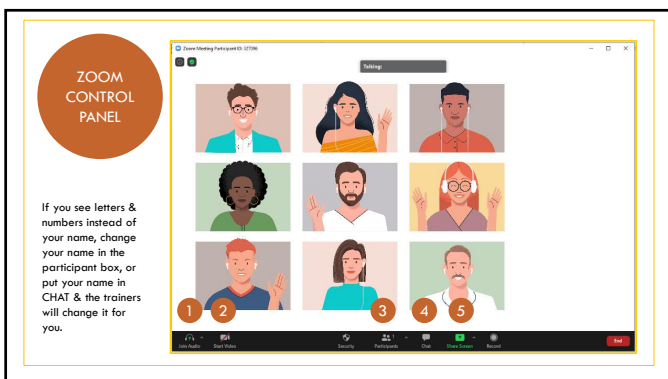




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Tell Us About You!

Share the following in chat:

- ☐ Your Name
- ☐ Your LDSS
- ☐ Your Role
- ☐ Your Supervisor's Name and Supervisor's Email



4

CLASS COURSE STRUCTURE

Two consecutive days (Part 1)

- 3-hour classes
- Transfer-of-Learning (TOL) activity Day 1
- Survey completed at the end of class

Capacity Building Learning Lab (Part 2)

- CWS3010VLL Adoption Virtual Learning Lab
- 9 am – 4 pm



5

CWS3010W LEARNER MATERIALS/TOLS

Benefits Programs
Upcoming Training

Family Services
Upcoming Training

WDS will provide bi-weekly updated schedules on Tuesday and Thursday by 5:00 PM ET. Look up the course you want in the VLLC to review details and enroll. Note: May have to refresh this page to get latest schedule. Control + F5 or clear your browser cache.

Resources

- Learner Materials/TOLS
- Professional Development/MICRO
- Supervision and Coaching Corner
- Training Competencies
- Training Data
- Training Services Model

www.fusion.dss.virginia.gov/wds

6

AGENDA - DAY ONE

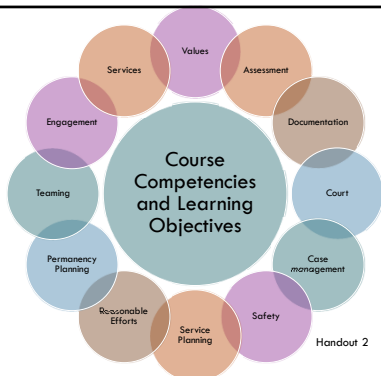


- Introduction and Overview
- The Goal of Adoption
- Assessing Child's Needs
- Recruiting Families for Adoption
- Preparing for the Adoptive Placement
- Day 1 Transfer of Learning Instructions

Handout 1

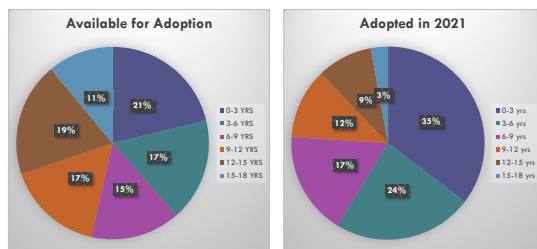
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Course Competencies and Learning Objectives

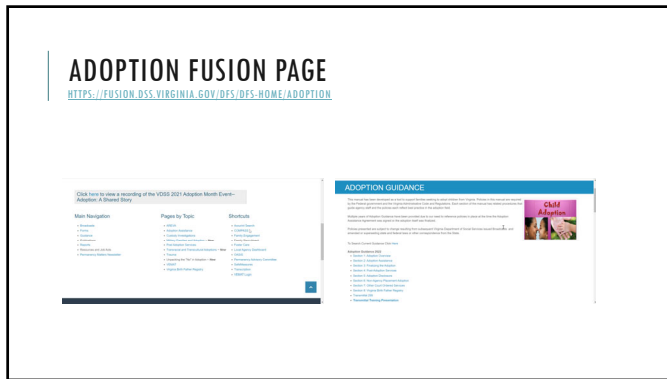


8

VA ADOPTIONS BY AGE - 2021



9



10

GUIDANCE

Virginia is committed to delivering a range of high quality adoption services that meet the needs of children, birth families, prospective adopters, adoptive families and adopted adults.

Adoption Policy Guidance:
<https://fusion.dss.virginia.gov/dfs/DFS-Home/Adoption/Adoption-Guidance>

Adoption forms:
<https://fusion.dss.virginia.gov/dfs/DFS-Home/Adoption/Adoption-Program-Forms>

Foster Care Policy Guidance:
<https://fusion.dss.virginia.gov/dfs/DFS-Home/Foster-Care/Foster-Care-Guidance>

11

1.1 Introduction

Federal law mandates and appropriates funding for the provision of services to enhance the safety, permanency and well-being of children in foster care ([Social Security Act, Title IV-E](#)). Federal regulation defines foster care as twenty-four hour substitute care for all children placed away from their parents or guardians and for whom the State agency has placement and care responsibility ([45 CFR 1355.20](#)).

State law defines foster care services as the provision of a full range of casework, treatment, and community services, including but not limited to independent living services, for a planned period of time to children, and their families, who are abused or neglected as defined in [§ 63.2-100](#) or in need of services as defined in [§ 16.1-228 \(§ 63.2-905\)](#).

Children and their families receive foster care services in three separate and distinct situations. The children:

- Have been identified as needing services to prevent or eliminate the need for foster care placements; or
- Have been placed through an agreement between the LDSS or the

12

ADOPTION FORMS

[HTTPS://FUSION.DSS.VIRGINIA.GOV/DFS/DFS-HOME/ADOPTION/ADOPTION-PROGRAM-FORMS](https://fusion.dss.virginia.gov/DFS/DFS-HOME/ADOPTION/ADOPTION-PROGRAM-FORMS)

ADOPTION PROGRAM FORMS

NOTE: Fusion.DSS.Virginia.gov provides the forms offered to a User Request. As you search, you will see the forms you are eligible to use.

