

# AD90 and State Acknowledgement

(Revised 07/17/20)

[Forms](#)

[Background](#)

[Policy](#)

[Procedure for completing the AD90](#)

[Procedure for Submitting the AD90/AD551A to the State for Acknowledgement](#)

[Alignment with SET](#)

---

## Forms

This file references the following forms:

- [AD90](#) Supporting Information for Issuance of CDSS Acknowledgement and Confirmation of Receipt of Child Freeing Documents
- [JV320](#) Order Under Welfare and Institutions Code
- [AD551A](#) Notification of Procedure in Lieu of Signing Relinquishment, Waiver or Denial

---

## Background

When finalizing an adoption in the State of California, it is required that parental rights are terminated through the courts or through a voluntary relinquishment and that the Termination of Parental Rights (TPR) is acknowledged by the State of California prior to finalizing an adoption.

---

## Policy

The SW will submit an AD90 to the State of California for acknowledgement of the Termination of Parental Rights, within 30 days of receiving the order for termination of parental rights (JV 320) or completion of birth parent voluntary relinquishment. The AD90 will be submitted within the 30-day period regardless of the status of any pending appeals.

---

## Procedure for completing the AD90

The following table lists steps for SWs to complete to ensure that data is entered in CWS/CMS correctly in order to populate the AD90.

Step	Action
1	<ul style="list-style-type: none"><li>• Confirm that the JV320 has been received and that all information is correct.</li><li>• Complete the AD551A</li></ul>
2	Have the child's case in focus in CWS/CMS.
3	<p>Verify Adoption Services has been selected as your intervention reason for all cases by:</p> <ul style="list-style-type: none"><li>• Locating the <b>Client Services Notebook</b> in the Case Management Section (Green);</li><li>• Clicking on the ID Page – Under Intervention, click (+) and select Adoption Services.</li><li>• Click OK</li></ul>

**Procedure for  
completing the  
AD90 (cont.)**

4	<p>Click on the <b>Client Management Section</b> (Blue).</p> <ul style="list-style-type: none"><li>Click on the <b>Open Existing Client Notebook</b>. Select/Highlight the child's name (1<sup>st</sup> icon).</li></ul> <p>Click OK.</p>
5	<p>On the <b>ID Page</b>, make sure the following are correct:</p> <ul style="list-style-type: none"><li>Child's Name</li><li>DOB</li><li>Gender</li><li>ICWA Eligibility</li></ul>
6	<p>On the <b>Demographics Page</b> make sure child's birthplace including, city, state and country, is correct.</p> <p><b>NOTE:</b> Only check the box "Birthplace verified" if you used a certified copy of the birth certificate to verify the information.</p>
7	<p>Make sure to check the box "<b>Totally Free</b>" under Adoption Status only if both parents Parental Rights Have been terminated.</p>
8	<p>The parent's birthplace populates to the AD90, so you will need to enter each parent's information in their client notebook also by completing steps 6 and 7 for each of the parents.</p>
9	<p>On the <b>Related Clients Page</b>, make sure the parents are listed. If not, click on the (+) and select each parent. Be sure to select the correct relationship between the parents and the child (ren) (i.e. son/mother, son/father (alleged), son/father (presumed)), from the drop down menu under the child's name/client's name. You can find whether the father is alleged/presumed and which parents are involved in the TPR aka JV320.</p>
10	<p>On the <b>Adoption Page</b>, make sure the Adoption referral date is correct. This is the date Family Reunification (FR) services were terminated and the case was referred to Adoptions. This can be located in the minute order.</p>
11	<p>Click on the <b>Open Existing Family Notebook</b>. Click OK for the current record for child.</p>

