

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

12/18/2008

What's Inside:Revision of Adoption
Recruitment Process
and Forms**M E M O R A N D U M**

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND
CHILDREN'S DIVISION STAFF

FROM: JAMES C. HARRISON, ACTING DIRECTOR

SUBJECT: CHILDREN'S DIVISION ADOPTION RECRUITMENT PROCESS,
INTRODUCTION OF THE MISSOURI WAITING CHILD
REGISTRATION FORM (CD-121)

DISCUSSION:

The purpose of this memorandum is to describe the revision to the Adoption Recruitment process and introduce the new Children's Division, Missouri Waiting Child Registration form.

The Child Welfare Manual Section 6; Chapter 1; Attachment C – Finding Adoptive Families for Children has been updated to include a step by step process workers should utilize in beginning the recruitment process for children in need of a forever home.

Every child/youth in Children's Division custody deserves to achieve permanency and once parental rights have been terminated, adoption holds the strongest form of permanency for the child. Once the team and child have determined that adoption is the best option for permanence, staff should follow the below steps:

- Complete the CD-AEM-1b; Consent for Special Recruitment Efforts
- Obtain a Court Order consenting to Special Recruitment Efforts
- Write the child's profile, including long profile, short profile and media profile.
- Obtain professional photograph of child, whenever possible. Workers are encouraged to utilize photographers from the Missouri Heart Gallery or The Adoption Exchange can assist workers in locating a photographer in the geographic region.

Once the above steps have been taken, workers are to complete the new Missouri Waiting Child Registration Form, CD-121. This form serves as the single referral to the Missouri Heart Gallery, Adoption Exchange and Adopt US Kids. Utilization of the

streamlined form will allow workers to complete one form and receive maximum exposure for each child. Workers shall fully complete the form and submit the form in addition to the long profile, short profile and media profile with a copy of the court order and photograph of the child to the Adoption Exchange.

Workers should then continue with active recruitment efforts and refer children for any special recruitment efforts available. Workers should begin staffing children without an adoptive resource with their supervisor, monthly for children under 24 months and quarterly for children over 24 months of age. The procedure to follow in these supervisory reviews is outlined in the Child Welfare Manual Section 6.1; Attachment C.

Supervisors should continue to ensure that their workers responsible for adoption recruitment are following the policy outlined in the Child Welfare Manual Section 6.1; Attachment C. When policy is not being followed by the worker, the supervisor has the responsibility of providing training and following up with the worker to ensure an adoptive resource is being actively recruited for each child on the worker's caseload.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT

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PROGRAM MANAGER

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CHILD WELFARE MANUAL REVISIONS

[Section 6; Chapter 1; Attachment C](#)

FORMS AND INSTRUCTIONS

[Missouri Waiting Child Registration Form – CD-121](#)