

	Agency Name	Office of Community Services (OCS)			
	Chapter No./Name	9. Home Development			
	Part No./Name	Appendix Q. Adult Child Reference			
	Section No./Name	Appendix Q. Adult Child Reference			
	Dates	Issue/Reissued	July 2007	Replacing	New

APPENDIX Q. ADULT CHILD REFERENCE

PURPOSE:

The Adult Child Reference Form is used to document information concerning the character of foster/adoptive applicants and their ability to care for children. The information is provided by adult children of the applicants in accordance with the minimum requirements of the agency.

PREPARATION:

The Home Development (HD) Worker completes the Adult Child Reference Form in single copy by writing the name of the foster/adoptive applicant. The form, along with a cover letter of explanation, is mailed to each adult child identified by the foster/adoptive applicant.

The cover letter shall be prepared on local office letterhead. The HD Worker shall insert the date, name of the foster/adoptive applicant, name of the adult child and the local office telephone number.

Each adult child identified as a personal reference is to complete the form by answering the questions with personal knowledge or opinion about the applicant(s) and signing his/her name, address, phone number and date the form was filled out.

If the reference information is given to the HD Worker by phone or in person, the HD Worker records the information gained during the interview on the Adult Child Reference Form.

The HD Worker shall document on the CR-8 the date the reference form was sent and file a copy of the cover letter in the foster/adoptive parent's case record.

DISPOSITION:

When the completed original is returned by the adult child reference, it shall be filed in Section I of the foster/adoptive parent's case record.

DATE:

RE: _____

Applicant #1

Applicant #2

Dear _____:

Your parent(s) provided your name as a personal reference as part of an application to become a foster/adoptive parent for our agency. Our agency considers personal references to be a critical part of the family assessment. Since our knowledge and experience with the family is very limited, the benefit of your relationship with the applicant(s) can help us understand their strengths as parents as well as areas of concern.

Please respond honestly. Your information is important to us for several reasons:

- *We need to determine if your parent(s) will be successful foster/adoptive parents.* When a child is placed in to a foster/adoptive home, s/he needs security, affection, good physical care, education and nurturing. The foster/adoptive family must possess the ability to handle stress constructively, work as part of a team, advocate for the child's special needs, use non-physical discipline and make a commitment to the child.
- *We need help getting to know the family better.* Tell us about their strengths and limitations related to their potential as foster/adoptive parents. Should you need additional space, feel free to attach more pages or use the back of the form.

Your information is confidential and will not be shared with your parent(s). The Home Development Worker completing the family assessment may call you for clarification or more information.

Please return this form as soon as possible. Both the agency and your family appreciate your prompt attention to this very important questionnaire. Please call me at _____ if you have any questions.

We are grateful for your time, insight and effort in completing the following reference form.

Sincerely,

Home Development Worker

Enclosure

ADULT CHILD REFERENCE

*(Note: If there are two applicants, please comment on each applicant separately.
If a question does not apply to the applicant, please write "N/A".)*

How are you related to each applicant? (Example: biological child, stepchild, grandchild, other)

Applicant 1' Name: _____ **Relationship** _____

Applicant 2's Name: _____ **Relationship** _____

1. How would you describe your upbringing with the applicant(s)? What did you like?
What did you dislike?

Applicant 1 _____

Applicant 2 _____

2. With whom did you live with until adulthood? How old were you when you left home? Under what circumstance did you leave?

3. What do you believe are each of your parent's strengths? Limitations?

Applicant 1 _____

Applicant 2 _____

4. What forms of discipline were used in your home and who was the disciplinarian?

Applicant 1 _____

Applicant 2 _____

5. Do you feel that you were abused or neglected in any way? Were you a victim of domestic violence? Explain.

6. How do you feel about your mom and/or dad becoming foster/adoptive parents? Explain.

Applicant 1 _____

Applicant 2 _____

7. Would you recommend your mom and/or dad as a foster/adoptive parent and/or parents? WHY or WHY NOT?

Applicant 1 _____

Applicant 2 _____

Reference's Signature

Date

Print Your Name Please

Your Phone Number

Street Address

City, State, Zip Code

THANK-YOU!

Please Return To:

Home Development Worker: _____

Street Address: _____

City, State Zip Code: _____

Please use back of form if you need more space to write. Thank-you.