
EFFECTIVE

June 1, 2015.

Subject(s)

1. Michigan Compiled Law.
2. Contracted adoption services.
3. Quarterly report timeframes and requirements.
4. Training requirements.
5. Non-discrimination statement and requirements.
6. Adoption by agency associate.
7. Assessment requirements.
8. Worker requirements.
9. Expedited consent criteria.
10. Report requirements.
11. Record retention.
12. Miscellaneous.

**1) Michigan
Compiled Law****ADM 0110, Legal Requirements**

Act 614 of 2012, amended the Probate Code (Act 288 of 1939); to permit a married person to adopt without his or her spouse joining in the petition for adoption, if failure to join in the petition or to consent to the adoption were excused by the court for good cause shown or were in the best interest of the child.

Reason: Michigan Compiled Law.

**2) Contracted
Adoption Services****ADM 0230, Adoption Services By a Contracted Adoption
Agency:****Adoption Subsidy Applications**

A copy of the signed adoption assistance agreement must be maintained in the case record with a copy submitted to the assigned DHHS monitor within five calendar days of receipt for inclusion in the child's permanent record.

Monthly Visits

Visits are required with the child and adoptive parent(s) at a minimum every calendar month during the adoption supervision period and must be documented in MiSACWIS.

Note: For caseworker visit requirements for a recruited family; see ADM 950.

Reimbursement of Contracted Adoption services

Agencies must not charge families for services provided to adopt a child from the foster care system or must reimburse the family when the adoption is finalized.

Reason: Changing to MiSACWIS and clarification.

3) Quarterly Report Timeframes and Requirements

ADM 0330, Quarterly Adoption Progress Reports

Overview

Clarified report timeframe and requirements:

When the child adoption assessment **is** used as the initial quarterly report, the next quarterly report is due 90 calendar days from the completion of the child adoption assessment. When the child adoption assessment is **not** completed within the initial required quarterly reporting period, the DHS-614, Quarterly Adoption Progress Report, is due 90 calendar days from case acceptance or 90 days after the order terminating parental rights are signed, whichever is later.

The DHS-614 must not contain identifying information about the prospective adoptive family, as this report is maintained in the abuse and neglect record at the court.

Reporting Duration

Reference to ADM 950 was added.

Reason: Clarification

4) Training Requirements

ADM 0420, Adoptive Parent Training

The following training requirement/clarification was added:

In addition to the PRIDE sessions, a separate, orientation session and the following training are required for all prospective adoptive parents (see ADM 0410):

- Child development, including safe sleep practices for children under one year of age.
- Behavioral and emotional needs of children who are adopted.
- Impact of adoption on the family.
- Post adoption services availability.

Completion of the above PRIDE sessions is required for approval of all prospective adoptive parents, including relatives. If there are two adoptive parents, they must both complete the training sessions. In the case of competing parties, if a family assessment is completed, training is mandatory for approval to adopt.

Foster parents who have completed the PRIDE sessions and have a current foster care license are not required to repeat the PRIDE sessions, but are required to attend the above indicated additional training sessions. They are also required to attend additional training sessions, based on the adoption workers' assessment of the families' training needs and the needs of the child.

Adoptive parents who have completed the required PRIDE sessions above within the last two years, are not required to repeat the PRIDE sessions, but are required to attend the above indicated additional training sessions. The adoptive parent(s) are also required to attend additional training sessions, based on the adoption workers' assessment of the families' training needs and the needs of the child.

Reason: Clarification request from Adoption Oversight Committee and licensing rule change.

5) Non-Discrimination Statement and Requirements**ADM 0430, Application to Adopt**

The DHHS non-discrimination statement is:

Michigan Department of Health and Human Services (DHHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, gender identity or expression, sexual orientation, political beliefs or disability.

The above statement applies to all applications filed for adoption of DHHS supervised children, including DHHS supervised children assigned to a contracted agency.

Reason: Alignment with current policy and practices.

