



Adoption Process Checklist for Children Under Guardianship of the Commissioner

CHILD'S NAME	CASE NUMBER
SOCIAL WORKER	DATE ASSIGNED

Date Initiated	Initial Casework	Date Completed
	<p>Review the file to verify the four items below have been completed. If not yet completed, and the whereabouts of the parent(s) are known, complete the following four notifications:</p> <ol style="list-style-type: none"> 1. Notice to parent(s) of their right to file an Affidavit of Disclosure or Affidavit of Non-Disclosure with the Minnesota Office of the State Registrar at the Minnesota Department of Health, allowing or preventing an adopted person, age 19 or older, to access their original birth certificate. [Minn. Stat., sections 259.89, 260C.637 and 260C.317, subd. 4] 2. Notice to parent(s) of their right to file an Affidavit of Disclosure or Affidavit of Non-Disclosure with the county social service agency, allowing or preventing an adopted person, age 19 or older, to access their birth parent(s)' identifying information contained in the permanent adoption record. [Minn. Stat., sections 259.83 and 260C.613, subd. 8] 3. If parent(s) signed a Consent of Parent to Adoption, notice to parent(s) that the child-placing agency will make diligent efforts to make contact should it receive information of the terminal illness or death of the adopted individual if the birth/legal parent(s) indicate such a desire, and maintain a current address on file with the agency. [Minn. Stat., sections 259.27 and 260C.613, subds. 6 and 7] 4. If parent(s) signed a Consent of Parent to Adoption, notice to parent(s) that they may designate someone to inform the child-placing agency of the event of their death. The agency will in turn inform the adoptive parent(s) of a minor child, or the adopted person age 19 or older, if they indicated such a desire, and maintain a current address on file with the agency. [Minn. Stat., sections 259.27 and 260C.613, subd. 6] 	
	<p>Review the file to verify that the child is under guardianship of the commissioner of the Minnesota Department of Human Services (DHS). Required documents are for both mother and father:</p> <ol style="list-style-type: none"> 1. A signed Termination of Parental Rights (TPR) court order and/or court order accepting a Consent of Parent to Adoption under Minnesota Statutes, section 260C.515, subd. 3, plus copy of parent(s) consent; and 2. A court order transferring guardianship to the commissioner. 	

Date Initiated	Initial Casework (continued)	Date Completed
	<p>Note: Guardianship could also be transferred to the commissioner after the death of the parent(s).</p> <p>TPR: Maternal and paternal rights must be addressed and the order must transfer guardianship of a child to the commissioner of the Minnesota Department of Human Services. Note: If there is no legal father, that must be documented in the findings of fact and/or order. [Minn. Stat., sections 260C.317 and 260C.325]</p> <p>Consent of Parent to Adoption: A copy of the parent(s) consent plus a court order accepting the Consent of Parent to Adoption under Minnesota Statute, section 260C.515, subd. 3, and an order transferring guardianship to the commissioner of the Minnesota Department of Human Services. [Minn. Stat., section 260C.515, subd. 3]</p> <p>In all cases: Court administration is required to provide a certified copy of the permanency court order and guardianship transfer court order to DHS. Court administration must also provide a copy of the parent(s) consent, if applicable. [Minn. Stat., sections 260C.317, subd. 3, and 260C.515, subd. 3 (6)]</p> <p>If the county has not received a certified copy of the permanency court order and certified copy of the guardianship transfer order, request them from court administration. Certified copies of these court documents will eventually be needed to provide to the court in an adoption proceeding, to be sealed in the child's adoption court file after finalization. If your county policy also requires that certified copies of the court documents be included in the child's permanent social services case file, request two certified copies of each court document – one for the adoption court file and one for the county social services file.</p>	
	<p>SSIS: Create parent resolution verification and guardianship verification. (SSIS Training Module-Adoption)</p>	
	<p>Review the file for a certified copy of the child's birth certificate. If needed, request a certified copy. A certified copy of the birth certificate must be provided to the court after an adoption petition has been filed so that it can be sealed in the child's adoption court file after finalization. If your county policy also requires that a certified copy of the birth certificate be included in the child's permanent social services case file, request two certified copies of the birth certificate – one for the adoption court file and one for the county social services file.</p> <p>Mail DHS a photocopy of the certified copy of the child's birth certificate.</p>	
	<p>Verify that the child has a Social Security number. Apply for one, if needed.</p>	
	<p>Review Title IV-E foster care status. If eligible for Title IV-E foster care, the child may be eligible for Title IV-E Adoption Assistance. Eligibility for Title IV-E Adoption Assistance must be determined at the time of adoptive placement. If not eligible for Title IV-E foster care, consider applying for Supplemental Security Income (SSI) for the child, if they have a documented disability.</p>	
	<p>Relative search: Review the written relative search and relative placement considerations report completed at the time of the child's initial out-of-home placement. [Minn. Stat., section 260C.221 (a)] (SSIS document: Relative-Kinship Search and Placement Considerations) (Relative Search Best Practice Guide)</p>	

