ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF CHILDREN AND FAMILY SERVICES
CFS-471
DISCLOSURE FOR ADOPTION

PURPOSE
The purpose of this form is to document that a prospective adoptive parent(s) has received specific, non-
identifying information and reports about a child. It further documents that the Adoption Specialist has reviewed
the information and reports with the prospective foster parent(s). This disclosure is required for all adoptions.

COMPLETION
The Adoption Specialist for a child will complete the form after the child’s adoption summary and packet have
been completed and an adoptive family has been selected. In relation to a foster parent or kinship foster parent
adoption, the Adoption Specialist will complete the form after the child’s adoption summary and packet have
been completed and before the assessment/adoption home study is completed.
Mark the check boxes (☐) to indicate what types of information and reports have been included in the disclosure
documentation. In most cases the dates of the information and reports are required. Insert the date of each
separate report.

There are three parts in the “SIGNATURES:” section of the form (CFS-471).

- The first part is for the Adoption Supervisor to document when he/she reviewed the disclosure packet
  (adoption summary and packet and CFS-471). The Adoption Specialist gives the disclosure packet to the
  Adoption Supervisor, who will enter the date the disclosure was reviewed and sign the form to confirm
  the adoption summary and packet and CFS-471 are accurate.

- The second part is for the prospective adoptive mother and prospective adoptive father to document that
  they received copies of the adoption summary and packet and form from their Adoption Specialist. The
  prospective adoptive parent(s) will sign the form and enter the date the disclosure packet was received.
  The Adoption Specialist will sign and date the CFS-471 to confirm when the information was given to
  the prospective adoptive parent(s).

- The third part is for the prospective adoptive mother, prospective adoptive father and the Adoption
  Specialist to document that the Adoption Specialist has reviewed the disclosure packet with the
  prospective adoptive parent(s). The prospective adoptive parent(s) will enter the date the adoption
  summary and packet and CFS-471 were reviewed with them and sign the CFS-471. The Adoption
  Specialist will sign and date the CFS-471 to confirm the disclosure packet was reviewed with the
  prospective adoptive parent(s).

ROUTING
The original signed CFS-471 must be filed in the child’s adoption record. A copy must be given to the
prospective adoptive parent(s).

TIMING FOR PRESENTING THE DISCLOSURE DOCUMENTS:

- The child’s adoption summary and packet and CFS-471 must be presented to the prospective adoptive
  parent(s) prior to initiating the pre-placement visits.

- In relation to a foster parent or kinship foster parent adoption, the child’s adoption summary and packet
  and the CFS-471 must be presented to the prospective adoptive parent(s) during the assessment/adoption
  home study process.