

Completing the Child Placing Agency (CPA) Foster Parent Adoption Consideration Evaluation

The child's SSCM will:

1. Provide a copy of the Foster Parent(s) Notification of Decision Regarding Interest in Adopting Foster Child(ren) indicating the CPA foster parent(s)' decision to be considered as an adoptive resource to the CPA Case Worker within seven calendar days of receipt.
2. Make a request to the CPA Case Worker to obtain and compile the following documents within 30 days to verify that the CPA foster parent(s) meet the basic requirements of an adoptive resource family:
 - a. IMPACT Family Evaluation Family Approval and Adoption Registration Cover Letter;
 - b. Prospective Foster or Adoptive Parent Medical Evaluation Report on the foster parent(s) dated within five years, which must be newly obtained or verified as contained in the existing foster home record;
 - c. Results of the GCIC and NCIC criminal records check by fingerprints conducted within the last five years on anyone 18 or older residing in the home, which must be newly obtained or verified as contained in the existing foster home record (see policy [14.2 Resource Development: Criminal Records Check](#) for policy and procedures regarding criminal records);
NOTE: The Superior Court may require the foster parent(s) to submit to a criminal records check at the time a petition to adopt is filed.
 - d. The foster parent(s)' current marital status, which must be accurately verified if not already contained in the record; if legally married, the couple must understand that if approved they will proceed jointly in legally adopting the child;
 - e. A copy of the foster family case record including:
 - i. The original foster home evaluation;
 - ii. Pre-service training (see policy [14.8 Resource Development: Pre-Service Training](#) for a complete list of required pre-service trainings);
 - iii. Each annual foster family re-evaluation (see policy [14.13 Resource Development: Family Re-Evaluation](#));
 - iv. A copy of any child protection services report(s), the investigation and results, along with any applicable concurrence (see policy 5.20 Special Investigations in DFCS and CPA Foster and Adoptive Homes) and corrective action plan; and
 - v. A copy of any discipline policy violations, investigation, result, and corrective action plan(s).
 - f.
3. Submit a request to the Resource Maintainer for the CPA home to be added as a secondary to the FAD stage in Georgia SHINES.
4. When the CPA **does not** have a current adoption license, the DFCS case manager will conduct a joint face-to-face visit with the CPA case worker and the foster parent(s) to gather information to assist in completing the Adoption

Consideration Narrative. The focus of the visit should be on the child to be adopted, including adjustment, progress in the home, and justification as to why adoption by the foster parent is or is not in the child's best interest. All adults who are interested in adopting the child should be present for the visit.

- a. The DFCS case manager will obtain a personal written recommendation from the CPA Case Worker regarding the foster parent(s) suitability as adoptive parent(s) to the child.
5. When the CPA **HAS** a current adoption license, the CPA caseworker will conduct a face-to-face visit with the foster parent(s) to gather information to assist in completing the Adoption Consideration Narrative. The focus of the visit should be on the child to be adopted, including adjustment, progress in the home, and justification as to why adoption by the foster parent is or is not in the child's best interest. All adults who are interested in adopting the child should be present for the visit.
 - a. Obtain a recommendation from the child's DFCS case manager regarding the foster parents' capacity to meet the short and long-term needs of the child(ren) to be adopted based on their observations and interactions with the foster parent(s) in their role as caregivers in addition to any collateral reports.
 - b. Complete and submit the Adoption Consideration Evaluation Narrative to the DFCS SSCM
 - c.
6. Complete the Adoption Consideration Narrative in Georgia SHINES.
7. Upon receipt of the requested documents from the CPA Case Worker submit to the county Resource Development SSCM.

NOTE: The CPA continues to remain responsible for supervising the home to ensure that the home remains in compliance for any other children in foster care that are placed in the home. The CPA case worker and DFCS case manager will provide joint supervision and support to the adoptive placement in cases where the CPA has a current adoption license.

The County Resource Development SSCM within five business days will:

1. Submit a request to the Resource Maintainer for the CPA foster home to be added as secondary to the FAD stage in Georgia SHINES.
2. Review all documents submitted by the CPA case worker for completeness to ensure that the foster home meets all of the requirements for approval as an adoptive home
3. Indicate a recommendation to approve or not approve the foster home as an adoptive home as well as the foster parent(s)' request to adopt the child by completing the IMPACT Family Evaluation Family Approval and Adoption Registration Cover Letter.
4. Submit the Adoption Consideration Narrative in Georgia SHINES to Social Services Supervisor for an approval determination.

The Social Services Supervisor will within five calendar days:

1. Review the adoption consideration evaluation packet (original with all attachments) and the Adoption Consideration Narrative in Georgia SHINES for completeness, accuracy, quality and concerns.
2. Sign and date the IMPACT Family Evaluation Family Approval and Adoption Registration Cover Letter indicating an approval decision on the foster parent(s)' request to adopt the child.
3. Submit the packet to the County Director/Designee for second review.

The County Director/Designee will within five business days of receipt of the adoption consideration evaluation packet on the CPA foster parent(s):

1. Review/comment and make an approval decision on the foster parent(s)' request to adopt the child.
2. Approve/Deny the Adoption Consideration Narrative in Georgia SHINES .

NOTE: Following the County Director/Designee's decision on the Adoption Consideration Narrative in Georgia SHINES, the Adoption Exchange, State Permanency Unit will be notified via a Georgia SHINES alert of the completion and approval/non-approval.

Foster Parent Adoption Consideration Evaluation Decision Notification

If the recommendation is to approve the adoption consideration evaluation of the foster parent(s) the child's SSCM will:

1. Notify the foster parent(s) of the approval in writing.
2. Provide a copy of the approval notification to the family's county (if different than the child's county) and CPA, if applicable.
3. Proceed with the adoptive placement planning and schedule a time to make a full presentation of the Child Life History to the foster parents) (see policy [11.5 Adoption: Child Life History](#) for practice and procedures).

If the recommendation is to not approve the adoption consideration evaluation of the foster parent(s), the child's SSCM will:

1. Consult with the Adoption Exchange, State Permanency Unit prior to notifying the foster parents of the decision.
2. Conduct a face-to-face meeting with the foster parent(s) and CPA representative, if applicable, to discuss the decision.

NOTE: The County Director/Designee will determine whom, in addition to the child's SSCM shall participate in the meeting. It is recommended a Social Services Supervisor be present.

3. The results and the reason(s) for the decision must be provided to the foster parent(s) and the foster parent(s)' agency in letter form signed by the County Director/Designee.