Date Initiated	Initial Casework (continued)	Date Completed
	<p>Review Interstate Compact on the Placement of Children (ICPC) requests sent, or send ICPC request(s) as soon as possible, if needed, for each relative who lives out-of-state and wants to be considered for placement. Note: Even if a child cannot be moved to another state immediately due to parental visitation requirements as part of reunification efforts, an ICPC should be initiated right away for any relatives interested in providing permanency for a child in order to assess the relative's ability to meet a child's needs should reunification efforts fail. Being proactive about initiating an ICPC will reduce timelines to permanency. [Minn. Stat., sections 260.851 through 260.92] (DHS forms: 4266, 4267, 4268, 1542D or SSIS documents: ICPC 100A Interstate Compact on the Placement of Children Request; ICPC 100B Interstate Compact on the Placement of Children Report on Child's Placement Status; ICPC Priority Home Study; ICPC Financial Medical Plan)</p>	
	<p>Review letters sent, or send notification letters, if needed, to appropriate persons regarding a child's need for a permanent placement, including:</p> <ul style="list-style-type: none"> ■ Relatives ■ Adults with whom the child is currently residing ■ Adults with whom the child has resided for one year or longer in the past ■ Adults who have maintained a relationship or exercised visitation with the child as identified in the agency case plan. <p>[Minn. Stat., section 260C.221 (f)]</p>	

Date Initiated	Initial Casework (continued)	Date Completed
	<p>Review, and update as needed, the child’s social and medical history. The social and medical history must be started by the time of the permanency progress review hearing, required under section 260C.204, or six months after a child’s placement in foster care, and must be updated regularly. It is a cornerstone of good practice and required by law. [Minn. Stat., sections 259.43, 260C.208, subd. 1, 260C.212, subd. 4(e), 260C.609 and Minn. Rule 9560.0060, subp. 2 (A) and (B)]</p> <p>The social and medical history serves four primary purposes:</p> <ol style="list-style-type: none"> 1. It provides background information on the family that will guide practice and offer insight into appropriate interventions with the family. 2. It provides full disclosure about a child to prospective adoptive parents, and must be submitted to the court with an adoption petition. 3. It must be submitted to DHS with the required forms to document an adoptive placement, and is also used by DHS to determine eligibility and benefit level for adoption assistance. (Policy on Foster and Adoption Placement Decisions for Children Under Guardianship of the Commissioner) 4. It is intended to provide the child with a comprehensive written document of their life history prior to and while in foster care. <p>In completing the social and medical history, contact parents, relatives, caregivers and others for information, as needed. [Minn. Stat., section 259.43. ...an agency...shall provide a prospective adoptive parent with a complete, thorough, detailed, and current social and medical history of the child being adopted, if information is known after reasonable inquiry. Each child’s social and medical history must be provided on a form or forms prepared by the commissioner and must include background and health history specific to the child, the child’s birth parents, and the child’s other birth relatives...redacted copies of pertinent records, assessments, and evaluations shall be attached to the child’s social and medical history...the child’s social and medical history shall be completed in a manner that protects the identities of all individuals described in it...The child’s social and medical history must be provided to the prospective adoptive family prior to adoptive placement, provided to the Minnesota Department of Human Services with application for adoption assistance, if applicable, and filed with the court when the adoption petition is filed...]</p> <p>[Minn. Stat., section 260C.609. The responsible social services agency shall work with the birth family of the child, foster family, medical and treatment providers, and the child’s school to ensure there is a detailed, thorough, and currently up-to-date social and medical history of the child as required under section 259.43 on the forms required by the commissioner...the agency’s reasonable efforts to complete the history shall begin no later than the permanency progress review hearing required under section 260C.204 or six months after the child’s placement in foster care...the agency shall thoroughly discuss the child’s history with the adopting parent of the child and shall give a copy...to the adopting parent...a copy may also be given to the child as appropriate...the report shall not include information that identifies birth relatives...redacted copies of all of the child’s relevant evaluations, assessments, and records must be attached to the social and medical history.]</p> <p>[Minn. Rule 9560.0060, subp. 2 (B). The child’s agency shall prepare the child for adoptive placement and provide the adoptive parents with a written non-identifying background and health history of the child in which all identifying information on the child’s relatives has been omitted. The history is to be written in a manner which is understandable and meaningful to the adoptive family.] (DHS forms: 3235 and 3205, or SSIS documents: Background and Health History – All Children in Out-of-Home Care and Birth Parent Social and Medical History)</p>	
	Review, and request if needed, copies of the child’s birth, medical and dental records.	
	Review, and request if needed, copies of the child’s special needs documents (e.g., evaluations and assessments on the child completed by competent and appropriate professionals).	

