disposition to Foster Care
  - h. Guardian ad Litem input, and sign off (if applicable)
  - i. Petition for Termination of Parental Rights
  - j. Copy of signed order of Termination of Parental Rights
  - k. Cop Copy of Social Security Card
  - l. Copy of Birth Certificate
  - m. Copy of birth records and all other medical records (whatever is available)
  - n. Transfer Face Sheet
  - o. Case Information Sheet
9. The Case Manager as well as the Adoption Specialist will conduct monthly home visits until the adoption subsidy is approved. The Case Manager will be notified of the subsidy agreement approval immediately by the Adoption Specialist.
10. If a Judicial Review is due within 60 days from the Case Manager closing his/her case (after the subsidy has been approved), the Case Manager will complete and submit the review and will appear for the review.
11. The Adoption Subsidy File must be reviewed and approved by the Adoption Supervisor as well as the Program Manager.