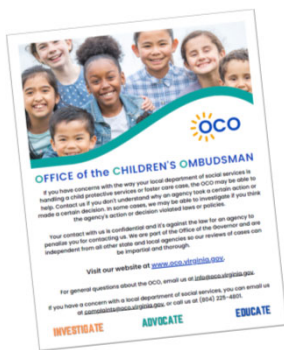
Adoption Placement <ul style="list-style-type: none"> Adoption Placement Agreement Adoption Placement Agreement (English) Adoption Placement Agreement (Spanish) Adoption Placement Agreement (Vietnamese) Adoption Placement Agreement (Chinese) Adoption Placement Agreement (Hindi) Adoption Placement Agreement (Arabic) Adoption Placement Agreement (Russian) Adoption Placement Agreement (Japanese) Adoption Placement Agreement (Korean) Adoption Placement Agreement (Portuguese) Adoption Placement Agreement (Italian) Adoption Placement Agreement (French) Adoption Placement Agreement (German) Adoption Placement Agreement (Polish) Adoption Placement Agreement (Czech) Adoption Placement Agreement (Slovak) Adoption Placement Agreement (Hungarian) Adoption Placement Agreement (Romanian) Adoption Placement Agreement (Bulgarian) Adoption Placement Agreement (Greek) Adoption Placement Agreement (Turkish) Adoption Placement Agreement (Ukrainian) Adoption Placement Agreement (Belarusian) Adoption Placement Agreement (Moldovan) Adoption Placement Agreement (Serbian) Adoption Placement Agreement (Croatian) Adoption Placement Agreement (Slovenian) Adoption Placement Agreement (Czech) Adoption Placement Agreement (Slovak) Adoption Placement Agreement (Hungarian) Adoption Placement Agreement (Romanian) Adoption Placement Agreement (Bulgarian) Adoption Placement Agreement (Greek) Adoption Placement Agreement (Turkish) Adoption Placement Agreement (Ukrainian) Adoption Placement Agreement (Belarusian) Adoption Placement Agreement (Moldovan) Adoption Placement Agreement (Serbian) Adoption Placement Agreement (Croatian) Adoption Placement Agreement (Slovenian) 	Adoption Assignment <ul style="list-style-type: none"> Adoption Assignment Agreement Adoption Assignment Agreement (English) Adoption Assignment Agreement (Spanish) Adoption Assignment Agreement (Vietnamese) Adoption Assignment Agreement (Chinese) Adoption Assignment Agreement (Hindi) Adoption Assignment Agreement (Arabic) Adoption Assignment Agreement (Russian) Adoption Assignment Agreement (Japanese) Adoption Assignment Agreement (Korean) Adoption Assignment Agreement (Portuguese) Adoption Assignment Agreement (Italian) Adoption Assignment Agreement (French) Adoption Assignment Agreement (German) Adoption Assignment Agreement (Polish) Adoption Assignment Agreement (Czech) Adoption Assignment Agreement (Slovak) Adoption Assignment Agreement (Hungarian) Adoption Assignment Agreement (Romanian) Adoption Assignment Agreement (Bulgarian) Adoption Assignment Agreement (Greek) Adoption Assignment Agreement (Turkish) Adoption Assignment Agreement (Ukrainian) Adoption Assignment Agreement (Belarusian) Adoption Assignment Agreement (Moldovan) Adoption Assignment Agreement (Serbian) Adoption Assignment Agreement (Croatian) Adoption Assignment Agreement (Slovenian) 	Adoption Finalization <ul style="list-style-type: none"> Adoption Finalization Agreement Adoption Finalization Agreement (English) Adoption Finalization Agreement (Spanish) Adoption Finalization Agreement (Vietnamese) Adoption Finalization Agreement (Chinese) Adoption Finalization Agreement (Hindi) Adoption Finalization Agreement (Arabic) Adoption Finalization Agreement (Russian) Adoption Finalization Agreement (Japanese) Adoption Finalization Agreement (Korean) Adoption Finalization Agreement (Portuguese) Adoption Finalization Agreement (Italian) Adoption Finalization Agreement (French) Adoption Finalization Agreement (German) Adoption Finalization Agreement (Polish) Adoption Finalization Agreement (Czech) Adoption Finalization Agreement (Slovak) Adoption Finalization Agreement (Hungarian) Adoption Finalization Agreement (Romanian) Adoption Finalization Agreement (Bulgarian) Adoption Finalization Agreement (Greek) Adoption Finalization Agreement (Turkish) Adoption Finalization Agreement (Ukrainian) Adoption Finalization Agreement (Belarusian) Adoption Finalization Agreement (Moldovan) Adoption Finalization Agreement (Serbian) Adoption Finalization Agreement (Croatian) Adoption Finalization Agreement (Slovenian)
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Birth Father Registry <ul style="list-style-type: none"> Birth Father Registry Agreement Birth Father Registry Agreement (English) Birth Father Registry Agreement (Spanish) Birth Father Registry Agreement (Vietnamese) Birth Father Registry Agreement (Chinese) Birth Father Registry Agreement (Hindi) Birth Father Registry Agreement (Arabic) Birth Father Registry Agreement (Russian) Birth Father Registry Agreement (Japanese) Birth Father Registry Agreement (Korean) Birth Father Registry Agreement (Portuguese) Birth Father Registry Agreement (Italian) Birth Father Registry Agreement (French) Birth Father Registry Agreement (German) Birth Father Registry Agreement (Polish) Birth Father Registry Agreement (Czech) Birth Father Registry Agreement (Slovak) Birth Father Registry Agreement (Hungarian) Birth Father Registry Agreement (Romanian) Birth Father Registry Agreement (Bulgarian) Birth Father Registry Agreement (Greek) Birth Father Registry Agreement (Turkish) Birth Father Registry Agreement (Ukrainian) Birth Father Registry Agreement (Belarusian) Birth Father Registry Agreement (Moldovan) Birth Father Registry Agreement (Serbian) Birth Father Registry Agreement (Croatian) Birth Father Registry Agreement (Slovenian) 	Miscellaneous <ul style="list-style-type: none"> Miscellaneous Form Miscellaneous Form (English) Miscellaneous Form (Spanish) Miscellaneous Form (Vietnamese) Miscellaneous Form (Chinese) Miscellaneous Form (Hindi) Miscellaneous Form (Arabic) Miscellaneous Form (Russian) Miscellaneous Form (Japanese) Miscellaneous Form (Korean) Miscellaneous Form (Portuguese) Miscellaneous Form (Italian) Miscellaneous Form (French) Miscellaneous Form (German) Miscellaneous Form (Polish) Miscellaneous Form (Czech) Miscellaneous Form (Slovak) Miscellaneous Form (Hungarian) Miscellaneous Form (Romanian) Miscellaneous Form (Bulgarian) Miscellaneous Form (Greek) Miscellaneous Form (Turkish) Miscellaneous Form (Ukrainian) Miscellaneous Form (Belarusian) Miscellaneous Form (Moldovan) Miscellaneous Form (Serbian) Miscellaneous Form (Croatian) Miscellaneous Form (Slovenian) 	Adoption Disclosure <ul style="list-style-type: none"> Adoption Disclosure Agreement Adoption Disclosure Agreement (English) Adoption Disclosure Agreement (Spanish) Adoption Disclosure Agreement (Vietnamese) Adoption Disclosure Agreement (Chinese) Adoption Disclosure Agreement (Hindi) Adoption Disclosure Agreement (Arabic) Adoption Disclosure Agreement (Russian) Adoption Disclosure Agreement (Japanese) Adoption Disclosure Agreement (Korean) Adoption Disclosure Agreement (Portuguese) Adoption Disclosure Agreement (Italian) Adoption Disclosure Agreement (French) Adoption Disclosure Agreement (German) Adoption Disclosure Agreement (Polish) Adoption Disclosure Agreement (Czech) Adoption Disclosure Agreement (Slovak) Adoption Disclosure Agreement (Hungarian) Adoption Disclosure Agreement (Romanian) Adoption Disclosure Agreement (Bulgarian) Adoption Disclosure Agreement (Greek) Adoption Disclosure Agreement (Turkish) Adoption Disclosure Agreement (Ukrainian) Adoption Disclosure Agreement (Belarusian) Adoption Disclosure Agreement (Moldovan) Adoption Disclosure Agreement (Serbian) Adoption Disclosure Agreement (Croatian) Adoption Disclosure Agreement (Slovenian)

13

MANUAL ORGANIZATION SECTION 1.5 FOSTER CARE

Shall	<ul style="list-style-type: none"> Federal or State law or regulation or by State Board policy Required to be in compliance with legal mandates
Should	<ul style="list-style-type: none"> Practices consistent with practice principles, legal requirements, and desired outcomes Strongly encouraged and expected
May	<ul style="list-style-type: none"> Option authorized by law or policy May depend on specific circumstances
Must	<ul style="list-style-type: none"> Mandated by Federal or State law, regulation, State Board policy or VDSS guidance Required for compliance, improved outcomes, consistency with practice principles; Failure to complete required practices could expose LDSS to fiscal penalty or loss upon appeal