Date Initiated	State Adoption Exchange Registration/Deferral/Exemption	Date Completed
	<p>SSIS: Create a State Adoption Exchange verification within 45 days of TPR or Consent of Parent to Adoption to: 1) register the child on the State Adoption Exchange (SAE) website; 2) defer the child from SAE registration; or 3) exempt the child from SAE registration.</p> <p>If child is being registered on the SAE, the data entered in SSIS will be sufficient to add the child to the secure (private) SAE site.</p> <p>[Minn. Stat., section 260C.605, subd. 1, (d)(3)(iv)(A). ...registering the child on the state adoption exchange as required in section 259.75 unless the agency documents to the court an exception to placing the child on the state adoption exchange...] (SSIS Training Module-Adoption) (Policy on State Adoption Exchange and Other Child-Specific Recruitment Activities for Children Under Guardianship of the Commissioner)</p>	
	<p>Send a child description that is appropriate for public recruitment efforts and current photo to the SAE. The Minnesota Adoption Resource Network (MARN) maintains the State Adoption Exchange under the MN ADOPT grant contract with the Minnesota Department of Human Services. Contact information is: info@mnadopt.org or 612- 861-7115. [Minn. Stat., section 259.75, subd. 2. All local social service agencies...shall send to the state adoption exchange, within 45 days of the time a child becomes free for adoption, a recent photograph and description of each child in its care who has been legally freed for adoption by the termination of parental rights, and for whom no adoptive home has been found.] (Policy on State Adoption Exchange and Other Child-Specific Recruitment Activities for Children Under Guardianship of the Commissioner)</p>	
	<p>Report any changes in child's status to the State Adoption Exchange. [Minn. Stat., section 259.75, subd. 3. Changes in the status of a child listed in the state adoption exchange shall be reported by the local social service agency...to the exchange within ten working days after the change occurs.]</p>	
	<p>If child is registered, provide annual updates – picture and description. [Minn. Stat., section 259.75, subd. 4. Children remaining registered for 12 months shall have their photographs and written descriptions updated by the local social service agency...within ten working days of the expiration of the 12 months, and every 12 months thereafter.] (Policy on State Adoption Exchange and Other Child-Specific Recruitment Activities for Children Under Guardianship of the Commissioner)</p>	
	<p>Request child's removal from the State Adoption Exchange, if needed. [Minn. Stat., section 259.75, subd. 5. A child's registration shall be withdrawn when the exchange service has been notified in writing by the local social service agency...that the child has been placed in adoptive home or has died.]</p>	
	<p>Respond to State Adoption Exchange's periodic inquiries about children. [Minn. Stat., section 259.75, subd. 6. The exchange service shall semiannually check the status of listed children for whom inquiries have been received. Periodic checks shall be made by the service to determine the progress toward adoption of those children and the status of children registered but never listed in the exchange...because of placement in an adoptive home prior to or at the time of registration.]</p>	
	<p>If SAE registration is deferred, deferral expires 90 days from date of request in SSIS. Deferral expires: _____. [Minn. Stat., section 259.75, subd. 8. Approval of a request to defer listing for...the reason specified in paragraph (b), the child's foster parents or other individuals are now considering adoption, or (c), diagnostic study or testing is required to clarify the child's needs and provide an adequate description of the child, shall be valid for a period not to exceed 90 days, with no subsequent deferrals for those reasons.] (Policy on State Adoption Exchange and Other Child-Specific Recruitment Activities for Children Under Guardianship of the Commissioner)</p>	
	<p>If child is exempt from SAE registration due to the child already placed in a pre-adoptive home, send an Adoption Placement Agreement for a Child Under Guardianship of the Commissioner (APA) and Adoption Placement Decision Summary (DHS forms: 0312 and 0312A or SSIS document: Adoption Placement Agreement for a Child Under Guardianship of the Commissioner) to DHS. (Policy on State Adoption Exchange and Other Child-Specific Recruitment Activities for Children Under Guardianship of the Commissioner) (Policy on Foster and Adoption Placement Decisions for Children Under Guardianship of the Commissioner)</p>	

