

## Policy and Procedures



<b>Title</b>	<b>Foster Parent Conversion</b>				
<b>Program</b>	Permanency and Operations				
<b>Status</b>	Approved	<b>Policy Number</b>	FSMO 0330		
<b>Origin Date</b>	8/01/04	<b>Revision Date</b>	4/10/07	<b>Revision Number2</b>	

<b>Policy Summary</b>	To ensure that any foster parents who express an interest in adopting a child placed in their home will be an appropriate resource for the child. Every adoption placement must be evaluated to ensure the needs of the adopted child will be met, over time, and the intended placement is in the best interest of the child.
<b>Scope</b>	All children residing in Orange and Osceola County in a licensed foster home with a permanency goal of adoption.
<b>Reference(s)</b>	FAC 65C-16

### Protocol

#### Adoptive Family Assessment Update:

By virtue of foster home licensing procedures, the Child Placing Agency's licensing files contain a wealth of information about the foster family and, their motivation, family functioning and history, parenting experiences and beliefs, and acceptance and understanding of the circumstances that precipitate the placement of children in the foster care system.

- A. In addition to the most recent Family Assessment completed for initial licensure or re-licensure, information relative to the long-term nature of adoption must be included in the updated Adoptive Family Assessment. The Family Case Manager completing the update must discuss the following with the foster family and include this information as an attachment to the licensing Family Assessment:

**1) IMPACT ON FAMILY**

- History of the child(ren) with their family (Foster Family)
- The impact of adopting on other child(ren) in the home.
- Acceptance by family members

**2) BIRTH FAMILY HISTORY AND CONNECTIONS**

- Knowledge of the child(ren)'s history and family history
- Consideration of the child(ren)'s connections to the birth family after adoption
- Willingness and ability to adopt all the siblings in a sibling group and facilitate ongoing contact when siblings are separated.

**3) ABILITY TO MEET CHILD'S NEEDS**

- Knowledge of the child(ren)'s developmental, educational, social, emotional, an spiritual needs and capacity of the family to meet those needs including potential needs in the future
- Ability to meet child(ren)'s needs without the support of the foster care system
- Knowledge of ongoing resources to the child(ren) and the family, including Identification of the family's support system
- Availability of financial resources to meet the child(ren)'s needs until age eighteen.
- Ability to care for the child(ren) until age eighteen.

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#### 4) KNOWLEDGE OF SUBSIDY, POST ADOPTION SUPPORT SERVICES AND RESOURCES

- Understanding of adoption subsidy and Medicaid
- Provision of support services

#### 5) BACKGROUND CHECKS/REFERENCES

- Florida Department of Law Enforcement (FDLE) clearances and local law enforcement clearances must be completed within 90 days of placement of the child in the adoptive home. Local law enforcement clearances within 90 days and a Florida Abuse Hotline Information System (FAHIS)/Child Safety Assessment (CSA) records check must have been completed within thirty days.
- References must be completed. A reference must be obtained from schools and day care centers for all children placed in the home. In addition, a reference must be obtained from all case managers and therapists working with children in the home.

B. In order to expedite the Family Assessment for Adoptive Placement process for foster parents plus help the foster parent understand the changes in their role a group meeting should be held with a group of at least 3, preferably 5 foster parents. The group meetings will explain the paperwork needed, allowing for time of completion of paperwork during class and to also explore the changes in roles, responsibilities and supports when adopting. The classes should begin within 30 days of Termination of Parental Rights

C. If it is determined that the assessment will be completed by the Family Case Manager responsible for licensing, the child's Family Case Manager will submit the child study to the licensing case manager. The licensing case manager will discuss with the family case manager the needs of the child(ren) with the family and fully assess the ability of the family to meet the ongoing needs of the child until adulthood.

### III. Approval Process:

- A. The completed Family Assessment will be reviewed and approved by the family case manager, supervisor and Program Director. The reference from case manager responsible for Licensing will be part of the file. Final approval will be given by the Sr. Director of Permanency from Family Services of Metro Orlando unless the Case Management Organization has received an approval from Family Services of Metro Orlando to approve their own home studies.
- B. If the decision is reached that the Foster home is not an appropriate adoptive resource, the case will be reviewed by the Professional Staffing Committee.