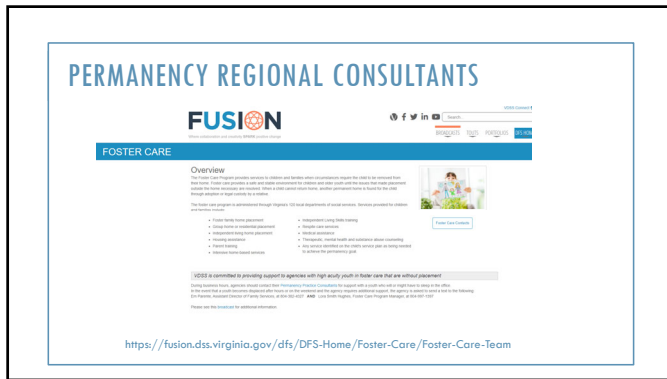
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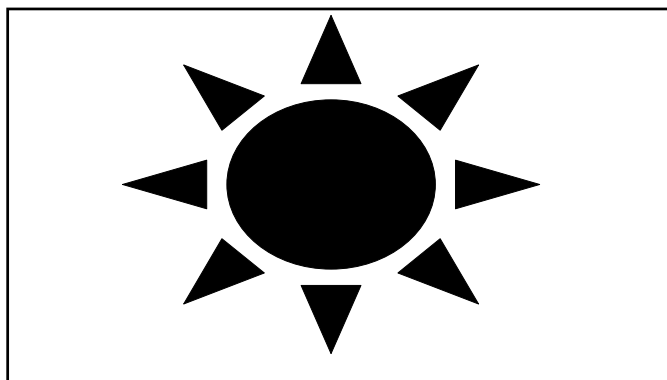
Office of the Children's Ombudsman

- Inform birth, foster, and prospective adoptive parents
- Inform older foster care youth
- Assist the OCO with the investigation as needed
- Provide progress reports if requested

15



16





17

ADOPTION OVERVIEW

If permanency cannot be achieved through reunification with parents or placement with relatives, the goal of adoption is considered.

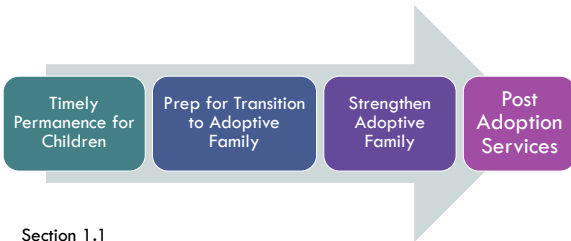
Adoption can be considered with relatives or non-relatives in order to provide children with permanent family connections.

Section 1.1

18

GOALS OF ADOPTION SERVICES



Section 1.1

19

PRACTICE PRINCIPLES SECTION 1.2.1- ADOPTION MANUAL

All youth need and deserve a permanent family.

It is our responsibility to promote and preserve lifelong family connections.

Permanency is best achieved through a legal relationship.

Planning is focused on preserving/reunifying child's family or achieving permanency with another family.

Permanency planning begins with first contact and continues with urgency until achieved.

20

FEDERAL LAWS SECTION 1.2.2.1

The Indian Child Welfare Act (ICWA) of 1978
The Adoption Assistance and Child Welfare Act of 1980

Multi-Ethnic Placement Act (MEPA) of 1994
Adoption and Safe Families Act (ASFA) of 1997

Fostering Connections to Success & Increasing Adoptions Act of 2008
Teen/Siblings Language added 2010

Child and Family Services Improvement and Innovation Act of 2011

Preventing Sex Trafficking & Strengthening Families Act of 2014


Family First Prevention Services Act of 2018

21

CODE OF VIRGINIA

Foster Care Manual Section 1.3

Adoption Manual Section 1.2.2.2



§§63.2-1200 THROUGH 63.2-1242.3

22

DEFINITIONS:

ADOPTION MANUAL SECTION 1.3,
FOSTER CARE MANUAL SECTION 1.2

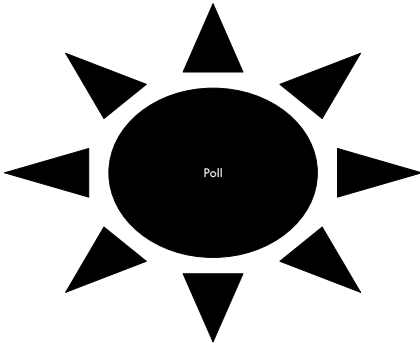
Adoption Committee

Adoption Disruption

Adoption Dissolution

AREVA

23



24



25

PURPOSE OF ADOPTION ASSISTANCE

Facilitate adoptive placements and ensure permanency for children with special needs by providing adoptive parents with financial assistance

Meant to **supplement** resources of adoptive parents

The presence of a special need does not automatically qualify a child for Adoption Assistance.

26

ASSISTANCE NEGOTIATORS

<https://fusion.dss.virginia.gov/dfs/DFS-Home/Foster-Care/Foster-Care-Team>

27

2.3 OUTCOMES

LDSS must strive to achieve the following permanency outcomes required in the federal Child and Family Services Review

- Children will have permanency and stability in their living situations.
- Increase the percentage of children adopted based on all children in foster care who have the goal of adoption and a final order terminating parental rights.
- Increase the timeliness of adoptions.

28

SAFEMEASURES

Monitor agency and casework data and outcomes:

- # Goal of Adoption
- # Goal of Adoption without TPR
- # Adoption non-finalized
- # Adoption Finalized



29

2.4 PROMOTING ADOPTION ASSISTANCE

INFORMATION SHEET ON THE VIRGINIA ADOPTION ASSISTANCE PROGRAM

Thank you for your interest in adopting a child from Virginia's foster care system. Adoption provides 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 adoption assistance program as it relates to adoption from public or private foster care. Adoption assistance is not automatic and is based on the special needs of your child. Adoption assistance is not the same as a foster care payment and the adoption assistance payment cannot exceed what your child would have received while in foster care at the time of adoption.

The Department of Social Services (DSS) will assist you with adoption assistance and answer any specific questions about a child or your family's circumstances and you can reach the DSS at _____. The DSS 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 DSS will discuss the Full Disclosure of Child Information Form with you. The DSS 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.

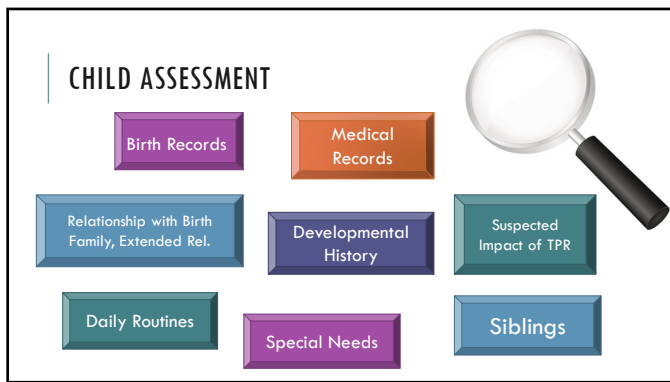
PURPOSE OF ADOPTION ASSISTANCE
Adoption assistance supports you as you raise your child with special needs. Special needs may include physical, mental, or developmental needs. While you assume primary financial responsibility for



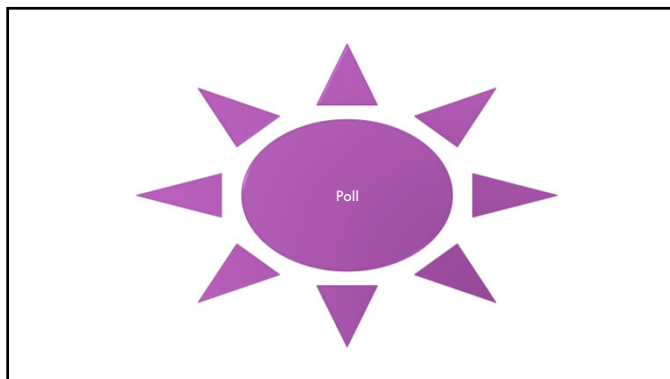
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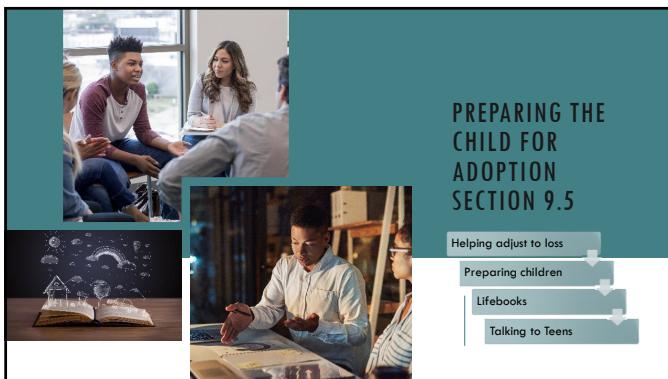
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35



36

9.5.1 HELPING CHILDREN AND YOUTH ADJUST TO LOSS: INTEGRATION

#1 of 5

Create an accurate reconstruction of the child's entire placement history. Creating a lifebook, lifemap or ecomap with a child helps a child/youth to see and understand his or her own history.



