

Big Bend Community Based Care Policy & Procedure

Series:	400: Child Welfare Services	
Policy Name:	Adoptive Home Study	
Policy Number:	418	
Origination Date:	03/09/2009	Revised: Board Meeting of 12/13/2018
Regulation:	Ch. 39, F.S. Ch. 63, F.S. 65C-15, F.A.C. 65C-16, F.A.C.	

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to mandate their Adoption Provider prepare a comprehensive adoptive home study to ensure the safety of children in accordance with 65C-16, F.A.C.

Procedure

A. The Adoptive Home Study.

1. The Adoption Provider will complete an evaluation of the adoptive family before placement.
2. The evaluation will include at least two (2) Home Visits.
3. The evaluation is summarized in the Adoption Home Study report.
4. In accordance with 65C-16.005, F.A.C., the Adoption Home Study report includes, but is not limited to, the following items:
 - a. The child's choice;
 - b. The applicant's motivation for adoption;
 - c. The strengths, weaknesses and personal adjustment of each member of the household;
 - d. The attitudes and feelings of the family, its extended family members, or significant others towards adoptive children;
 - e. The attitudes of the applicants toward the birth parents and the reasons children may be in need of adoptive placement;
 - f. The applicant's plan for discussing adoption with the child;
 - g. The applicant's emotional stability and maturity;
 - h. The applicant's ability to cope with problems;
 - i. The applicant's capacity to give and receive affection;
 - j. The applicant's child caring skills;
 - k. An assessment of all other household members who will serve in a caregiver capacity which includes areas such as: attachment to child, parenting history, physical and mental health, background checks and references;

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7. In accordance with 65C-16.005(9), F.A.C., if the Adoption Provider does not approve the Adoption Home Study, the application to adopt has to be presented to the Adoption Review Committee (ARC) for review (See *BBCBC OP 400-419, Adoption Review Committee*).
8. An Adoption Home Study is approved for one (1) year.
9. The adoptive family may request, in writing, to the Adoption Provider, that their Adoption Home Study be updated.

B. Adoptive Parent Record.

1. The Adoption Provider will maintain records for each Adoptive Family which contain:
 - a. Applications;
 - b. Adoptive home study;
 - c. ICPC Adoption home study, if applicable;
 - d. Medical information;
 - e. Character references;
 - f. Summary of family contacts following approval for adoption until the child/children is placed;
 - g. Signed and filed disclosure forms;
 - h. Copy of the information given to the parent's concerning the child/children to be placed for adoption with them – disclosure form must be signed and filed;
 - i. Copy of the ARC review, if applicable;
 - j. Legal documents pertaining to the adoption;
 - k. Summary containing the placement decision, pre-placement and post-placement contacts with the family and the adoptive child/children, including services provided to stabilize the placement and decisions regarding finalization of the adoption;
 - l. Adoptive placement agreement;
 - m. Proof of marriage;
 - n. Copy of the Foster Care Licensing study, if applicable;
 - o. Relative Study, if applicable;
 - p. Sibling Separation Staffing information, if applicable.