

# **INSTRUCTIONS**

## **ADOPTION SERVICES CHANGE OF STATUS CFS-414**

### **PURPOSE**

The CFS-414 is used to advise the Central Office Adoption Unit of changes in the circumstances of an adoptive placement (e.g. initial placement with the child's new name, a disruption, etc).

### **COMPLETION**

- Write today's date;
- Check the "Adult" or "Child" box;
- Click on the Adoption Specialist's Area number and select 1 - 10;
- Type or print the Case Name (Last, First, Middle);
- Type or print the address (check a box to indicate if the address is "new" or "current");
- Select the Adult column (left) or Child column (right);
- In the Adult column, check the box next to the change that has occurred;
  - If the case is closed, give the reason;
- In the Child column, fill in the child's date of birth (DOB), Race and Sex (Gender)
- In the Child column, check the "Placed with family" box if the child has just been placed;
  - Type or write the name of the family, their address and the child's new name if there is one;
  - Check all the pertinent boxes under "Special Needs";
  - Check "Yes" or "No" if the child is "at risk" for a special condition;
  - Check "Yes" or "No" if "Legal Work" is recommended;
  - If "Yes", insert the attorney's name and county;
  - If the case has disrupted, check that box and give the reason;
- If there are any additional comments, use the comments section at the bottom of the form.
- The Adoption Specialist should type or write in the date, his or her name and sign the form.

### **ROUTING**

The original CFS-414 is sent to the Central Office Adoption Unit. The Adoption Specialist will retain a copy in his or her case file.