37

LIFEBOOKS

http://www.ifapa.org/publications/IFAPA_Lifebook_Pages.asp

If I could change one thing, I would...

A special day for me.....

I wonder about.....

Someone I care about.....

A special memory.....



38

9.5.1 HELPING CHILDREN AND YOUTH ADJUST TO LOSS: INTEGRATION

#2 of 5

Identify the important attachment figures in the child's life. These attachment figures might be parents, siblings, former foster parents, or other family members.



39

9.5.1 HELPING CHILDREN AND YOUTH ADJUST TO LOSS: INTEGRATION

#3 of 5

Gain the cooperation of the most significant of the attachment figures. Even if the birth family is not happy about a child's permanency goal of adoption, there is likely to be one important person who will be willing to work with foster/adoptive parents or the agency to make a child's transition to adoption easier.



40

9.5.1 HELPING CHILDREN AND YOUTH ADJUST TO LOSS: INTEGRATION

#4 of 5

Clarify the permission message. It is important for children to hear and feel from people important to them that it is all right to love another family. The important person in a child's life who is available to give the child that message should be sought out to do so.



41

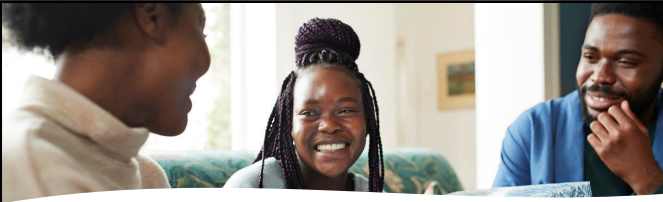
9.5.1 HELPING CHILDREN AND YOUTH ADJUST TO LOSS: INTEGRATION

#5 of 5

Communicating it to the child. Whether the permission to "love your family" comes during a birth family visit or a telephone call, it is important that children hear from that person that it is not their fault they are in foster care and that it is all right to love another family. This "permission" will go a long way to helping a child relax and transfer his/her attachment to the new family.



42



QUESTIONS TO ASSESS CHILDREN ON THE PERMANENCY CONTINUUM

- Who am I?
- What happened to me?
- Where am I going?
- How will I get there?
- When will I know I belong?

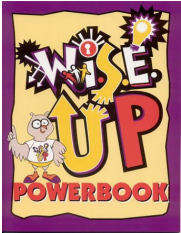
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CHILD/YOUTH'S VOICE: TALKING ABOUT THE TRANSITION TO ADOPTION

- Adoption means your family is growing
- Keep it real!
- People matter – maintain contact
- Celebrate Adoption Day



44

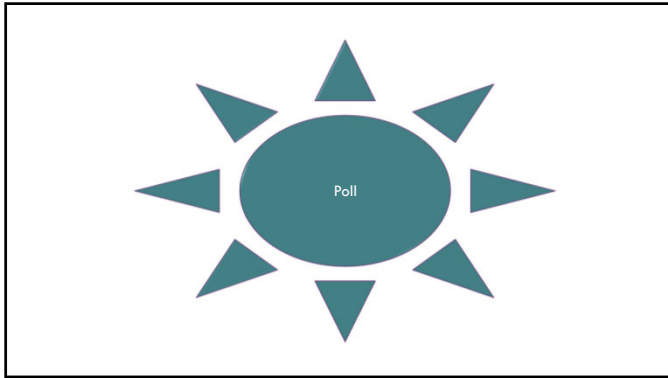


W.I.S.E. UP Powerbooks help children answer awkward or difficult questions asked by classmates or new friends

- Walk away or ignore what is said or heard
- It's private and I don't have to answer it
- Share something about my adoption story
- Educate others about adoption in general

<https://adoptionsupport.org/w-s-e-giving-adopted-kids-simple-tools-answer-tough-questions/>

45



46




9.6 INVOLVING YOUTH WHEN THE GOAL IS ADOPTION

Section 9 Foster Care Manual

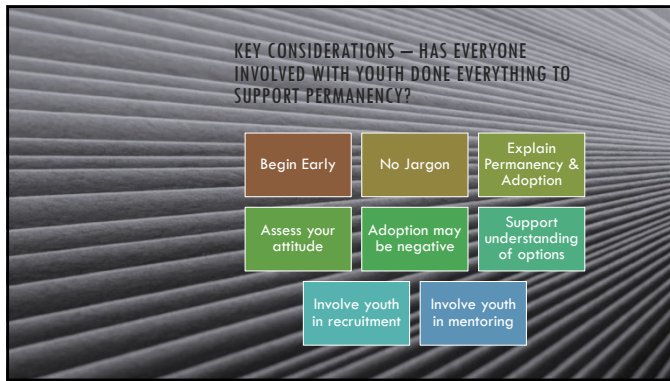
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Talking With Older Youth About Adoption



48



49

UNPACKING THE NO - TEENS & ADOPTION

Identify ?? and concerns, such as:

I don't want to betray my family	I'll just mess up again – no family would want me	I want to be on my own	I don't want to start over again
My mom says to wait, she'll come back	I don't want to change my name	People only want babies.	How can I trust that it will really be permanent?

50

FINDING A FAMILY FOR A CHILD

Recruitment
AREVA
Selecting a Family

51

9.7 PRE ADOPTION SERVICES: CONSULTATION

When the goal of adoption has been selected and TPR has been granted, consultation between foster care and adoption staff should occur. The purpose of this consultation is to determine the roles and responsibilities of all involved service workers in carrying out the activities that will result in a finalized adoption for the child. The activities described in this section should be discussed by all service workers involved and a plan for how each service will be provided and by whom, should be developed.

52

AREVA REGISTRATION OF CHILDREN FOSTER CARE MANUAL SECTION 9.8.1

For active recruitment through AREVA:

Submit the **AREVA Registration Form** electronically through OASIS.

Within 5 working days, submit the following to AREVA Specialist :

- Description and strength based, realistic narrative reflecting personality of child and supports needed
- 5x7 (or larger) color photograph (mail or email)
- Court commitment/TPR (on all parents) or permanent entrustment agreement (send by mail or electronically)
- TPR appeals (if applicable)

FSWEB1008 Adoption Resource Exchange
Webinar in the VLC



53

AREVA REGISTRATION OF CHILDREN FOSTER CARE MANUAL SECTION 9.8.1

Public narrative should include:

Strength-based - describe needs, wants and desires.
Portray talents, skills, accomplishment, awards, etc.

No diagnoses or social work jargon

The narrative should be not less than 250 words.

Private narrative:

Written for workers and professionals – can include professional diagnoses.




Handouts 10,11

54

AREVA

The Adoption Resource Exchange of Virginia (AREVA) is a registry and photo listing of children and families waiting for adoption within the Commonwealth of Virginia. It is one of the tools provided by the Virginia Department of Social Services (VDSS) to connect children and youth available for adoption with families. The goal of public profiles in photolisting is to reach prospective adoptive parents and help them make an emotional connection with young people who need a family.

