
Series:	Operating Procedures	COA: RPM 2.02-.04 PQI 4.02
Procedure Name:	Adoption Review Committee	CFOP: NA
Procedure Number:	OP1001	
Revision #/Date:	(3)1/13/09, 11/1/2011	
Effective Date:	01/20/06	

Applicable to: All CBCB Staff and Contract Providers

1. Purpose: This operating procedure specifies Brevard Family Partnerships process for the composition and functionality of the Adoption Review Committee.
2. Scope: This operating procedure applies to Brevard Family Partnership staff and it's Subcontracted Case Management Agencies.
3. Definition: In accordance with Florida Administrative Code 65C-16: Each district and community based care provider responsible for providing adoption services for children in the department's custody must establish an Adoption Review Committee. The committee will consist of the following members: BFP Chief Operations Officer or designee, DCF Representative, Children's Legal Services, and a member of the community at large.
4. Committee Chair: The BFP Chief Operations Officer will serve as the committee chair of the Adoption Review Committee.
5. Functions of the Committee Chair: Provide consultation to the Care Manager and the Adoption Coordinator on any adoptive home study in which the Adoption Support Coordinator and Supervisor are recommending rejection, or adoption case situations which present challenging issues. Requests for committee review will be made in writing and forwarded to the BFP Children and Families Program Manager.
6. Eligibility Criteria: While the committee is to review any challenging cases, cases with the following issues must be referred to the committee:
 - A. Health. Cases in which it is determined that the adoptive applicant is experiencing a serious or chronic medical condition and such condition predictably compromises or could compromise the applicant's ability to provide the physical, emotional, social and economic support necessary for the child to thrive.
 - B. Abuse history, Cases in which the Abuse hotline clearance reveals findings of abuse, neglect or abandonment which did not result in a disqualifying felony conviction, and in cases in which there were some indicators of abuse and neglect.
 - C. Criminal history, In cases in which the required criminal history checks pursuant to Section 435. 045 (1)F.S. reveal that the applicant(s) have been convicted of crimes specified in Section 435.045(1) F.S. their application must be rejected. A referral to the adoption applicant review committee will not be required. The applicant must be advised that he or she cannot be approved. If the criminal history check reveals that the applicant was convicted of a law violation listed in Section 435.045(1) (a) FS., within the last five years, the applicant cannot be considered for approval, until five years after the violation was committed. These applicants must be referred to the committee.

1. Cases in which the applicant is a current or former foster parent and the review of the foster parent file reveals that there have been care and supervision concerns or a violation of licensing standards.
2. With the exception of those applicants convicted of a crime specified in Section 435.045(1)(a), F.S., counselors must seek the assistance of the committee prior to a decision to reject an applicant.

7. Recommendation: The adoptive applicant review committee chairperson will convene the committee and issue a written recommendation to the Chief Executive Officer within 30 days of receipt of the request. The COO will provide a written account of the committee meeting, and outline the recommendation of the committee. This account, along with the adoption home study file will be forwarded to the Chief Executive Officer of Brevard Family Partnership for consideration.

8. Notification: The Chief Executive Officer will provide the applicant with written notification of the decision to approve or reject the application, within 10 working days of the decision. The written notice must include the reason for the rejection, and must advise the applicant of his/her judicial option as described in the Administrative Procedures Act, Chapter 120, F.S.

9. Dispute Resolution: When an adoptive applicant or parent is adversely affected by a decision or action taken by the Department, or by a Community Based Care agency acting for the Department, efforts should be made to settle the dispute at the care manager/supervisor level. If this attempt is unsuccessful, the Adoption Review Committee will be convened as outlined in subsection 65C-16.005(9), F.A.C. If this review results in a decision by the Regional Administrator that supports the department/agency's original decision, the applicant or parent must be told of that decision in writing and advised of their judicial option as described in the Administrative Procedures Act, Section 120.68, F.S. and of their right to a hearing pursuant to Section 120.57, F.S. Adoptive applicants do not have the right to appeal the department's decision based on the selection of an adoptive home for a particular child.

10. Referral Process: The process of referring a case to the Adoptions Review Committee begins with Care Manager and Adoption Support Specialist, in consult with their immediate supervisor determines the family meets criteria as outlined in the above FAC.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



Dr. PATRICIA NELLIUS-GUTHRIE, CEO.
Brevard Family Partnership