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**EFFECTIVE**

June 1, 2015.

**Subject(s)**

1. Clarification of requirements.
2. New section.
3. Requirements change for denial.
4. Documentation requirement change.
5. Clarification and additional requirement.
6. Timeframe and AFCAR requirements.

**1) Clarification of Requirements****ADM 300, Child Adoption Assessment****Assessment Required Information**

Factors listed in the adoption placement criteria section of the child assessment are critical in determining what is in the best interest of the child and in securing a successful placement. Efforts must be made to contact all possible sources of information, including birth family members, if necessary.

**Child Adoption Assessment Timeframes**

Clarified the requirement of face-to-face contact with the child's current caregiver, even if they are not interested in adopting the child.

**Non-identifying Information**

This non-identifying information may not be disclosed. Information which can be used to distinguish an individual's identity (including first or last names of the birth parent(s)/siblings) is considered identifying information and must not be disclosed; see SRM 131, Confidentiality, for additional information.

**Note:** The first name of the child or sibling group members being placed for adoption together may be used in the non-identifying information section of the child adoption assessment. If a sibling group is not being placed for adoption together, the adoption worker shall only identify the age, sex of the sibling, sibling characteristics and sibling relationship in the non-identifying information section of the child adoption assessment.

### **Child Adoption Assessment Addendum**

The DHS-606, Child Adoption Assessment Addendum, must be used to update the DHS-1927, Child Adoption Assessment, on an annual basis if the child has not been placed for adoption. The DHS-606, Child Adoption Assessment Addendum must also be completed when there is a change in placement or other significant event for the child.

## **2) New Section**

### **ADM 520, Background Checks, Clearances, Criminal History Checks, and Fingerprinting**

#### **Michigan Public Sex Offender Registry Check**

The adoption worker must check the prospective adoptive parent(s) name(s) and address and all adult household members on the Michigan Public Sex Offender Registry to verify that a registered individual is not listed at the prospective adoptive parent(s) home address.

## **3) Requirement Change for Denial**

### **ADM 560, Approval/Denial of Adoption Applicant**

#### **Case Conference for Denial**

The requirement to hold a case conference was removed. The section was changed to Denial Notification Requirements. The DHS-605, Recommendation to Deny Consent, notifies the adoptive applicant(s) that if they applied for adoption of a specific child, the recommendation will be sent to the Superintendent of the Michigan Children's Institute, who will make the final consent decision. The DHS-605 also informs the adoptive applicant(s) that they may provide additional information directly to the Michigan Children' Institute.

### **ADM 870, Denial of MCI Consent to Adopt a Specific Child**

#### **Written Notice of Agency's Recommendation to Deny Consent**

The requirement to hold a case conference was removed. The DHS-605, Recommendation to Deny Consent, notifies the adoptive applicant(s) that if they applied for adoption of a specific child, the recommendation will be sent to the Superintendent of the Michigan

Children's Institute, who will make the final consent decision. The DHS-605 also informs the adoptive applicant(s) that they may provide additional information directly to the Michigan Children's Institute.

#### **4) Documentation Requirement Change**

##### **ADM 670, Required Information to be Shared**

###### **Information sharing conference**

Removed language that allowed a private adoption agency to use a substitute for DHS-4818, Verification of Information Provided. The DHS-4818, Verification of Information Provided to Adoptive Parents, must be used to provide written verification for the signatures of the adoption agency worker and the prospective adoptive parent(s) that the conference was held and information was provided as required.

#### **5) Clarification and Additional Requirements**

##### **ADM 710, State Ward Tracking System and Registration on the Michigan Adoption Resource Exchange:**

###### **Overview**

**Note:** The MCI superintendent has given written authorization for the Michigan Adoption Resource Exchange (MARE) to use personal information of an MCI ward on their public website for adoption recruitment purposes. For permanent court wards, the adoption worker must seek written approval from the court or a court order to allow the Michigan Adoption Resource Exchange to use personal information on the permanent court ward on their public website for adoption recruitment purposes. The adoption worker must also document when they requested this approval/order and if they received approval in the DHS-614, Quarterly Adoption Progress Report.

###### **MARE Forms**

The contracted adoption agency or local DHHS office responsible for adoption planning must send the registration to the MARE office. All MARE forms are available online at [www.mare.org](http://www.mare.org) and

can be submitted electronically. One of the following must be submitted within 30 calendar days of the date of termination of parental rights or the date of receipt of the court order of termination of parental rights:

- Order Placing Child (PCA 320),
- Hold Registration Status on the child profile for Child being Adopted by Relatives, Unrelated Caregivers or Current Foster Parents, including a copy of the DHS-4809.
- Hold Registration Status on the child profile for Recruited Adoptive Family, including the signature page of the family's current BCAL-3130, Initial Foster Home/Adoption Evaluation.
- Proof of permanency goal change to a plan other than adoption by court order and an approved foster care DHS-66, Updated Service Plan (USP) or DHS-67, Permanent Ward Service Plan (PWSP), with approval signature from the local DHHS.
- Child Entry Form - For Child Appearing on MARE Website.

### **ADM 720, Placement of a Child Listed on the Michigan Adoption Resource Exchange**

#### **Adoption Referral Packet**

The adoption referral packet must also include:

- Initial court order removing the child:
  - Order to Take Child(ren) into protective custody and place (JC05), or
  - Order After Preliminary hearing in Child Protective Proceeding (JC11a).
- Order Following Hearing to Terminate Parental Rights (JC 63).

### **ADM 830, Adoption Consent Packets-Required Documentation**

#### **Documents**

The following document requirements were added to the consent packet:

- DHS-990, Relative Notification Letter.
- DHS-989, Relative Response.

**6) Timeframe and  
AFCAR  
Requirements**

- DHS-988, Relative Search Information.
- DHS-987, Relative Documentation.

**ADM 980, Closing Documentation****Adoption Closing Summary**

A copy of the closing summary must be sent within 14 calendar days of the adoption finalization date to the foster care worker (and the DHHS monitor for purchase of service cases) for inclusion in the child's permanent record.

**AFCARS Reporting**

The adoption worker must assure that all AFCARS information has been entered into MiSACWIS for the child and is contained in the case record prior to case closure.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[ADM 0300](#)

[ADM 0520](#)

[ADM 0560](#)

[ADM 0670](#)

[ADM 0710](#)

[ADM 0720](#)

[ADM 0830](#)

[ADM 0870](#)

[ADM 0980](#)