For questions regarding AREVA registration or to submit required documentation contact areva@dss.virginia.gov



Guidance

- Foster Care Manual Section 9 Achieving Permanency Goal Adoption

Resources and Job Aids

- AREVA Registration - How to Print
- AREVA Registration Working Aid
- Adding a Private Narrative
- Creating Effective Narratives Booklet
- Examples of Well-Written Public Narratives
- JobAid: AREVA Responsibilities - New
- JobAid: ADOPTUSKids Professional Registration - New
- Taking a Consenting Photo
- What to Include in a Public Narrative
- What Not to Include in a Public Narrative
- Writing Tips for Improving Child Narratives

Associated trainings available in the COVLC include:

POWER1008: Adoption Resources Exchange of Virginia (AREVA) & AdoptUSKids

Additional trainings available outside of the COVLC include:

Webinar: Effective Photolisting - Best Practices for Developing Strengths Based Narratives

Webinar: Developing Strengths Based Narratives for Public Recruitment Efforts

Webinar: Finding Families: AdoptUSKids Photolisting Demo

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RECRUITING PROSPECTIVE ADOPTIVE FAMILIES

A diligent effort must be made to recruit a family for every child free for adoption.

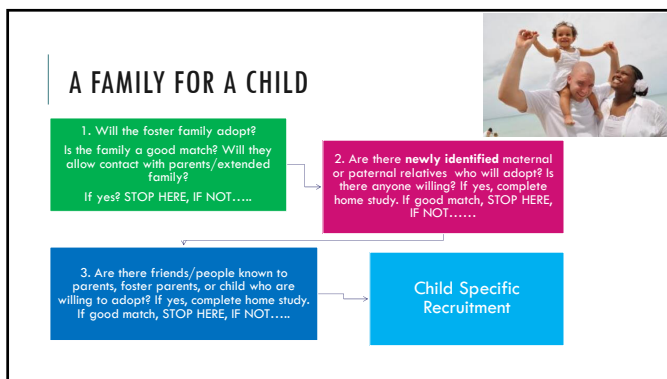


The search is conducted using local, state, and national resources.





56



57

CHILD SPECIFIC RECRUITMENT



AREVA,
ADOPTUSKIDS



One Church One
Child



Word of Mouth



POSTERS, Flyers



Media- TV, Radio,
Newspapers



Social Media



Regional Adoptive
Recruitment Groups

58

ADOPTIVE PLACEMENTS



Adoption by Resource Parents



Adoption by Relatives/Fictive Kin



Adoption by Non-Relatives

59

9.9 ADOPTIVE HOME: CONCURRENT PLANNING

Explore adoptive home recruitment, including whether the child's current placement will be able to meet the child's long term needs and is willing to adopt;

Determine paternity early to ensure that paternal relatives are explored early in the case;

Ensure that the Addendum: Mutual Family Assessment – Addition of Child Specific or Matching Information for Adoption is completed on the adoptive applicants; and

Gather all documents needed for the full disclosure process including requesting birth and medical records.

60

9:9 ADOPTIVE HOME CONSIDERATIONS

The Multiethnic Placement Act of 1994 (MEPA) as amended by the Interethnic Adoption Provisions of 1996 (IEP) shall be followed in all adoptive placements. Placement considerations on the basis of race, color or national origin are prohibited, except in individual situations where it can be proven that the consideration is in the best interest of the child.

An agency shall make reasonable efforts to place siblings together whenever possible in the same adoptive placement, unless it is contrary to the safety or well-being of any of the siblings to do so. If siblings are separated, frequent and regular ongoing contact should be encouraged among the adoptive placements.

61

ADOPTION CHECKLIST

CHILD'S NAME:

OASIS Number:

I. Goal Change to Adoption

- ☐ Concurrent Planning (Section 7.4, Foster Care Manual)
- ☐ Use Family Partnership Meetings (PPM) prior to the development of a foster care plan for the Permanency Planning Hearing (Section 2.5, 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 Lifetask 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)

032-02-0992-00-eng (6/18)

62

ADOPTION CHECKLIST

CHILD'S NAME:

OASIS Number:

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, protocol-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 9.5.5.9.6, Foster Care Manual).

032-02-0992-00-eng (6/18)

63

TRANSFER OF LEARNING TOL:

Watch the Video
Finding Forever Families
By the Dave Thomas Foundation

<https://vimeo.com/536949200>

Password: Forever

Share two creative recruitment activities



64

AGENDA: DAY TWO

- Review of Day 1 ToL
- Selection of the Adoptive Family & Finalizing the Adoptive Placement
- Legal Steps to Finalization
- Post-Adoption Services
- Wrap Up
- Next Steps



Roll Call: Please type your name in the chat box so we know you are here!

65

REVIEW

Never give-up looking for a family – even for teens!

When teens say no to adoption - Unpack the NO!

Reach out to people known to the youth – fictive kin

Children with challenging behaviors can be adopted

Individualize plans for each child

Importance of the role of the worker

Get creative! Use the children's interests to help locate families

Some children may not want their photos published – Ask!

Let youth interview potential families

Child-specific planning teams for permanency

66



SECTION 3 SELECTION OF THE FAMILY

Adoption Guidance Section 3

67

SECTION 3.4.1 UTILIZING A TEAM APPROACH




- +Composed of a minimum of 3 persons
- +Include a person in management
- +Other CPAs if collaborating

68

3.4.2 CRITERIA FOR SELECTION OF A FAMILY FOR A CHILD

- The family's ability to meet the physical, emotional, and mental health needs of the child.
- The compatibility between the child's personal characteristics and the expectations of all members of the adoptive family.
- The specific experiences and/or training the family has had that prepares them to provide for the special needs the child may have.
- The resources in the family's community that are available to meet the child's special needs.
- The degree to which the family is willing to initiate and participate in medical and/or therapeutic treatment, if the child is in need of such services.
- The degree to which the family can accept the child's need for contact with siblings, other birth family members, and/or foster family if the need is indicated.

69




SECTION 3.4.3 EDUCATING AND PARTNERING WITH ADOPTIVE PARENTS

Information about child's needs & background

Long term needs of children who experience trauma

Information about Adoption Assistance



70

SECTION 3.4.3.1 FULL DISCLOSURE OF CHILD INFORMATION

Historical

↓

Educational

↓

Resource

Psychological


↓

Medical

↓


Verifications

Handout



71

3.4.4 SELECTING THE ADOPTIVE HOME



72

3.4.4 FOSTER PARENTS RIGHT TO FILE

Foster parents have the right to file a petition for adoption, without consent of the LDSS, when:

- The child has resided in their home continuously for at least 18 months, and
- The birth parents' rights to the child have been terminated (§ 63.2-1229).



73

~NEW~ LEGAL CITATION



*In all cases, regardless of whether the case is in the Juvenile Domestic Relations or Circuit court, **all legal custodians and anyone named as a party to a custody or visitation petition for the child**, must be given proper notification of any adoption proceeding and be given an opportunity to be heard.*

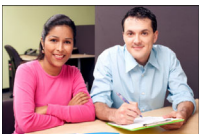
Chapter 12 of the Code of Virginia §§ 63.2-100 through 63.2-1220 provides guidance on the general provisions of adoption in the Commonwealth.

74

JOB AIDS

Matching job aids

<https://fusion.dss.virginia.gov/dfs/DFS-Home/Adoption>



75

SECTION 3.4.4 SELECTING THE ADOPTIVE HOME: ADDENDUM

The worker will use the ***"Addendum: Mutual Family Assessment – Addition of Child Specific or Matching Information for Adoption"*** form to document and assess the family.



