A. GENERAL PROCEDURES

Child enters DCF Custody and OOH

- Child placed with “resource”
  - CP sent to DCF (within 3 days of completion)
    - Child Reintegrated: Complete Aftercare (12 Mo.) (unless a 60 days case)
    - Child Not Reintegrated: Second CP (within 170 days or 30 days after change of CP goal)

- Initial Case Plan (CP) (within 20 days of custody)
  - Child Reintegrated: Complete Aftercare (12 Mo.)
  - Child Not Reintegrated: Siblings Split (Staff every 90 days)

- Child placed with “resource”
  - CP sent to DCF (within 3 days of completion)
    - Child Reintegrated: Complete Aftercare (12 Mo.)
    - Child Not Reintegrated: Second CP (within 170 days or 30 days after change of CP goal)

- Permanency Hearing (within 12 mos. of OOH)
  - Child Reintegrated: Complete Aftercare (12 Mo.)
  - Reintegration not viable

- Next CP (within 30 days of permanency hearing)

- Administrative Desk Review (within 15 months of OOH) proceed to A., B., C., or D.

(This form supersedes Appendix 3P)
B. PROCEDURE FOR ADOPTION (AD)

AD CP goal established

Case Plan sent to AD Provider (within 2 working days, if no IDd resource)

Parents relinquish

Request for Parental Rights Termination (PRT) Sent to County/District Attorney (C/DA) (within 45 days of AD CP)

C/DA files PRT Motion (within 30 days of permanency hearing)

PRT Hearing (within 90 days of motion)

Journal Entry (JE) denying PRT Start over with new CP

JE PRT/Relinquishment received by CWCBSP

JE PRT/Relinquishment sent to DCF

JE PRT Approved/Relinquishment accepted by DCF and sent to CM Provider (within 3 working days)

Request for AD Services sent to AD provider (within 5 working days, if no IDd resource)

IRP completed by FC CWCBSP (within 20 working days)

Individual Recruitment Plan (IRP) completed By AD CWCBSP and sent to FC CWCBSP (within 20 working days of request)

Best Interest Staffing (BIS) held

Prospective Adoptive Family Reviews child’s file

(This form supersedes Appendix 3P)
Pre-placement visit completed

Family decides not to proceed
Return to IRP/BIS

Adoption Assistance Referral Sent to DCF

Adoption Assistance Negotiated between DCF and adoptive parents

Adoptive Placement Agreement (APA) Signed

Adoption Assistance Agreement Signed

Family decides not to proceed
Return to IRP/BIS

Consent to Adopt requested

DCF reviews and requests more information
(within 5 days)

DCF signs Consent to Adopt
(within 30 days of all information received)

Adoption Packet sent to Family/Attorney

Adoption Finalized

Aftercare provided
(12 mos.)

(This form supersedes Appendix 3P)
C. PROCEDURE FOR PERMANENT CUSTODIANSHIP (PC)

Permanency Hearing Reintegration/AD deemed not viable

PC established as goal

PC located/selected

Permanent Guardianship Subsidy (PCS) Request sent to DCF

C/DA files motion for PC (within 30 days of permanency hearing)

Hearing to appoint PC (within 90 days of motion)

Remaining PCS Paperwork sent to DCF

Aftercare provided (12 mo.)

D. PROCEDURE FOR OTHER PLANNED PERMANENT LIVING ARRANGEMENT (OPPLA)

Permanency hearing reintegration/AD/PC deemed not viable

OPPLA established as CP goal

Permanent Connection identified/established

Revisit other CP Goals

(This form supersedes Appendix 3P)