Date Initiated	Placement	Date Completed
	<p>Review the child's Out-of-Home Placement Plan (OHPP). OHPP is required within 30 days of initial placement and must be updated every six months, at every new placement, or to reflect significant changes. The OHPP shall document the individualized determination of a child's needs based on the 10 best interest factors and an assessment of how the selected placement meets a child's needs.</p> <p>[Minn. Stat., section 260C.212, subd. 1 (a). An out-of-home placement plan shall be prepared within 30 days after any child is placed in foster care...]</p> <p>[Minn. Stat., section 260C.212, subd. 1 (c)(1). ...a description of the residential facility including...how the placement is consistent with the best interests and special needs of the child according to the factors under subdivision 2, paragraph (b).]</p> <p>[Minn. Stat., section 260C.212, subd. 7 (a). The out-of-home placement plan must be monitored and updated at each administrative review...or as an alternative to the administrative review..., the court may...conduct a hearing to monitor and update the out-of-home placement plan...] (Policy on Foster and Adoption Placement Decisions for Children Under Guardianship of the Commissioner)</p>	
	<p>Sibling groups: The responsible agency is required to make reasonable efforts to place siblings together, at the earliest possible time, for foster care and adoption. As soon as an agency determines that it is not in the children's best interests to be adopted together, or after reasonable efforts to place the siblings together in an adoptive home have been unsuccessful, an agency must send notice to the court and required persons that the agency is proposing to separate the siblings for adoption. A request to the court to separate siblings must include documentation from the agency as required by the policies and procedures established by the commissioner.</p> <p>Date requested: _____</p> <p>Date of court response: _____</p> <p>Decision: _____</p> <p>Note: If requesting sibling separation, do not proceed with completing documents to verify the siblings' adoptive placement until the court has approved separation. The applicable court order must be provided to DHS. [Minn. Stat., sections 260.012 (e)(4), 260C.212, subd. 2(d) and 260C.619] (Policy on Sibling Placement, Separation and Visitation)</p>	
	<p>For siblings not placed together, develop a meaningful written visitation plan between the siblings and document the plan in the Out-of-Home Placement Plan. [Minn. Stat., sections 260.012 (e)(4) and 260C.212, subd. 1 (c)(5)]</p>	
	<p>On-going 90-day court reviews. [Minn. Stat., section 260C.317, subd. 3 (c). An in-court appearance hearing must be held every 90 days following termination of parental rights for the court to review progress toward an adoptive placement and the specific recruitment efforts the agency has taken to find an adoptive family for the child and to finalize the adoption or other permanency plan.] [Minn. Stat., section 260C.515, subd. 3 (4). Regarding cases where guardianship is transferred to the commissioner following the court's acceptance of a Consent of Parent to Adoption...the court must review the matter at least every 90 days.] [Minn. Stat., section 260C.607. The court shall conduct a review of the responsible social services agency's reasonable efforts to finalize adoption for any child under the guardianship of the commissioner and of the progress of the case toward adoption at least every 90 days after the court issues an order that the commissioner is guardian of the child.]</p>	

Date Initiated	Relative Placements	Date Completed
	Meet/discuss adoption issues/adoption assistance	
	Adoption training completed	
	Adoption home study referral	
	<p>Adoption home study, including required background study completed. [Minn. Stat., section 259.41. An approved adoption study, completed background study, as required under section 245C.33, and written report must be completed before the child is placed in a prospective adoptive home...]</p> <p>[Minn. Stat., section 245C.33, subd. 1. Before placement of a child for purposes of adoption, the commissioner shall conduct a background study on individuals listed in section 259.41, subd. 3, for county agencies and private agencies licensed to place children for adoption.]</p> <p>[Minn. Stat., section 260C.611. An adoption study under section 259.41 approving placement of the child in the home of the prospective adoptive parent shall be completed before placing any child under the guardianship of the commissioner in a home for adoption.]</p>	

Date Initiated	Foster Adoptive Placements	Date Completed
	Meet/discuss adoption issues/adoption assistance	
	Adoption training completed	
	Adoption home study referral	
	<p>Adoption home study, including required background study completed. [Minn. Stat., section 259.41. An approved adoption study, completed background study, as required under section 245C.33, and written report must be completed before the child is placed in a prospective adoptive home...]</p> <p>[Minn. Stat., section 245C.33, subd. 1. Before placement of a child for purposes of adoption, the commissioner shall conduct a background study on individuals listed in section 259.41, subd. 3, for county agencies and private agencies licensed to place children for adoption.]</p> <p>[Minn. Stat., section 260C.611. An adoption study under section 259.41 approving placement of the child in the home of the prospective adoptive parent shall be completed before placing any child under the guardianship of the commissioner in a home for adoption.]</p>	

Date Initiated	Recruitment	Date Completed
	Photos completed (Policy on State Adoption Exchange and Other Child-Specific Recruitment Activities for Children Under Guardianship of the Commissioner)	
	Description written (Policy on State Adoption Exchange and Other Child-Specific Recruitment Activities for Children Under Guardianship of the Commissioner)	
	Photo and description posted on public photo web listings (www.mnadopt.org and www.adoptuskids.org) coordinated by the State Adoption Exchange. (Policy on State Adoption Exchange and Other Child-Specific Recruitment Activities for Children Under Guardianship of the Commissioner)	
	Description sent on statewide adoption email listserv (administered by the State Adoption Exchange) (Policy on State Adoption Exchange and Other Child-Specific Recruitment Activities for Children Under Guardianship of the Commissioner) (Policy on Statewide Adoption Email Listserv)	
	Flyers made	
	Video filmed	
	Task Force presentation (Policy on State Adoption Exchange and Other Child-Specific Recruitment Activities for Children Under Guardianship of the Commissioner)	
	Star Tribune or other newspaper feature (StarTribune coordinated by the State Adoption Exchange) (Policy on State Adoption Exchange and Other Child-Specific Recruitment Activities for Children Under Guardianship of the Commissioner)	
	Thursday's Child segment (coordinated by the State Adoption Exchange) (Policy on State Adoption Exchange and Other Child-Specific Recruitment Activities for Children Under Guardianship of the Commissioner)	
	Intensive child-specific recruitment efforts provided by a private agency through the Public/Private Adoption Initiative (PPAI) grant contracts (Policy on State Adoption Exchange and Other Child-Specific Recruitment Activities for Children Under Guardianship of the Commissioner)	
	Other efforts: (specify) <ul style="list-style-type: none"> ■ ■ ■ 	
	Consider assembling packets of information on a child that can be sent to home study workers of prospective adoptive families. The packets should contain a current photo, social and medical history and redacted relevant assessments of the child.	