76

- Dates of contact.
- Who was present.
- Where the contact took place.
- Current household members.
- Changes in the household composition or financial status since the initial home study.
- Current monthly income (verified by paystubs, tax statements etc.).
- Current monthly expenses (verified by monthly billing notices).
- A summary of whether or not the family is living within their means and can financially support a child placed in the home.
- Current health reports (include the date of the exam, TB results, any new physical or mental concerns or conditions).

77

The applicants' expectations of adoption.

- Discussion of each person in the home including their age, gender, grade and school, behavior, mental health, and any developmental issues. Also discuss their attitude towards having another child added to the family.
- Discussion of family structure, clarity of roles and boundaries, communication, how decisions are made and how affection is displayed.
- Family's participation in recreational activities, religious activities, cultural activities, etc.
- Discuss the family's willingness and ability to support the child's culture; religion, language, inherent sexuality, gender identity or expression, etc.
- Thoughts and feelings of child's birth parents and family.
- How will adoptive family assist the child in maintaining relationships with other significant persons (if appropriate)?
- Discuss the family's resources within extended family members, friends, faith based organizations, clubs, etc. Include resources available in the community, resources they have accessed in past, and what the family would do in case of an emergency.
- Discussion of alternate care plans for the permanent care of the child. Include more extensive details if the applicants age and/or health status are assessed to be a concern.
- Discussion of the specific child identified to be placed in the home for adoption to include an up to date health assessment, current medications, counseling, education, services being provided and how often, how the child is doing in the home, and what is their attitude about adoption.
- Training or support needs that have been identified for the family.
- A recommendation of whether or not the adoption placement is supported by the LDSS.

78

- Three references (current within 12 months) – these must be mailed directly to the named references from the agency and returned back to the agency.
- Current record clearances (Background Fingerprint Check, Sworn Affidavit, Central Registry Checks).
- Parents' motivation to adopt.
- Issues of infertility.

79

PREPLACEMENT VISITS

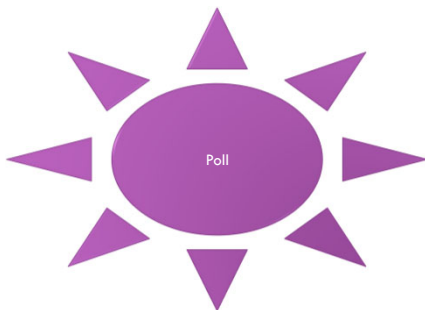
Section 3.4.5

All parties, including the foster parents, the adopting parents, the child, and the child's worker are involved in planning the pre-placement visits.

Visits should take into consideration the needs of each particular child.



80



81

SECTION 3.4.6 PLACING THE CHILD

PLACING CHILDREN:

- Move belongings over several visits, so child sees concrete evidence of move
- Use pictures to introduce new family
- Transition – planned but flexible

WITH OUT OF STATE PLACEMENTS:

- Approval from ICPC



82

3.4.7 POST-PLACEMENT SUPPORT AND SUPERVISION



- A minimum of six consecutive months
- At least three supervisory visits are conducted.
- There must be at least 90 days between the first and the last visit.
- During supervisory visits, both adoptive parents shall be seen together and with the child in at least one of the three visits
- Face-to-face contact must occur with the child in in the home during all of the visits Supervisory visits are specific to the adoption and are in addition to the monthly face-to-face visits.

83

3.4.8 Visits during probationary period

The purpose of the visits during the probationary period is to:

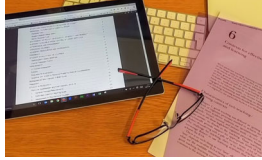
- Gather information in order to make a recommendation to the court whether the best interest of the child will be met by finalizing the adoption;
- Provide regular and ongoing support for the child and family (including monitoring and counseling); and,
- Document the progress of the placement.

Since the goal of these visits is to facilitate the integration of the child into the family, the actual number of visits should be determined by the special needs of the child and the family for a successful adoptive home.

84

3.4.9 REPORT OF VISITATION

At a minimum, the Report of Visitation shall include a mutual assessment of the placement, the agency contacts, the adjustment of the child and family to the placement, and services the supervising agency provided or need to be provided.



85

3.4.10 REMOVAL FROM ADOPTIVE HOME AFTER SIGNING THE PLACEMENT AGREEMENT

When a child is placed in an adoptive home with a signed adoptive home placement agreement and the circuit court has not entered an interlocutory order of adoption, the child shall not be removed from the custody of the adoptive parents except in one of the following instances:

- Consent of the adoptive parents (§ 63.2-1207).
- Court order (§ 63.2-1207).
- Approval from Virginia Department of Social Services Commissioner (§ 63.2-904).
- For parental placements, when the entrustment agreement has not yet been finalized by the court and there is proof of fraud or duress after the placement of the child in an adoptive home (§ 63.2-1204).
- Child abuse and neglect procedures (§ 16.1-251 or § 63.2-1517).

86

ADOPTION CHECKLIST

CHILD'S NAME:

OASIS Number:

III. Placement in an Adoptive Home

032-02-0992-00-eng (6/18)

- ☐ Select Adoptive Home (Section 9.0, Foster Care Manual).
- ☐ Ensure there is an approved Mutual Family Assessment/Home Study and a Certificate of Approval.
- ☐ Disclose Full Disclosure of Child Information Form with prospective adoptive parents and give a copy to the prospective adoptive parents with all relevant documentation (Section 9.8.4, Foster Care Manual).
- ☐ If placing out of state, initiate ICPC process before visiting begins. (Regulation 2, ICPC Manual).
- ☐ Arrange Pre-Placement Visits (Section 9.8.5 & 9.8.6, Foster Care Manual).
- ☐ Sign the Placement Agreement - Adoptive Home, 032-02-0957. (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 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 9.3.5, Foster Care Manual and Section 2.21, Adoption Manual).
- ☐ Update Foster Care Case in OASIS with child's new placement information.

87

ADOPTION CHECKLIST

CHILD'S NAME: _____

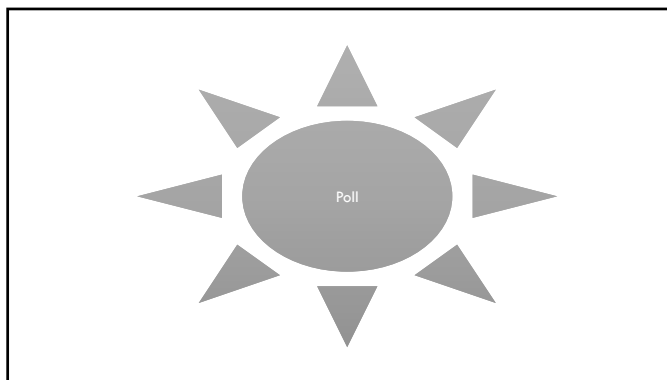
OASIS Number: _____

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).

032-02-0992-00-eng (6/18)

88



89



90



91

ADOPTION CHECKLIST

CHILD'S NAME: _____
OASIS Number: _____

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.

032-02-0992-00-eng (6/18)

92

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 VDGS 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 VDGS Adoption Unit for preservation within 30 calendar days of the receipt of the final order of adoption (Section 3.10.2, Adoption Manual).

93

POST-ADOPTION CONTACT AND COMMUNICATION AGREEMENT (PACCA) SECTION 3.5 ADOPTION MANUAL

A PACCA shall only be used in cases where all of the following conditions are met:

- It is determined to be in the child's best interests.
- The CPA with custody of the child, usually the LDSS, recommends a PACCA.
- The child's guardian ad litem (GAL) recommends a PACCA.
- One or both of the birth parents want to enter into a PACCA.
- The prospective adoptive parents want to enter into a PACCA.
- If the child is at least 14 years old, the child agrees to a PACCA.

