

DSS Policy and Procedure Guide

Division 03: Child Welfare

Chapter 08: Adoptions

Item 002: Private Adoption Agency Reimbursement Program

Suggested changes send to: [DSS PSOA](#) Mailbox

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References:

Revisions in Red

Replaces Issue: July 15, 2004

Preamble

Child Welfare Policy and Procedure Guides (PPG) are meant to be used as tools to relay best practice and staff expectations. It is understood that specific case scenarios may not always align themselves with the stated practices and that at all times what is of paramount importance is the Safety and Well-being of the children we are charged to protect.

Policy

Staff of agencies participating in the Private Adoption Agency Reimbursement Program (PAARP) will complete Home Studies for matched adoptive families.

Purpose

PAARP agencies will assist with the overflow of Home Studies, in order to expedite the Department of Social Services (DSS) families' adoption process. This PPG establishes protocols for participating agencies to receive prospective adoptive applicant referrals from the DSS to complete adoption Home Studies and finalization services.

Procedure

Initial Referrals

Home Study referrals will only be accepted by a PAARP if the agency can complete within six months.

Letters of introduction from the PAARP shall go to the prospective adoptive applicants within seven working days after receipt of the referral.

Prospective adoptive applicants shall be contacted by the PAARP within two weeks after the letters are mailed.

Initial interviews with prospective adoptive applicants shall be scheduled within one month of the referral receipt date.

Timelines for submission of all necessary documents will be established with prospective adoptive applicants at the initial interview.

The PAARP will demonstrate diligent effort to encourage families to submit documentation at the monthly PAARP meeting.

The PAARP agency must have staff that is Structured Analysis Family Evaluation (SAFE) Home Study certified and provide documentation of certification to DSS upon request.

Completion of Studies

Home Studies completed by the PAARPs must not attempt to analyze or discuss an applicant's general ability to meet children's racial or cultural needs. This does not prevent the Social Workers (SW) from evaluating an applicant's ability to meet the racial and cultural needs of a specific child, if it is well documented that the child has compelling racially or ethnically based needs.

Only the SAFE Home Study format is accepted by Fresno County Adoptions from the PAARP agency.

A copy of the [AAP4 form](#), *Eligibility Certification Adoption Assistance Program*, will be provided to the PAARP agency at the time of Adoptive Placement for the process of the PAARP payment claim by the PAARP agency after the adoption finalization hearing.

All Home Study referrals must be completed within six months of receipt.

Home Studies not completed within the six-month period require a staffing with the Adoption SW and/or Social Work Supervisor (SWS).

Five pending Home Studies more than six months overdue without approval from the SWS may result in suspension of referrals.

Chronic delays by PAARPs in the completion of Home Studies may result in termination of referral agreements.