
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. An employee of DHHS or a contracted adoption agency must notify the placement agency director or designee of their interest in adopting a state or permanent court ward. The adoptive family assessment must be completed by an agency outside the applicant's county of employment. **Under no circumstances may an agency complete an adoptive family assessment for a person employed by the same agency.**

Child-specific Adoption

When an employee has applied for adoption of a specific child for whom the agency is providing supervision services, the supervising agency director or designee must immediately transfer the case (including foster care services) to another DHHS county office or another contracted adoption agency.

Agency Board Members, Former Board Members and Former Employees

Agency board members, former board members and former employees (within five years from the date of departure) are encouraged to apply to adopt but must be treated as employees for the purposes of adoption.

Role Separation

An agency employee or board member must not use his or her position to gain access to the child or gain information about the child and must clearly separate their role as an employee or board member from their role as a prospective adoptive parent.