If **any one** of these conditions cannot be met, there can be no PACCA.

94

3.6 FILING THE PETITION TO ADOPT

The decision to file should be made jointly by the CPA and adoptive parents. All preliminary work regarding preparation of the child and family should be completed and all parties should agree that moving forward to finalize is the next step.

The CPA should ensure the following are completed prior to filing the petition to adopt:

- Discussions and decisions about the child's ongoing contact and communication with the biological parents.
- Questions about the child's history, the adoptive family's concerns and discussions about post-adoption services, and ongoing support from the CPA.
- All parties, including the child when appropriate, should share the opinion that finalizing is clearly in the child's best interests.

95

3.6.3 CONSENT TO ADOPT

For foster parent adoption:

- o The CPA who has custody of the child consents after the child has resided in the foster parent's home continuously for at least six months.
- o If the CPA who has custody of the child does not consent and the child has resided in the foster parent's home continuously for at least 18 months and the birth parents' rights have been terminated, the circuit court shall accept the petition filed by the foster parents without the CPA's consent.

Consent for adoption shall be required from children 14 years and older (§ 63.2-1202 C 3).

96

REPORT OF INVESTIGATION SECTION 3.7



Adoptive Parent's capacity for caring for the child, **as seen by** describing child's physical, mental, educational condition

Reasons child was placed in custody

Birth parents' attitude re: adoption, physical & mental health

Physical & mental health of the adoptive parents (aka petitioners)

Circumstances under which the child came to live in the home of the petitioner

Efforts made to encourage birth parents to share information about the child

List of full disclosure reports given to the adoptive parents

97

REPORT OF INVESTIGATION (CONTINUED)

Date of consent from Agency

What fees, if any, have been paid by the adoptive parents and birth family

Adoption Assistance

Affirmation the child has:

- lived in the home continuously for 6 months
- has been visited the required 3 times (minimally) within the 6 month period

Agency recommendation

98

REPORT OF INVESTIGATION (CONTINUED)

List of documents provided to Adoptive Parents to include:
Medical and psychological records of the child, including whether the child has been the subject of an investigation as a perpetrator of sexual abuse, and a statement saying that these documents were provided.

**Criminal Checks
CPS Checks
For everyone in the home
18+**

**Checks must have been done
within last 18 months.**

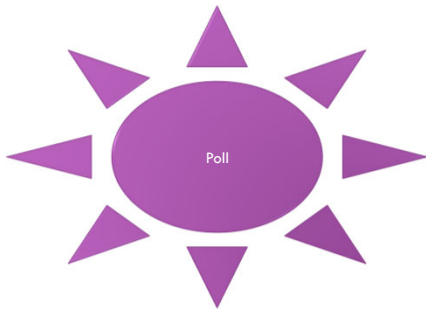
99

3.7.4 DISTRIBUTION OF THE REPORT OF INVESTIGATION

- Original to the court with a Certificate of Service.
- One copy is sent to the Attorney.
- One copy is sent to the Commissioner via the Virginia Department of Social Services (VDSS) Adoption Unit, Adoption Records Specialist along with:
 - A completed Commissioner's Confidential Report;
 - Copies of the Entrustment Agreement for Permanent Surrender of a Child (032-02-0024-04-eng), if applicable, and commitment orders; and
 - A copy of Certificate of Service



100



101

ADOPTION CHECKLIST

CHILD'S NAME:

OASIS Number:

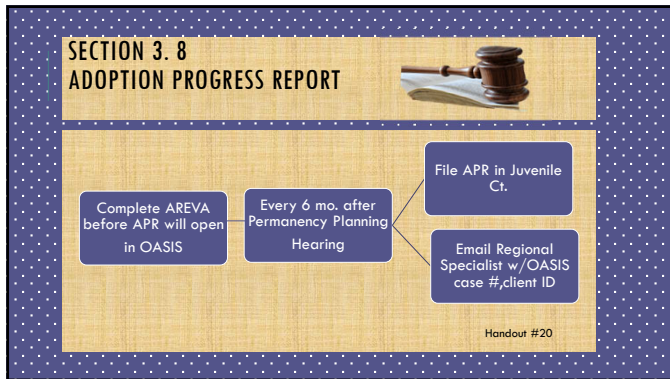
VI. Foster Care Responsibilities until Final Order of Adoption

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

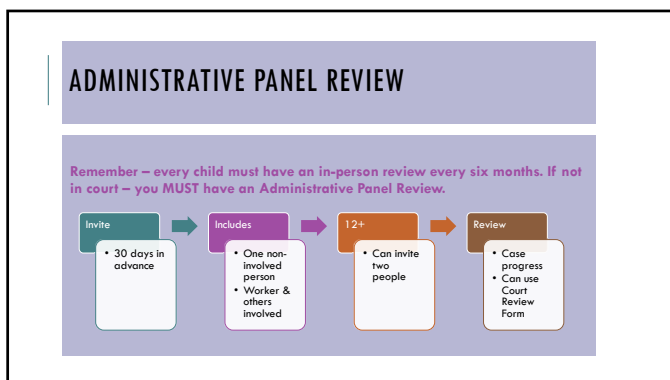
- ☐ Continue on-going visits with child (Section 17.7, Foster Care Manual).
- ☐ Continue the schedule for dental and medical exams (Section 4.9, Foster Care Manual).
- ☐ Continue working with biological family until TPR (Section 17.9, Foster Care Manual).
- ☐ Continue Foster Care Review Hearings and 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 VBEMAT 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).

032-02-0992-00-eng (6/18)

102



103



104

ADOPTION CHECKLIST

CHILD'S NAME: _____
OASIS Number: _____

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.

032-02-0992-00-eng (6/18)

105

SECTION 3.9 ADOPTION RECORDS



3.9.1 Obtaining an adoption case number

When the following documents are received by the Adoption Records Specialist from the circuit court, an acknowledgement letter with the adoption case number is sent to the circuit court and CPA

- Petition
- Consent,
- Signed Order of Reference, interlocutory order, or final order,
- All exhibits

106

3.9.2 MATERIALS SENT TO VDSS ADOPTION UNIT

Adoption Records Specialist Within 30 days of receipt of a final order of adoption, the CPA shall compile the required materials in the case record and forward to:

Virginia Department of Social Services Adoption Unit,
11th Floor 801 East Main Street
Richmond, Virginia 23219



107

3.9.2 DOCUMENTS TO BE SENT TO THE STATE ADOPTION UNIT WITHIN 30 DAYS OF ADOPTION

Adoption documents Adoption case number

- All names child has been known by & other demographics, adoption home study adoptive home placement agreement, closing summary, applications for post-adoption searches

Court documents TPR, ROI, verifications, full disclosure, final order

Foster care Letters to family, searches, foster care placement history

- Open and closing summaries

108

3.9.3 Materials retained by the agency – Adoption Assistance Record

Adoptive Parents



Home Studies
Background
Checks
Service Plans
Court Orders

Adoptive Child

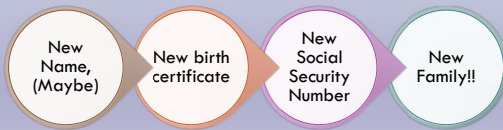


All forms
documenting
Special needs

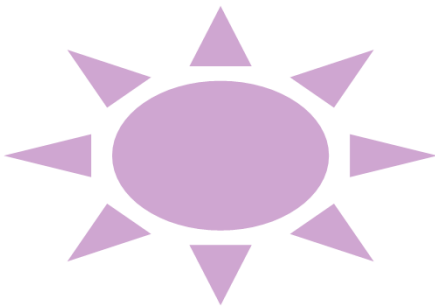
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109