Date Initiated	New Resource Placement	Date Completed
	<p>Review adoption home studies, including required background studies. [Minn. Stat., section 259.41. An approved adoption study, completed background study, as required under section 245C.33, and written report must be completed before the child is placed in a prospective adoptive home...]</p> <p>[Minn. Stat., section 245C.33, subd. 1. Before placement of a child for purposes of adoption, the commissioner shall conduct a background study on individuals listed in section 259.41, subd. 3, for county agencies and private agencies licensed to place children for adoption.]</p> <p>[Minn. Stat., section 260C.611. An adoption study under section 259.41 approving placement of the child in the home of the prospective adoptive parent shall be completed before placing any child under the guardianship of the commissioner in a home for adoption.]</p>	
	Consult with home study workers.	
	Meet with prospective adoptive family or families.	
	Present child information, including the child's social and medical history with redacted copies of appropriate attachments.	
	Coordinate collateral meetings.	
	Work out visitation and transition/move calendar with child, adoptive family, foster family, social workers and others as appropriate.	

Date Initiated	All Placements	Date Completed
	<p>Prior to move or effective date of adoptive placement: agency has a copy of the adopting parent's completed, approved and current adoption home study, including required background study. [Minn. Stat., section 259.41. An approved adoption study, completed background study, as required under section 245C.33, and written report must be completed before the child is placed in a prospective adoptive home...]</p> <p>[Minn. Stat., section 259.41, subd. 4. An adoption study is valid if the report has been completed or updated within the previous 12 months.]</p> <p>[Minn. Stat., section 245C.33, subd. 1. Before placement of a child for purposes of adoption, the commissioner shall conduct a background study on individuals listed in section 259.41, subd. 3, for county agencies and private agencies licensed to place children for adoption.]</p> <p>[Minn. Stat., section 260C.611. An adoption study under section 259.41 approving placement of the child in the home of the prospective adoptive parent shall be completed before placing any child under the guardianship of the commissioner in a home for adoption.]</p>	
	<p>Prior to move or effective date of adoptive placement: agency has provided the adopting parent(s) a copy of a current and thoroughly completed child social and medical history and redacted copies of birth, medical and dental records, and additional special needs documentation. [Minn. Stat., section 259.43...an agency...shall provide a prospective adoptive parent with a complete, thorough, detailed, and current social and medical history of the child being adopted, if information is known after reasonable inquiry. Each child's social and medical history must be provided on a form or forms prepared by the commissioner and must include background and health history specific to the child, the child's birth parents, and the child's other birth relatives...redacted copies of pertinent records, assessments, and evaluations shall be attached to the child's social and medical history...the child's social and medical history shall be completed in a manner that protects the identities of all individuals described in it...The child's social and medical history must be provided to the prospective adoptive family prior to adoptive placement, provided to the Department of Human Services with application for adoption assistance, if applicable, and filed with the court when the adoption petition is filed...]</p> <p>[Minn. Stat., section 260C.609. The responsible social services agency shall work with the birth family of the child, foster family, medical and treatment providers, and the child's school to ensure there is a detailed, thorough, and currently up-to-date social and medical history of the child as required under section 259.43 on the forms required by the commissioner...the agency's reasonable efforts to complete the history shall begin no later than the permanency progress review hearing required under section 260C.204 or six months after the child's placement in foster care...the agency shall thoroughly discuss the child's history with the adopting parent of the child and shall give a copy...to the adopting parent...a copy may also be given to the child as appropriate...the report shall not include information that identifies birth relatives...redacted copies of all of the child's relevant evaluations, assessments, and records must be attached to the social and medical history.]</p> <p>[Minn. Rule 9560.0060, subp. 2 (A). The adoptive family's agency shall, prior to the child being placed in an adoptive home, meet with the child's agency in a pre-placement conference, obtain written background and health history on the child, and visit the child in the foster home. The pre-placement conference may only be waived if the child is under six months of age and is without special needs.]</p> <p>[Minn. Rule 9560.0060, subp. 2 (B). The child's agency shall prepare the child for adoptive placement and provide the adoptive parents with a written nonidentifying background and health history of the child in which all identifying information on the child's relatives has been omitted. The history is to be written in a manner which is understandable and meaningful to the adoptive family.]</p>	