6) Adoption by Agency Associate**ADM 0440, Adoption by Agency Associate****Overview**

Employees of the Department of Health and Human Services (DHHS) or a contracted adoption agency may apply to adopt a state ward or permanent court ward. The employee shall be treated on an equal basis with all other applicants. However, neither the employee nor his or her supervisor may be involved in the adoption study, decision, or recommendation. Further, the child may not be on the employee's caseload.

Reason: Clarification

7) Assessment Requirements**ADM 0510, Adoptive Family Assessments:****Licensed Foster Parent Applicants and Unlicensed Applicants**

If the prospective adoptive parent is a married individual and he/she is planning to adopt without their spouse, the worker is required to consult the MCI office prior to approval. The worker must document in the narrative of the family assessment the reasons why the

individual is requesting to adopt without his/her spouse and the reasons it is in the child's best interest. It is **not** appropriate for a married individual to be approved to adopt without their spouse when the spouse will be involved in the care of the child, especially if the spouse resides in the adoptive home and/or if it has been determined that the spouse could **not** be approved for adoption.

Note: The court where the adoption petition is filed will give final approval in this matter.

Assessment Time Frames

When a prospective adoptive family has been identified for a specific child, the BCAL-3130, Initial Foster Home/Adoption Evaluation, must begin within 7 calendar days of the acceptance date of the referral to adoption or identification of the prospective adoptive family, whichever is later. The evaluation and DHS-612, Adoptive Family Assessment Addendum, for a family that did not have a previously approved DHS-3130, must be completed within 90 calendar days from the date of assignment of the case to an adoption worker. The DHS-612 must be completed within 60 calendar days from the date of assignment of the case to an adoption worker for a family who has a previously approved BCAL-3130.

Reason: Michigan Compiled Law.

8) Worker Requirements

ADM 0680, Application for Subsidy Programs

New adoption worker requirement:

For youth being adopted within 120 days of their 18th birthday, in addition to the adoption assistance eligibility process found in AAM 200, the adoption worker must assist the prospective adoptive family with completing the Young Adult Extension application criteria found in AAM 631-Extensions For Youth Adopted At Ages 16-17.

Reason: Adoption Subsidy Office request.

9) Expedited Consent Criteria

ADM 0850, Expedited Consent

County directors must process expedited consents within 14 business days of receiving a complete consent packet.

Additional requests for expedited adoption consent criteria:

- The recommended family is the only family requesting to adopt the child. There are no competing families for adoption and the child has been placed in the prospective adoptive home for at least six consecutive months.
- The prospective adoptive home did not require a waiver to be signed due to the number of children in the home.
- The prospective adoptive parent is not a married individual adopting without his/her spouse.

Reason: MCI office request.

10) Report Requirements

ADM 0950, Post Placement, Adoption Supervision and Finalization Procedures

Removed requirement to complete the DHS-614, Quarterly Adoption Process Report, in addition to the DHS-613, Adoptive Placement Supervisory Report, during the supervision period.

Reason: Field request and duplicate information.

11) Clarification in Adoption Case Record Retention

ADM 1030, Adoption Case Record Retention

One year past the adoption finalization date, a contracted adoption agency must send the original record to the local DHHS office. Language added that copies should not be maintained by the contracted adoption agency.

Reason: Compliance with Michigan laws and licensing rule R400-12713.

12) Miscellaneous**ADM 0210, Referral to Adoption**

Removed SWSS FAJ reference from this section of policy.

ADM 0920, Legal Documentation Requirements for Adoption

Removed SWSS and RFF references from policy section. Updated link for SCAO forms.

ADM 0930, Filing the Adoption Petition and Subsequent Orders

Removed SWSS and CIMS reference from policy section.

ADM 1020, Adopted Child Case Record

For information on release of information form a closed adoption record; see ADM 1040 and SRM 131, Confidentiality.

Reason: Clarification

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[ADM 0110](#)

[ADM 0210](#)

[ADM 0230](#)

[ADM 0330](#)

[ADM 0420](#)

[ADM 0430](#)

[ADM 0440](#)

[ADM 0510](#)

[ADM 0680](#)

[ADM 0850](#)

[ADM 0920](#)

[ADM 0930](#)

[ADM 0950](#)

[ADM 1020](#)

[ADM 1030](#)