ADOPTION TIME LINE-Delinquency

PHASE I:
Referral to Placement Permanency Officer (PPO) Planning Unit by Placement DPO

- Referral made to PPO. Case screened for A or LG.
- PPO determines if FR services are being provided to mother and/or father, and documented (if whereabouts known). If FR services not provided, DPO must begin services and document.
- If possible, request that the court order for parent(s) to participate in FR services. If parent(s) not in court, notices need to be given to parent(s) notifying them of the date that FR services were started.
- Obtain documents ensuring parents received proper notice: signed Case Plan (CP), court order and mailed notice form with attached certified receipt (green card).
- Mail or hand deliver CP or summary of what is expected to parents and document in JCMS.

PHASE II:
Case Accepted by PPO - Interviews and Documentation Initiated

- Search Form submitted to DCFS for CWS/CMS search.
- Obtain birth cert and records for the Adoption Packet / ICWA.
- If needed PPO will assist DPO in completing ICWA paperwork.
- PPO will meet with biological parent(s) if whereabouts known. Complete Birthmother / father forms. Discuss relinquishment. If parent(s) not available, contact relatives. Make Fast Track Assessment.
- Complete CPA forms with minor, parent(s), and potential adoptive parent(s). Assemble Adoption Packet.
- PPO will research all alleged, presumed and birth fathers with DCFS assistance. Fathers may complete paternity questionnaire. They can sign a waiver of further notice for all future proceedings, including the adoption hearing, or sign a relinquishment. Assess which relinq. form according to acceptance or denial of child.
- Inquiry to be completed, which includes obtaining marriage certs, divorce docs, birth cert. Paternity will need to be established by set on to court, if it hasn't been done.
- PPO initiates due diligence search for parent(s) whose whereabouts unknown including mother's maiden name.

PHASE III:
Termination of Family Reunification & Permanency Hearing

- Mail Adoption Packet to DCFS to begin the adoption assessment. DCFS will sign off on CPA and assign Adoption Worker (AW)
- DCFS completes Home Study by interviewing prospective adoptive parents and completing paperwork.
- DPO will need to Notice parent(s) regarding Permanency JDRV Hearing. (Notice states the purpose of the hearing is to term FR services and to set a hearing for the permanent plan of Adoption, LG, or LTFC.). Ensure paternity findings were made.
- The DPO will complete the report, which includes; the CPA, Due Diligence, Application for Order for Publication Citation, and Order for Publication of Citation, Birth Cert., and original Notices to parents/relatives.
- At the Permanency Hearing, the Court will need to set a date for the 727.31TPR/LG hearing and order publication to complete search for parent(s) if necessary.

PHASE IV:
Notification of TPR Hearing & Due Diligence Search

- PPO will ensure that Probation filed Notices or that the court notified the parents that their rights could be terminated. If not, probation must refer the family for reunification services including visitation, treatment etc. before proceeding
- DPO must notice parents 55 days in advance of the TPR hearing through certified mail, or 45 days in advance, if personally served. Attach original Notices to the report.
- The Due Diligence search will need to be completed at the time the 727.31 date is set. Publishing in newspapers must run for one month and be completed running 30 days prior to the 727.31 hearing. DCFS will assist with the publication.
- DPO completes 727.31 report for TPR hearing. DCFS will submit Home Study info to DPO for report.
- Parental Rights are terminated and/or LG is granted at 727.31 Hearing, if not granted at Perm Hrg.
- After court TPRs, parents have 60-70 days to start appeal, which must be resolved prior to the Adoption finalization.

PHASE V:
Adoptive Placement & Adoption Finalization

- TPR order filed w/ CDSS for issuing of State acknowledgement
- Upon receipt of acknowledgement, adopt plcmt occurs, including FD & completion of AAP paperwork.
- In order for the adoption to be finalized, the youth must have been placed in the prospective adoptive parent(s) (AP) home for a period of six months.
- AW will discuss with AP legal options for adoption finalization including pro bono representation from Alliance or Public Counsel or hire private attorney.
- A 97 report is completed by DCFS, to finalize the adoption. Original birth certificate will need to be submitted to the court.
- Jurisdiction over the youth should be terminated after the adoption has been finalized, if they have completed probation successfully.