

## Referrals to the Director of Child and Family Services

The Child Protection Worker must refer a child or youth in Permanent Custody to the Director of Child and Family Services for approval for adoptive placement within 60 days of the Order being granted.

### REFERENCE

*Department of Health and Social Services policy  
Adoption Regulations 41(1)*

### PURPOSE

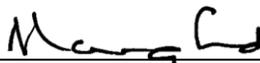
- To ensure a clear process that documents the referral and the Director of Child and Family Services' approval of a child eligible for adoptive placement.
- To enable the Director of Adoptions to match available children or youth with an approved family.

### PROCEDURES

1. Send the Director of Child and Family Services the child adoption placement package that includes:
  - *Child Assessment for Adoption Placement form;*
  - *Needs Assessment for a Child or Youth in Care Checklist form;*
  - *Rationale for Subsidy Based on Needs form;*
  - *Birth Family Medical and Social History form;*
  - *Approval of Director of Child and Family Services form;*
  - *Profile of Child Available for Adoption form;*
  - *Adoption Placement Plan form; and*
  - *Genogram.*
2. Provide any additional information as per the Director's request.
3. Ensure the completed package is placed on the child or youth's file.

**Note:**

The following must be collected as part of the complete child adoption placement

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package:

- Optical records, if appropriate;
- Other medical and/or psychological reports, if appropriate;
- Immunization records;
- Certified copy of the Permanent Custody Order;
- Certified copy of the Registration of Live Birth;
- Documents pertaining to the child’s Aboriginal status; and
- Copy of the Health Care card.

### FORMS

- Child Assessment for Adoption Placement
- Needs Assessment for a Child or Youth in Care Checklist
- Rationale for Subsidy Based on Needs
- Birth Family Medical and Social History
- Approval of Director of Child and Family Services
- Profile of Child Available for Adoption
- Adoption Placement Plan

### TOOLS

- Child Assessment for Adoption Placement Completion Guide
- Needs Assessment for a Child or Youth in Care Guidelines
- Needs Assessment for a Child or Youth in Care Scoring Chart
- Assessment of Needs Related Terms
- Birth Family Medical and Social History Guide
- Genogram Code Key

### COURT

- Permanent Custody Order – Certified
- Registration of Live Birth – Certified