

# Matching Policy for Children Needing Adoptive Placement

(Revised 03/26/21)

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## Forms

The following forms are referenced in this file:

- 02-6 Applicant Family Clearance Sheet
- 02-30 Staffing Letter
- 02-31 Adoption Written Report Feedback Form
- 02-32 Child Profile
- 02-112 Applicant Information
- AD 67 Information about the Birth Mother
- AD 67A Information about the Birth Father
- AD 512 Psychosocial and Medical History of Child (CWS/CMS)

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## Background

San Diego County Adoptions utilizes a Placement Committee to match children needing adoptive homes to approved adoptive families. This process allows a child to be matched with a family that is willing and able to care for a child with their specific characteristics.

The committee meets weekly and is generally comprised of the Adoption Placement Coordinator, Adoption Matching Specialist, Adoption SWs, RFA Granted SWs, PSSs and SWs assigned to various specialty units in the Adoptions program.

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## Policy

When a child is still in need of an Adoptive placement after all relatives and NREFMs have been assessed, or because a birth parent(s) wants to voluntarily relinquish the child to an adoptive home, the worker will refer the child to the Adoptions Placement Committee to start the Adoptive placement process. The Adoptions Placement Committee will first look for homes in San Diego County and will open the search to other counties in California if an adoptive match is not made. If no adoptive placements are located within California, the search may expand to other states.

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**Matching  
Procedures**

Follow the below chart when a child is in need of an adoptive placement.

<b>Step</b>	<b>Who</b>	<b>Action</b>
1	Adoption SW	Submit 02-32 to Placement Committee.
2	Adoption Placement Committee/Coordinator	<ul style="list-style-type: none"><li>• Review 02-32 information, contact Children's SW if more information is needed.</li><li>• Present child needing placement at Placement committee.</li><li>• Send selected RFA Written Reports to Children's SW with cover/feedback form attached to each RFA Written Report.</li></ul>
3	Adoption SW	<ul style="list-style-type: none"><li>• Read all RFA Written Reports received from Placement committee.</li><li>• Contact the RFA Granted SW for each RFA Written Report received from the placement committee to discuss a potential match with the family.</li></ul>
4	Adoption SW and RFA Granted SW	Discuss the potential match, including child and family strengths, concerns, and mitigating factors.
5	Adoption SW	Complete Adoption Written Report feedback form for each RFA Written Report and return Written Reports and feedback forms to the Adoption Placement Coordinator.

**Matching Procedures (cont.)**

When the Adoption SW has reviewed all RFA Written Reports received from the placement committee, discussed the potential match with the RFA granted SW, and has...

<p><b>selected a family from the RFA Written Reports they have reviewed...</b></p>	<p><b>NOT selected a family and would like to review more RFA Written Reports...</b></p>
<p>The Adoption SW must then clear the family through the placement coordinator's office.</p>	<ul style="list-style-type: none"> <li>• The Adoption SW will submit a 02-31 Adoption Written Report Feedback Form within two weeks of receiving the initial copy of each RFA Written Report and request more RFA Written Reports.</li> <li>• The information on the 02-31 Adoption Written Report Feedback Form should be detailed and include any concerns about each family as well as characteristics of the family that would work well with the child needing placement. This will help the placement committee when searching for new potential matches.</li> </ul>
<p>The Adoption SW must complete a 02-6, have it approved by their PSS and start the 02-30 Staffing Letter.</p>	<p>Review new RFA Written Reports and discuss with each RFA Granted SW.</p>
<p>The Adoption SW will send the 02-30 staffing letter to their PSS along with the written clearance and the RFA Written Report.</p>	<p>If a family is chosen as match, follow the steps for continuing in the matching process.</p>
<p>The Adoption SW will attach the telling to the 02-30 Staffing Letter and arrange a time for a staffing meeting. The staffing should occur as soon as it is possible for all parties to meet. The Adoption SW, PSS and the RFA Granted Worker (if needed) will meet to discuss the match and all must agree to the placement and sign the 02-30 Staffing Letter to move forward with the placement.</p> <p>For birth parent referrals/cases - The birth parent SW and Birth Parent PSS, will meet to discuss the match and must agree to the placement and sign 02-30 to move forward with the placement.</p>	

**Meeting with Prospective Adoptive Family**

Once the 02-30 Staffing Letter has been processed, a meeting can be scheduled with the potential adoptive parents and the Adoption SW. The meeting is to provide the prospective adoptive family with the following information:

- Developmental history of the child
- OB/GYN and other medical records
- Relinquishment process (if applicable)
- Current legal status and next steps in the legal process
- Degree of contact birth parents are requesting
- Contact information for current or previous caretakers to ask questions
- Telling
  - If the child is a newborn and is to be placed with an adoptive family directly from the hospital, a verbal Telling with the adoptive family is acceptable; however, the written Telling must be completed within 60 days of the child’s placement with the family. Any verbal information given to the family must be documented in a CWS/CMS contact.

The prospective adoptive family may have a reasonable amount of time, generally one week depending on the circumstances, to review the information and contact the current caregiver(s), their physician and other professionals before making a decision to move forward. The Adoption SW, and potential adoptive family should agree to the amount of time the family will have the review the information.

It is the responsibility of the Adoption SW to assess whether the family should move forward to meeting the child. If the Adoption SW has concerns about moving forward, they must consult with PSS before making a final decision.

If the Adoption SW and PSS have met and decided...	Then...
That the family is not an appropriate match for the child,	The process will stop, the Adoption SW will submit the 02-30 to “Unstaff” and the placement will not proceed.
To move forward with the adoptive match,	<ul style="list-style-type: none"> <li>• The Adoption SW and potential adoptive family should make a plan for transition of the child into their home.</li> <li>• A meeting with the child and adoptive family may be arranged at this time.</li> <li>• The Adoption SW must be present to facilitate the meeting.</li> <li>• The meeting should be arranged in a location that affords privacy and comfort to all parties involved.</li> </ul>

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**Alignment  
with SET**

San Diego County Adoptions is committed to helping children and youth achieve their full potential and develop lifelong relationships, [SET Value 3](#). When children are unable to return home and are in need of a permanent home, it is the responsibility of County of San Diego Adoptions Program to identify a living situation that supports children and their relationships.

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