

Select originating cluster

Marge Reinhart

Authorized Signature
Number: CM-IM-09-007

Issue Date: 03/19/09

Topic: Adoptions

Subject: Affidavits in Support of Adoption

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input checked="" type="checkbox"/> | Children, Adults and Families | <input type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input type="checkbox"/> | Other (please specify): |

Message:

Affidavits in Support of Adoption (putative father, deceased parent) are often submitted requiring multiple edits and updates, resulting in significant delays to the finalization of an adoption. The Adoptions unit and CAF Administration worked together to identify solutions. We agree that having a specific set of staff assigned to do this work will increase expertise and simplify the process of training and providing updates.

As DHS Paralegals are already trained to complete many of the legal documents associated with CW cases, and may already be doing these documents in some offices, this duty has been designated to that position for all CW branches. In anticipation of this change, Paralegals were updated and trained during their January 2009 quarterly meeting. Therefore, **effective immediately** please contact your Paralegal for consultation and completion of affidavits in support of adoption.

If managers find it particularly disruptive to branch processes to make this change, please contact Gail Schelle and Kathy Steiner for approval to continue current branch practice. Unless otherwise arranged, Adoptions staff will consider the branch paralegal as the contact person for all updates, training and questions related to these documents.

If you have any questions about this information, contact:

Contact(s): Kathy Steiner

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