

Foster Care Primary Worker

Adoption Secondary Worker

Foster care has 5 working days to send the referral to adoption after receipt of the order TPR

Referral

7 working days to accept/ 3 working days to assign to an adoption worker/ Request 3600 from DHHS

Case Review with FC—Within 30 calendar days of receipt of referral & quarterly

Intent to Adopt DHS 4809—Send to current caregiver within 3 working days of assignment

Application (DHS 3153A)—Run ICHAT

CAA (DHS 1927)—45 calendar days of acceptance, 2 HVs,

CAA Add (DHS 606) annually and for moves/significant events

Contacts—on MISACWIS monthly

MARE hold or Registration— Within 30 calendar days of acceptance

Contact Family— Within 7 calendar days of acceptance or identification

Orientation, PRIDE Training (12 hrs) sessions:1- 4 & 6

BCAL 3130 & Add (DHS 612)—90 days/run new ICHAT

Only AFA Add (DHS 612) - 60 days/run new ICHAT

Subsidy (DHS 1341) —Family signs 4081 and 959

Quarterly HV's During this Period—on MISACWIS 5 bus. Days

Request Consent— DHS 3217 or 3217 A

Quarterly Report (DHS 614) - Done every 90 days until OTR/OPC

ICHAT/File Adoption
Petition—PCA 301

Adoption Primary Worker

Adoptive Placement (Supervisory Period)

6-18 Months

If over a year, requires a

Permanency Planning Hearing (request at 10 month mark) Run new ICHAT every 90 days while in supervision

Supervisory Summary—every 90 days until finalization-MISACWIS

Open Subsidy—1344 & PCA 320

PCA 320—to MARE & DHS & FC

Monthly HVs Required

Recruited Families:

HV weekly for 1 month (from OTR)

HV biweekly for months 2-3

HV monthly for months 4-close

30 Days before Finalize—Run new ICHAT

(Disruption if breaks during this period)

OTR—PCA 318

OPC—PCA 320

Immediate Confirmation

Adoption Finalization

Closing Summary—DHS 222

Closing Letter—DHS 607

Send for NRE—4815

Send JC 36 to Court of Jurisdiction to close NA case

Dissolution if breaks after finalization

Order of

Adoption PCA 321

Revised 09/18

Adoptive Placement

Finalization