Date Initiated	All Placements (continued)	Date Completed
	Prior to move or effective date of adoptive placement: adopting family has had the Adoption Assistance Program explained to them and the child's Adoption Assistance amount has been estimated for the family by the responsible social worker.	
	Document in the case file the reasons for the adoptive placement decision that includes an individualized determination of the child's needs based on the 10 best interest factors pursuant to Minn. Stat., section 260C.212, subd. 2, and an assessment of how the selected placement meets the child's needs. The placement decision must be documented in the child's Out-of-Home Placement Plan. [Minn. Stat., section 260C.613, subd. 5. The responsible social services agency shall document, in the records required to be kept under section 259.79, the reasons for the adoptive placement decision regarding the child, including the individualized determination of the child's needs based on the factors in section 260C.212, subdivision 2, paragraph (b), and the assessment of how the selected adoptive placement meets the identified needs of the child.] [Minn. Stat., section 260C.212, subd. 1(c)(1). The out-of-home placement plan...shall set forth a description of the foster care home or facility selected including...how the placement is consistent with the best interests and special needs of the child according to the factors under subdivision 2, paragraph b.] (Policy on Foster and Adoption Placement Decisions for Children Under Guardianship of the Commissioner)	
	Determine the effective date of the adoptive placement. Note: For foster parent adoptions, this date is not the date the child moved into the home as a foster care placement; it is the date the county and parents agree that the placement has changed from foster care to pre-adoptive status. The effective date of the adoptive placement cannot be prior to the judge's signature date, or specific effective date of the court order, if different than the judge's signature date, on the order terminating parental rights, or the order accepting the Consent of Parent to Adoption under, Minn. Stat., section 260C.515, subd. 3, and the guardianship transfer order.	
	Adopting family and county representative sign/date Adoption Placement Agreement for a Child Under Guardianship of the Commissioner (APA) (DHS form: 0312 or SSIS document: Adoption Placement Agreement for a Child Under Guardianship of the Commissioner). (Policy on Foster and Adoption Placement Decisions for Children Under Guardianship of the Commissioner)	
	Social worker completes the Adoption Placement Agreement Summary and gathers all required documentation (e.g., OHPP, court order regarding agency's relative search efforts, court order approving sibling separation, required criminal and social services background checks for adoption, and child's social and medical history. (DHS form: 0312A: Adoption Placement Decision Summary). (Policy on Foster and Adoption Placement Decisions for Children Under Guardianship of the Commissioner)	
	Send Adoption Placement Agreement (DHS-0312) and Adoption Placement Decision Summary (DHS-0312A), with all required documentation, to DHS for review. There is no official adoptive placement until the commissioner's designee signs the APA. For more information about placement decisions, including forms to complete, documentation needed, and process regarding adopting parents with criminal or maltreatment history, see policies and procedures established by the commissioner. DHS will determine whether or not to sign the APA. [Minn. Stat., sections 260C.613, subd. 1, and 260C.615, subd. 1 (b)(3), and Minn. Rule 9560.0060, subp. 2 (D)] (Policy on Foster and Adoption Placement Decisions for Children Under Guardianship of the Commissioner)	

Date Initiated	All Placements (continued)	Date Completed
	<p>SSIS:</p> <ul style="list-style-type: none"> ■ Create an Adoptive Placement verification. <p>Note: The adoptive parent relationship should indicate any relationship, if any, between the parent and child prior to adoptive placement.</p> <ul style="list-style-type: none"> ■ Any applicable relationship should be indicated in the following priority order: <ol style="list-style-type: none"> 1. Relative 2. Former foster parent (prior to APA) 3. Non-relative (no relationship prior to APA). <p>This step must be done at the same time the APA and Adoption Placement Decision Summary are sent to DHS. (SSIS Training Module-Adoption)</p>	
	<p>The responsible social services agency must notify the court and parties entitled to notices under section 260C.607, subd. 2, when there is a fully executed adoption placement agreement for the child. [Minn. Stat., section 260C.613, subd. 1 (c)]</p>	
	<p>If the pre-adoptive placement disrupts, update the Adoptive Placement event in SSIS. [Minn. Stat., section 260C.613, subd. 1 (d), and Minn. Rule 9560.0110 Termination of Adoptive Placement.] (SSIS Training Module - Adoption)</p>	

