

Department of Children's Services
INSTRUCTIONS FOR USE OF FORM
CS-0900
Checklist for Preparing Adoptive Parents

1. It is the responsibility of FSWs, permanency specialists or private providers to provide education, training and/or counseling to prospective adoptive parents in order to prepare them for the changes that adoption will bring to their families. The individual completing the form with the family must ensure that adoption preparation provided to the family is documented on the form provided.
2. When children are being placed for adoption, the prospective adoptive parents must have full disclosure and have all known information about the child shared with them and be provided with documentation that supports all of the shared information. This information should be shared by the FSW, permanency specialist, or private provider prior adoption finalization.
3. The individual completing the form with the family must ensure that the adoptive parents verify that they have received full disclosure about the child that they are planning to adopt. The adoptive parent must also signify that they have been given the opportunity to ask questions about the child and have had their questions answered. A signed, dated copy of the Checklist For Preparing Adoptive Families by the adoptive parents is considered to be verification that full disclosure has been provided. One copy of the signed Checklist should remain in the child's file and one shall be provided to the identified adoptive family.