

Child and Family Services PROGRAM STANDARDS MANUAL	Section: 540	Effective: Oct 1/88 Revised: Dec 1/99	Page: 1
Subject: SERVICES TO ADOPTIVE APPLICANTS			

The adoption process for adoptive applicants is concerned with the assessment and education of the prospective adoptive family and offers a continuing service which includes placement and post-placement counselling as well as services to finalize the adoption. The aim of the services is always to help adoptive applicants develop to their greatest potential as parents of children not born to them.

STANDARDS

540.1 **Intake**

The agency has an intake process that responds to adoptive applicant enquiries promptly and knowledgeably.

540.3 **Early response**

The agency provides information services as required under section 6 of the *Adoption Regulation* **within one month** of an inquiry so that prospective applicants may decide whether to proceed with their adoption application.

540.4 **Date of application**

On receipt of a signed application form, it is immediately date stamped. This date represents the official date of the application.

540.5 **Acknowledgement of application**

The applicant is informed in writing within one week that the application has been received and the file is opened. At this time the applicant is given an approximate time frame as to when the home study may begin.

540.6 **Prestudy contact**

The agency provides a mechanism to keep in touch with the applicants (at least twice per year) to make them aware of the current adoption situation while awaiting a homestudy.

540.7 **Home study timing**

The home study is timed to be completed approximately six months to one year from the time a child may become available, and is related also to the applicant's readiness for placement if this is a later date.