 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Child Welfare
	Chapter No./Name	7- Louisiana Adoption Resource Exchange
	Part No./Name	4 - LARE Photolisting And National Exchange
	Section No./Name	LARE Photolisting And National Exchange
	Document No./Name	7-405 Registering And Updating A Child in the LARE Photolisting Album
	Effective Date	January 1, 2015

I. STATEMENT OF POLICY

* The photolisting service of the Louisiana Adoption Resource Exchange (LARE) is one of several recruitment and matching tools of the TIPS/LARE sub-system of tips designed to locate adoptive homes for the children registered with the Louisiana Adoption Resource Exchange.


The LARE photolisting service consists of photographs of the children featured on the following websites: www.adoptuskids.org and www.dcfs.louisiana.gov . These are children with an "active LARE" status on TIPS/LARE for whom active recruitment is being conducted. The listing includes a brief description of the child taken from the child's TIPS/LARE screen 153a: child narrative description. The children are given a Louisiana (LA) identification number; this number identifies the children and the region that initiated the photolisting. The lare photolisting service is available to all subscribers (i.e., general public, department of children and family services regional offices, licensed private adoption agencies, and other interested organizations in-state and out-of-state). Up-dated pages, new registrations, and deletions are made available via the photolisting websites. The State Office LARE Child Welfare Consultant coordinates the LARE functions throughout the state. **

II. PROCEDURES

* A. REGISTERING AND UPDATING A CHILD **

Every child with a TIPS/LARE status of "Active LARE" and for whom active recruitment is being conducted to identify an adoptive home shall be *** LARE * photolisted. ** The Adoption Specialist is responsible for completing the following tasks to register the child in the LARE Photolisting ***, as follows:

1. On TIPS/LARE Screen 153A: Child Narrative Description, the Adoption Specialist shall complete the child narrative section by typing in the information which will appear * in ** the child's LARE *** Photolisting ***, The description should focus primarily on positive points about the child, indicating what he can do, his interests, and goals. Problems and disabilities of the child should be described when critical to indicate the functioning level of the child. When possible, they should be stated in relation to the type of skills prospective parents will need to care for the child. Only the child's first name shall be used. His parents and the specific circumstances surrounding the reason the child is in care shall not be identified. The information given about the child should neither embarrass the child nor mislead a potential adoptive parent
2. The Adoption Specialist is responsible for obtaining and submitting one clear color, bust digital photograph of the child for LARE and Adopt Us Kids internet web sites. * The photo can be ** either as an individual pose or as a sibling group depending on recruitment needs, ***. All photos of the child in JPEG file format must be submitted

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with * CW Form 416 via e-mail attachment, to the LARE/Adoption Child Welfare Consultant. **

The photographic packet on each child shall be submitted to the State Office LARE/Adoption * Child Welfare Consultant ** along with *** * the DCFS CW ** Form 416 within 30 days of assignment of the case. ***

The State Office LARE/Adoption * Child Welfare Consultant ** will complete the field "Photolisting Issued On" on the child's TIPS/LARE Screen 153A: Child Narrative Description by entering the date she receives the photographic packet of the child from the worker. She will also add the "LAR" on TIPS/LARE Screen 155A: Agency/Exchange History and the date she received the packet indicating that the child has been photolisted on the Louisiana Adoption Resource Exchange (LARE) and that registration has been completed. A periodic report of overdue photolisting will be sent to the Regional Manager.

3. TIPS/LARE Screen 153A: Child Narrative Description and submitting an updated photographic The Adoption Specialist shall update the child's LARE Photolisting registering annually until the child is placed in an adoptive home or another case plan is made for the child. The update shall include reviewing and correcting the child's packet for the child.

*** B. REMOVAL OF A CHILD**

The Adoption Specialist shall remove a registered child from the LARE Photolisting when the child has been placed in an adoptive placement or when permission has been granted to abandon adoption as a goal. This is accomplished by closing the child in the adoption/available program in TIPS, updating the child's status to the appropriate status on the TIPS/LARE Screen 155b: Child Status History Screen, and advising (via e-mail) the State Office Child Welfare Consultant of the need to remove the child from LARE. **

III. FORMS AND INSTRUCTIONS

* DCFS [CW Form 416](#)

IV. REFERENCES

There are no references associated with this policy. **