

**ADMINISTRATIVE
RULE**

Child Placing Agency Rule 400.12608 requires that agency records for each adoptive family contain certain documents. In addition, MCL 722.956 requires documentation that certain information was discussed and shared with the prospective adoptive family.

**Adoptive Family
Record**

The adoptive family record must include a copy of:

- The documentation of adoptive parent orientation.
- The DHS 3153-A, Adoption Application.
- The BCAL-3130, Initial Foster Home/Adoption Evaluation and DHS- 612, Adoptive Family Assessment Addendum, or any assessments/addenda that were completed prior to the BCAL-3130 and DHS-612.
- The child's non-identifying written information that was provided to the adoptive parent(s); see ADM 0300, Child Assessment.
- The written verification, signed by the adoption worker and the adoptive parents, that a conference was held and information was provided to the adoptive parent(s) as listed in ADM 0670.