Date Initiated	Adoption Assistance	Date Completed
	<p>Adoption Assistance application:</p> <ul style="list-style-type: none"> ■ Adoption Assistance Certification ■ Adoption Assistance Agreement ■ Assessment tool (Supplemental Adoption Assistance Needs Assessment), if applicable <p>Complete one certification, one agreement, and one assessment tool (if applicable). Go over agreement with adopting parent(s). Agency representative and adopting parent(s) must provide original signatures on the agreement. Send signed agreement plus certification and assessment tool (if applicable) to DHS along with applicable assessments and evaluations of child's special needs, and the adopting parents' required (Adam Walsh-compliant) background studies (if not provided to DHS previously). Note: The APA, Adoption Placement Decision Summary, and SSIS verification of an adoptive placement must be received by DHS prior to submission of the Adoption Assistance paperwork. [Minn. Stat., section 259A.05, subd. 2 (b). Subject to commissioner approval, the child-placing agency shall certify a child's eligibility for adoption assistance in writing on the forms prescribed by the commissioner according to section 259A.15]</p> <p>[Minn. Stat., section 259A.15, subd. 2 (b). In order to receive adoption assistance benefits...form must be signed by the parent, an approved representative from the child-placing agency, and the commissioner prior to the effective date of the adoption decree...No later than 30 days after the parent is approved for the adoptive placement, the agreement must be negotiated with the parent as required in section 259A.25, subdivision 1.]</p> <p>(SSIS documents: Adoption Assistance Certification, Adoption Assistance Agreement, and Supplemental Adoption Assistance Needs Assessment)</p> <p>(Minnesota Adoption Assistance Eligibility: A Guide for Child-Placing Agency Workers)</p> <p>(Policy on Foster and Adoption Placement Decisions for Children Under Guardianship of the Commissioner)</p>	
	<p>DHS staff will review the Adoption Assistance application and approve or deny the request. Note: The adoption petition should not be filed until the commissioner's designee has signed the Adoption Assistance Agreement.</p>	

Date Initiated	Finalization	Date Completed
	<p>Send Information for Attorney to File Petition form, if family has hired an attorney. (DHS form: 0329 or SSIS document: Information for Attorney or Family to File Adoption Petition)</p>	
	<p>Provide information to the family as needed to complete the adoption petition and proposed decree. The petition is the family’s written application to the court asking for the court to order the adoption. The decree, also called a combination of the words judgment, order and decree, is the order of the court legally finalizing an adoption. The family should complete the petition and decree (except the judge’s signature and date on the decree, which will be completed by the judge at the finalization hearing), but may need some information from the county to add to the petition, e.g., date child placed in home, etc. The responsible social services agency may petition for an adopting parent to adopt a child under guardianship of the commissioner, if the adopting parent is in agreement. The requirements for filing a petition, including who may petition, timing for filing, and content requirements are explained in statute.</p> <p>[Minn. Stat., section 260C.623, subd. 1. The responsible social service agency may petition for the adopting parent to adopt a child who is under the guardianship of the commissioner. The petition shall contain or have attached a statement certified by the adopting parent that the adopting parent desires that the relationship of parent and child be established between the adopting parent and the child and that adoption is in the best interests of the child...The adopting parent may petition the court for adoption of the child...An adopting parent must be at least 21 years of age at the time the adoption petition is filed unless an individual related to the child as defined by section 245A.02, subd. 13...no requirement to be Minnesota resident to file an adoption petition.]</p> <p>[Minn. Stat., section 260C.623, subd. 2. An adoption petition shall be filed not later than nine months after the date of the fully executed adoption placement agreement...]</p> <p>[Minn. Stat., section 260C.623, subd. 3. Requirements of petition.]</p> <p>Note: Both the petition and decree are court documents. A petition is not the same as DHS form: 0188 and SSIS document: Post-placement Assessment and Report to Court. DHS form: 0188 or SSIS document: Post-Placement Assessment and Report to Court is used for placing agencies to document the statutorily required post-placement assessment and report to court prior to adoption finalization. See below for more information about the required post-placement assessment and report.</p>	
	<p>File petition, proposed decree, parent’s adoption home study, including required background studies, child’s social and medical history, document establishing who must be given notice of the adoption proceedings, including names and addresses of those to be served by the court administrator, and filing fee at the court in the county with jurisdiction for the child (i.e., court that transferred guardianship to the commissioner through TPR order, or order accepting a Consent of Parent to Adoption, court conducting 90-day reviews post-TPR).</p> <p>[Minn. Stat., section 260C.623, subd. 4. Attachments to the petition.]</p> <p>[Minn. Stat., section 260C.627. Notice of Adoption Proceedings.]</p> <p>[Minn. Stat., section 260C.611. An adoption study under section 259.41 approving placement of the child in the home of the prospective adoptive parent shall be completed before placing any child under the guardianship of the commissioner in a home for adoption.]</p> <p>[Minn. Stat., section 260C.601, subd. 3. Consistent with section 245C.33 and Public Law 109-248, a completed background study is required before the adoptive placement of a child in a related or unrelated home.]</p> <p>[Minn. Stat., section 259.43. The child’s social and medical history must be...filed with the court when the adoption petition is filed.]</p> <p>[Minn. Stat., section 260C.621, subd. 2. Venue for the adoption of a child committed to the guardianship of the commissioner of human services shall be the court conducting reviews in the matter according to section 260C.607.]</p>	

