



Little City Foundation Policies & Procedures

Subject: Adoptive Parents Rights and Responsibilities

Policy # ADP 4

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Date Reviewed

PURPOSE

The purpose of the Adoptive Parents Rights and Responsibilities is to ensure that adoptive parents receive a written explanation of their rights and responsibilities as an adoptive parent and are informed of the Illinois Adoption Registry.

SCOPE

This policy applies to all adoptive parents with non-DCFS involved.

POLICY

It is the policy of Little City Foundation to ensure that each adoptive parent is provided with full disclosure of their rights and responsibilities in accordance with DCFS Rule 401.510 g) and is given this information in his/her preferred language. Per the rule, Little City Foundation will only use form CFS 403-D as obtained through Central Stores or the Department’s website (www.state.il.us.dcfs) and will not alter the form in any way.

PROCEDURE

During the home study process with a prospective adoptive family, the licensing worker shall read out loud each page of CFS 403-D to the adoptive parents. The bottom of each page shall be initialed by the licensing worker and adoptive parents attesting that the form has been read aloud in its entirety by the agency representative and concerns have been addressed to the satisfaction of the adoptive parents.

The licensing worker shall verify that a copy of the CFS 403-D was provided to the adoptive family in all cases of domestic agency-assisted adoptions (non-Juvenile Court involved) and that the originally signed form with each page initialed and the back page signed and dated by the agency representative and adoptive parents is maintained in adoptive parent’s licensing file.

Additionally, the licensing worker shall review and provide the adoptive family with the Illinois Adoption Registry and Medical Information Exchange brochure “Illinois has put the Option back in Adoption” and provide direction to the family on registering their information on the registry.

Once a child is matched with an adoptive family, the adoption worker shall confirm that Little City Foundation provided the adoptive parents with all appropriate known non-identifying information about the child and biological parents.

Information that identifies the biological parents shall be redacted before the information is provided to adoptive parents, unless the adoption is open and identifying information has been exchanged. In open adoption cases, written consent from both the biological parents and adoptive parents, consenting to and acknowledging the exchange of identifying information, shall be obtained and kept in the file.



The adoptive parent's file shall also indicate that before the placement occurs, the worker has documented efforts to obtain the child and biological parent's relevant medical and mental health information, regarding the following:

- conditions or diseases believed to be hereditary;
- drugs or medications taken by the child's mother during pregnancy;
- psychological and psychiatric information; and
- any other information that may be a factor influencing the child's present or future health, such as an admission by biological mother of substance abuse prior to pregnancy or past medical conditions.

In the case of adoption conversions (licensed foster homes adopting DCFS involved wards) refer to policy Foster-#29 Information Disclosure regarding information shared with adoptive families.