

of a child. For the purpose of these rules, the current caretaker is a foster parent who has had the child in his or her home consecutively for 6 months or longer. An exception may be requested in the case of a non-related foster parent who has had a child in his or her home consecutively less than 6 months if the branch has completed a diligent search and determined there are no suitable relatives. This exception requires branch manager approval and documentation in the case file.

(4) Contracted Licensed Private Agency: A private adoption agency licensed by SOSCF and holding a contract with SOSCF to do adoption home studies.

Statutory Authority: ORS 418.005

Stats. Implemented: ORS 418.280 and 418.285

POLICY ON ADOPTION APPLICATIONS

413-120-0200 (1) SOSCF places children with special needs. SOSCF will refer persons who are not interested in adopting a child with special needs to licensed adoption agencies. Persons who wish to adopt a child from SOSCF must:

(a) Be at least 21 years of age. However an applicant who is an "Indian" as defined by the Indian Child Welfare Act and SCF Policy I-E.2.1., Placement of Indian Children, OAR 413-070-0100 through 0260 may be 18 years of age.

(b) Meet the adoptive home approval requirements in SCF Policy II-B.1, Safety Standards for Foster Care, Relative Care, and Adoptive Families, OAR 413-200-0300 through 040.

(c) Be able to provide for the safety of the child, including protection from all persons and situations which brought the child into care. The worker shall assess safety by means including but not limited to a criminal record check per OAR 413-120-0200 through 413-120-0470 and a family history, including a child abuse and domestic violence history;

(d) Have had no previous license or certificate to provide services to children, the elderly or the disabled denied, revoked or relinquished.

(e) Be able to commit to the child on a permanent lifelong basis; and

(f) Be able to acknowledge and meet the child's individual special needs.

(g) Provide evidence of the capacity to accept and raise an adopted child as their own child to maturity; and

(h) Participate in preservice training provided or approved by SOSCF to cover topics (A) through (G) below to prepare applicants for adoption. With supervisory approval, the adoption worker may develop an individual training plan with the applicant based on an assessment of the applicant's previous training or experience.

(A) The effects of abuse (physical, sexual, emotional) and neglect on children;

(B) The effects of drugs and alcohol on children;

(C) The effects of moves and transition on children;

(D) The significance of the birth family, including grief and loss issues;

(E) Openness in adoption;

(F) The attachment process and attachment difficulties; and

(G) Positive behavior management.

(3) SOSCF or a contracted licensed private agency shall accept applications from couples (married or unmarried) or individuals (married or unmarried).

(4) SOSCF shall refer applicants who are current or former employees of SOSCF or a partner agency to a licensed private adoption agency to obtain an adoptive home study. A Contracted Licensed Private Agency shall not study employees or board members, but shall refer them to another adoption agency.

(5) Applicants shall submit applications to SOSCF or a contracted licensed private agency on form SOSCF 1260A, Application to Care for a Child in SOSCF Custody.

(6) The applicants and all members of the household are subject to a record check of SCF's Integrated Information System and criminal history records. A report of child abuse or a criminal history may be considered sufficient reason not to proceed with the application and home study process.

(7) If the applicant has ever lost permanent custody of a child through relinquishment or termination of parental rights, the adoption worker and supervisor shall staff the case with the Branch manager and Legal Assistance Specialist to determine

whether to proceed with the application.

(8) The following materials comprise the adoption home study packet. The worker shall submit these to the Adoptions Services Unit when compiled:

(a) Application to Care for a Child in SOSCF Custody, CF 1260 A;

(b) Adoptive Family Information and Placement Preference, CF 1266;

(c) Family Financial Report, CF 1291;

(d) Medical Report A, CF 1257A;

(e) Medical Report B, CF 1257B;

(f) Mental Health Information, CF 1258 if applicable. (If the worker determines that the CF 1258--Mental Health Information is necessary for an applicant, the worker may decide whether to mail the form to the mental health provider, or complete the CF 1258 through a telephone interview with the mental health provider. If the worker interviews the provider by phone, the worker shall note at the bottom of the form that the mental health report was taken by phone, then sign and date this notation);

(g) Consent for Criminal History Check CF 1011F;

(h) Applicant Reference, CF 1255. (If there is no other means of obtaining the Applicant Reference, the worker may complete the CF 1255 through a telephone interview with the reference. The worker then shall note at the bottom of the form that the reference was taken by phone, then sign and date this notation);

(i) Completed Progressive Family Assessment Provisional Approval CF 1269; and

(j) Marriage Certificate, divorce verification as applicable.

