

Practice Alert



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Issued by: Vickie Stoneberger

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Child Summary

The purpose of this practice alert is to remind staff that once a pre-adoptive family has been selected, they are to be presented with a complete child summary within seven (7) days. The pre-adoptive parents are to sign the document in order to acknowledge receipt and approve the contents. A copy of the signed document is to accompany the subsidy packet when it is sent to Central Office for approval and entry.

This instruction is found in the Child Welfare Manual under ([Section 4, Chapter 9, Subsection 3](#)) **Activities Following Selection, (Section 4, Chapter 9, Subsection 6.2) Case Manager, Private Child-Placing Agency and Foster Care Case Management Responsibilities**) and on the Adoption Subsidy / Subsidized Guardianship Agreement Checklists.