SO, WHAT'S NEW AFTER FINALIZATION? SECTION 3.10



110



111




SECTION 4: POST ADOPTION SERVICES

Adoption Guidance Section 4

112

POST-ADOPTION TYPES OF SERVICES



Information

Clinical

Material

Support Network

Search and Reunion

113

BARRIERS TO PROVIDING POST-ADOPT SERVICES

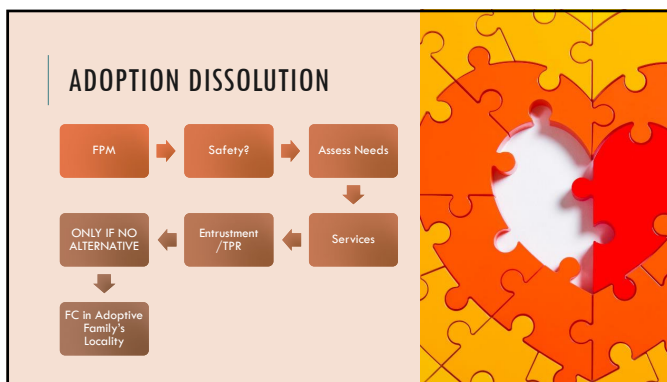




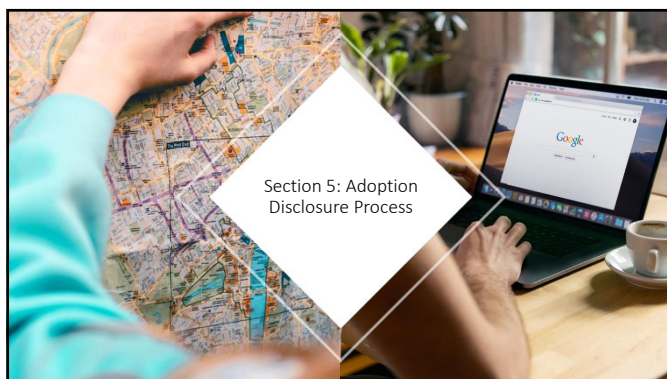
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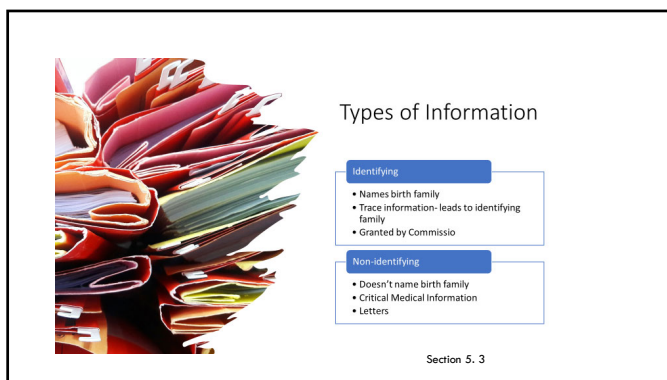
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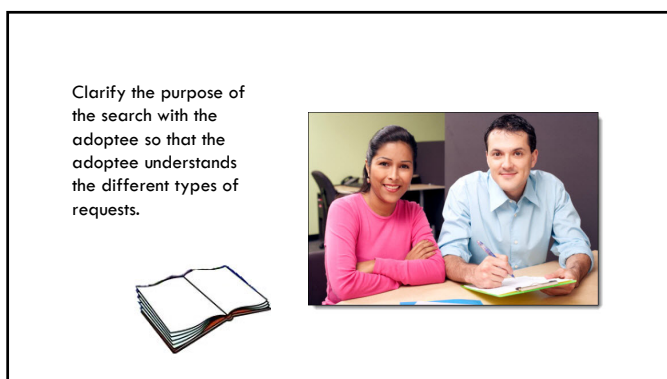
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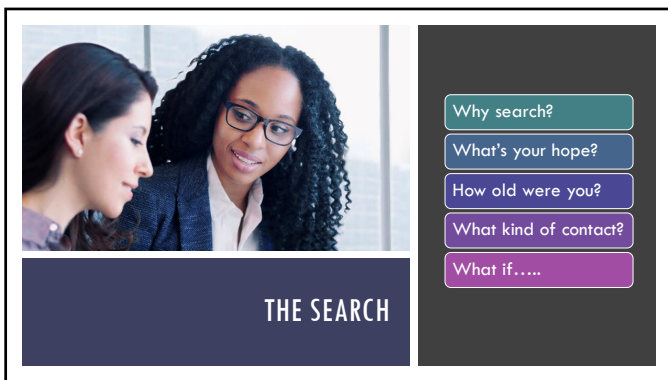
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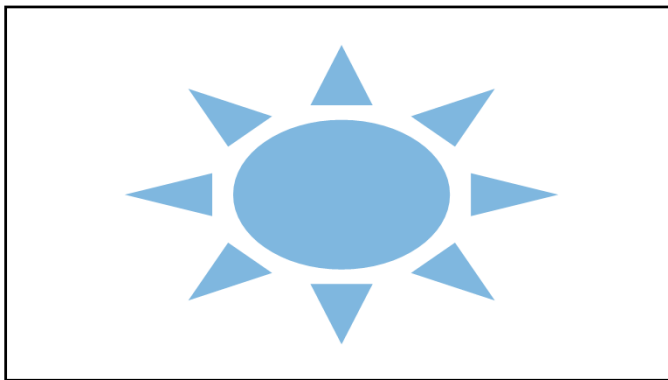
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123



124



125



126

TYPES OF NON-AGENCY ADOPTIONS

- 6.2 Parental placement adoptions
- 6.3 Close relative adoptions
- 6.4 Stepparent Adoptions
- 6.5 Adult adoptions
- 6.6 Intercountry adoptions



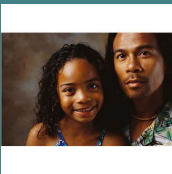
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SECTION 7 OTHER COURT-ORDERED SERVICES

Section 7 Adoption Guidance

128



SECTION 8 BIRTH FATHER REGISTRY

Section 8 Adoption Guidance

129

A SEARCH OF THE VIRGINIA BIRTH FATHER REGISTRY SHALL BE CONDUCTED FOR ALL ADOPTIONS

- 8.3 Who should register with the Virginia Birth Father Registry
- 8.4 Who does not have to register
- 8.5 Registration
- 8.6 Access to the Virginia Birth Father Registry
- 8.7 Search of the Virginia Birth Father Registry
- 8.8 Compliance with notice provisions

Virginia Birth Father Registry Specialist <https://fusion.dss.virginia.gov/dfs/DFS-Home/Adoption/Adoption-Program-Contacts>

130

ADOPTION CHECKLIST

CHILD'S NAME: _____

OASIS Number: _____

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.

032-02-0992-00-eng (6/18)

131

OASIS TRAINING

Next step: Part 2 - Complete the Capacity Building Learning Lab



CWS3010VLL Capacity Building Learning Lab Adoption

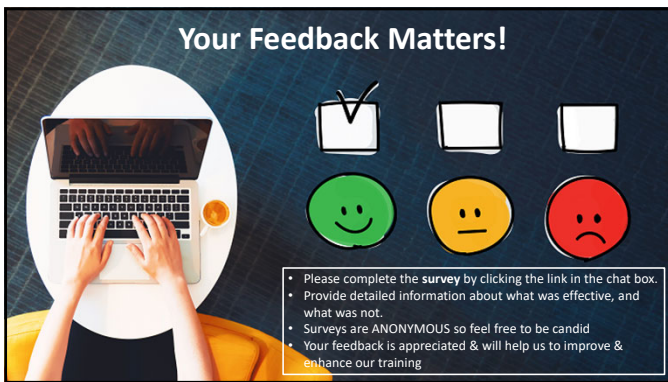
1 day training 9 am to 4 pm

Must be completed to have a completion for CWS3010W Adoption New Worker

132



133



134