Statutory Authority: ORS 418.005

Stats. Implemented: ORS 418.280 and 418.285

APPLICANTS KNOWN TO OTHER AGENCIES

413-120-0210 SOSCF or a Contracted Licensed Private Agency may conduct home studies for any person who previously has applied to another public or private adoption agency unless the applicant is:

- (1) Currently under study by another public or private agency for placement of a child for adoption; or
- (2) Currently under consideration by another public or private agency for placement of a child for adoption; or
- (3) Has had a previous license or certificate to provide services to children, the elderly or disabled denied, revoked, suspended, or relinquished.

Statutory Authority: ORS 418.005

Stats. Implemented: ORS 418.280 and 418.285

HOME STUDIES BY SOSCF

413-120-0220 SOSCF may prioritize applications according to the type of homes most needed for children who are free for adoption or being freed, and may give priority to completing home studies of applicants who:

- (a) Are relatives applying to adopt a specific child;
 - (b) Are current caretakers applying to adopt a specific child; or
 - (c) Are interested in adopting children with special needs for whom there are few or no available homes approved;
- (2) Field management staff responsible for the supervision of adoption services will determine which applications will have a home study completed, and will be responsible for the approval or disapproval of the home as a resource for adoptive placements.
- (3) Branch offices shall provide SOSCF Adoptions Services Unit, in the central administrative office, a copy of all approved home studies upon completion.

Statutory Authority: ORS 418.005

Stats. Implemented: ORS 418.280 and 418.285

SOSCF APPLICATION AND APPROVAL PROCESS

413-120-0230 (1) An adoptive applicant may return a completed adoption application to the SCF branch office.

(2) SOSCF shall review the application.

(3) If SOSCF reviews the completed application and receives the forms required by the branch to accompany the application within the time frame established by the branch, SCF shall review these materials to determine if a home study shall be completed. SCF may then proceed with the home study process.

(4) If at any point during the application and home study process, SCF becomes aware of information which would, according to the requirements of OAR 413-120-0200 (2) (a) through (f), preclude the applicant from becoming an adoptive resource, SCF may terminate the process at that time and deny the applicant's request to become an adoptive resource. If this denial is due in full or in part to SOSCF's determination that the applicant is not suitable for adoption approval based on criminal history or false statement on the application related to criminal history, please see SOSCF Policy I-G.1.4, Oregon Computerized Criminal History Checks and Nationwide Criminal History Checks through the FBI for Foster Parents and Adoptive Parents for SOSCF Children - Oregon Administrative Rule 413-120-0460, (11) for the responsibilities of SOSCF in this situation.

(5) In the situations where SCF has completed the entire application and home study process, SOSCF (based on an evaluation of the application and home study information according to the requirements of OAR 413-120-0200 (2) (a) through (h)), may either approve the home with a positive recommendation, or decline to present the study at an adoption committee and deny the applicant's request to be an adoptive resource.

(a) The adoption worker shall not present a study at adoption committee without a positive recommendation.

(b) If the adoption worker has produced a study without a positive recommendation, and the Branch Manager has sufficient reason to believe that the worker should present the study to committee, the Branch Manager may request the Adoptions Services Manager to make an exception to the requirement for a positive recommendation.

(6) If an applicant does not provide timely and appropriate response to SCF's inquiries and requests for information, SCF may terminate the process and deny the request to be an adoptive resource. Applicants who apply to adopt a specific child must provide documentation and information requested by SCF according to time lines established by the branch but in no case to exceed 90 days from the date of application.

SOSCF NOTICE TO APPLICANT

413-120-0240 (1) If a home study of the applicant is not initiated within one year

from the date the application is signed, the branch office may give the applicant notice in writing that the application will no longer be considered, and for what reason.

(2) The branch office completing a home study shall provide the applicant(s) with notice, in writing, of the approval or disapproval of the home study, and for what reason.

(3) If an approved home study is removed from the bank of homes to be considered for placements, the branch office will provide applicant(s) with written notice.

Statutory Authority: ORS 418.005

Stats. Implemented: ORS 418.280 and 418.285