

ADOPTION PACKET CHECKLIST

COMPLETE ADOPTION PACKETS ARE DUE TO THE ADOPTION UNIT WITHIN THREE WORKING DAYS OF THE PERMANENCY PLANNING HEARING (PROCEDURE VIII-G2)

PACKET MUST BE COMPLETE IN ORDER FOR THE ADOPTION UNIT TO ACCEPT CASE ASSIGNMENT

- ___ Original birth certificate (even if from out of state)
- ___ Hospital birth records
- ___ Initial physical when child entered care or newborn data from hospital
- ___ CFS-456 Birth family background form (must be signed by worker)
- ___ PACE
- ___ Complete medical records (birth to current age)
- ___ Vision records
- ___ Dental records
- ___ Current immunization record
- ___ Sickle cell report on any AA children
- ___ Any psychological evaluations for child
- ___ Any psychological evaluations for biological parents
- ___ Any counseling records or TFC records for child
- ___ Developmental evaluations (speech, physical, and occupational therapy)
- ___ Educational records including IEP (kindergarten to current grade)
- ___ Emergency Petition with affidavit
- ___ Emergency Custody order
- ___ TPR order on all parents
- ___ Relative Efforts Form

If any of the records listed above are inaccessible, please document the reason for this on Department letterhead with your signature