**Procedure for  
completing the  
AD90 (cont.)**

12	<p>On the <b>Paternity Finding Page</b>, make sure <i>all</i> fathers noted on the JV-320 are listed. If not, click on the (+) under Paternity Finding and select/add each father. Then, verify/add the following information for each father:</p> <ul style="list-style-type: none"><li>• Mark the <b>Legal Designation by</b> choosing alleged or presumed. You can find this information on the JV-320 item #9.</li><li>• Mark the <b>Birth Father</b> box YES, only if on the JV-320 page one, line 1c lists him as the “biological” father. If YES, then mark all the other fathers as NO. If the JV-320 does NOT list a biological father, it only says presumed or alleged, then leave this box as UNKNOWN.</li><li>• In the <b>Court</b> box, enter the Location (Court’s full street address) and Finding Date (i.e. The date the court made a ruling or “finding” about paternity, is in the 366.26 WIC report “PATERNITY/LEGAL RELATIONSHIPS” section).</li><li>• In the <b>Paternity Finding</b> box, select established, ruled out, or no finding made.</li><li>• If DNA testing was completed, enter the test date in the <b>Test Results</b> box. If testing is not mentioned in the paternity section of the 366.36 WIC report, then leave blank (i.e. not every case has DNA testing).</li></ul>
13	<p>On the <b>Parental Rights Page</b>, make sure all parents are listed. If not, click on the (+) under Parental Rights Terminated, and select the parents. See #8 for how to complete the Parental Rights Page.</p>
14	<p>On the <b>Cohabitation Page</b>, fill in the information, if available. The marital history populates to the AD90. Fill out only if married.</p>

**Procedure for  
Submitting the  
AD90/AD551A to  
the State for  
Acknowledgement**

The following are the steps to complete an AD90 and to submit for State Acknowledgement.

Stage	Who	Action
1	SW	<ul style="list-style-type: none"> <li>Complete the following steps to generate the AD90 report: <ul style="list-style-type: none"> <li>File</li> <li>Print Report</li> <li>Area of Interest select "Adoption Reports"</li> <li>Report Name "AD 90"</li> <li>Click Print Preview – "OK"</li> <li>Add child, mothers, and fathers AKA's.</li> <li>Complete the American Indian Ancestry section</li> <li>Save to Database.</li> <li>Re-open the application and print the AD90.</li> </ul> </li> <li>Complete the following steps to generate the AD551A report: <ul style="list-style-type: none"> <li>File</li> <li>Print Report</li> <li>Area of Interest select "Adoption Reports"</li> <li>Report Name "AD551A Notification in Lieu of Signing"</li> <li>Click Print Preview "OK"</li> <li>Save the document via 'Save As', in order to have the ability to edit the template.</li> <li>Complete Section 1, if court action was taken in California (i.e. TPR or child relinquished in CA). <ul style="list-style-type: none"> <li>Add County name (i.e. see JV-320).</li> <li>Mark all box(s) that apply, in A – F (i.e. see JV-320)</li> <li>Mark if parental rights were terminated by "FC 7802" and/or "W&amp;IC 366.26".</li> <li>Mark "Mother" and all applicable boxes for the "father(s)".</li> <li>Add "Date" (i.e. clerk file stamp on JV-320) and the "Court Action Number" (i.e. Case Number on JV-320). If parental rights were terminated for <i>all</i> parents, on the same day, you can list information once on line C. If not, then note information for each parent on his or her corresponding line.</li> </ul> </li> <li>Complete Section II or III, <b>only</b> if parental rights were terminated or a child was relinquished, in another state or foreign country.</li> <li>Save the document.</li> </ul> </li> <li>Submit the completed AD-90, AD551A and JV-320 to the PSS for review and signature.</li> </ul>

**Procedure for  
Submitting the  
AD90/AD551A to  
the State for  
Acknowledgement  
(cont.)**

2	PSS	Review for accuracy, sign, and notify the SW when it is ready to send.
3	SW or Clerical	<p>Fax the following forms to CDSS:</p> <ul style="list-style-type: none"><li>• Fax Cover Page</li><li>• AD90</li><li>• AD551A</li><li>• JV320</li><li>• BIA Correspondence (if applicable in relation to AD90, section VI, B or C)</li></ul> <p><b>NOTE:</b> If documents are faxed by clerical staff, you must mail all the documents and the fax confirmation page to the Adoptions SW.</p>

**Alignment with SET**

This policy supports SET [Value 3](#) and the guiding principle to hold a sense of urgency when seeking permanency for children, as well as the agency practice to value the most permanent option for the child/youth.