Date Initiated	Finalization (continued)	Date Completed
	<p>Before adoption finalization, develop written contact agreements, if applicable. In order to be enforceable, the terms of the contact agreement must be included in a court order signed by the judge on or before the date of the adoption decree. [Minn. Stat., section 259.58. Communication or contact agreements.]</p> <p>[Minn. Stat., section 260C.619. Communication and contact agreements.]</p>	
	<p>Complete a Post-placement Assessment and Report to Court [Minn. Stat., section 259.53, subd. 2. Adoption agencies; post-placement assessment and report.] [Minn. Stat., section 260C.625 (a)(6). Documents filed by social services agency.] (DHS form: 0188 or SSIS document: Post-placement Assessment and Report to Court)</p>	
	<p>Complete a Certificate of Adoption form</p> <p>Note: This is a Minnesota Department of Health form, not a Minnesota Department of Human Services form. The form is available online through the Minnesota Department of Health website at: www.health.state.mn.us/divs/chs/osr/adoption.html</p>	
	<p>If applicable, have the child sign Consent of Child over 14 on Adoption. [Minn. Stat., section 260C.629, subd. 1 (b). When the child to be adopted is over 14 years of age or older, the child's written consent to adoption by the adopting parent is required.] (DHS form: 1956 or SSIS document: Consent of Child over 14 Years of Age)</p>	
	<p>Responsible social services agency submits to court:</p> <ul style="list-style-type: none"> ■ Certified copy of child's original birth record (birth certificate) ■ Certified copies of the court order transferring guardianship to the commissioner of the Minnesota Department of Human Services and TPR court order and/or court order accepting a Consent of Parent to Adoption under section 260C.515, subd. 3 ■ Copy of any communication or contact agreement under section 260C.619 ■ Certification that the Minnesota Father's Adoption Registry has been searched as required in section 259.52, or a finding in the TPR/ permanency order that there was a search conducted and no father is registered ■ Consent of Child Over 14, if applicable [Minn. Stat., section 260C.629, subd. 1(b)] ■ Post-placement Assessment and Report to Court required under sections 259.53, subd. 2, and 260C.625(a)(6). (DHS form: 0188 or SSIS document: Post-placement Assessment and Report to Court) ■ Certificate of Adoption (Minnesota Department of Health) form required under section 260C.635, subd. 1 (e) ■ Any known aliases of the child. <p>[Minn. Stat., section 260C.625. Documents filed by social services agency.]</p> <p>*** Note: An adoption finalization hearing date should not be scheduled until all documentation has been provided to the court. ***</p>	
	<p>Send copy of Post-placement Assessment and Report to Court to DHS. [Minn. Stat., sections 259.53, subd. 2 (a), and 260C.625 (a)(6)] (DHS form: 0188 or SSIS document: Post-placement Assessment and Report to Court)</p>	
	<p>Attend finalization hearing.</p>	

Date Initiated	Post-Finalization	Date Completed
	<p>Immediately after the finalization hearing, the adoptive parent(s) should pay for one or more certified copies of the adoption decree, to be mailed by court administration to the parent(s). Court administration should also send a copy of the decree to the county and DHS.</p> <p>[Minn. Stat., section 260C.631 (b). After the decree is granted, the court administrator shall mail a copy of the decree to the commissioner of human services.]</p> <p>Note: Receipt of the adoption decree is required to begin Adoption Assistance payments and to close the child's DHS adoption/guardianship case. It is very important that DHS receives a copy of the decree in a timely manner. To ensure timely receipt, the county or adoptive parent may fax the decree to DHS.</p>	
	<p>Immediately after the finalization hearing, the adoptive parent should pay for one or more certified copies of the child's new birth certificate. Court administration will forward the required documents and fee paid by the adoptive parent to the Minnesota Department of Health (MDH). MDH will mail the certified document(s) to the parent. If a child was born in a state other than Minnesota, court administration will forward the required documents and fee paid by the adoptive parent to the applicable state's agency that issues birth certificates. For more information: www.health.state.mn.us/divs/chs/osr/adoption.html</p>	
	<p>Notify adoptive parent to go to the Social Security Administration (SSA) to request a new Social Security card for the child. The parent will need to provide the SSA a certified copy of the adoption decree and a certified copy of the child's new birth certificate. If the child is receiving any type of Social Security benefits, notify the parent that it is their responsibility to report Adoption Assistance payments, if applicable, to the SSA.</p> <p>For more information: www.socialsecurity.gov</p>	
	<p>Medical Assistance (MA) change:</p> <ul style="list-style-type: none"> ■ Notify your county's financial services (MA) department of the adoption finalization in order to close the child's Medical Assistance-Foster Care (MA-FC) case. ■ DHS will notify the county of residence of the adoptive parent to open the child's Medical Assistance-Adoption Assistance (MA-AA) case. Adoptive parents are not required to complete a new application for MA, but are required to comply with MA program rules and procedures. 	
	<p>Post-adoption services: After adoption finalization, if a child needs children's mental health or developmental disabilities services, the adoptive parent generally needs to apply in their county of residence. The state also provides post-adoption support and services, including information and referral, training on adoption-related topics, and clinical services for adoptive families in crisis, through MN ADOPT, a grant contract with the Minnesota Adoption Resource Network (MARN).</p> <p>For more information: www.mnadopt.org</p>	
	<p>Follow record content and retention law. [Minn. Stat., section 260C.613, subd. 5. Required record keeping.]</p> <p>[Minn. Stat., section 259.79. Adoption records.]</p>	

Adoption work completed: