AD90 and State Acknowledgement

(Revised 07/17/20)

Forms Background Policy

Procedure for completing the AD90

<u>Procedure for Submitting the AD90/AD551A to the State for Acknowledgement</u>
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

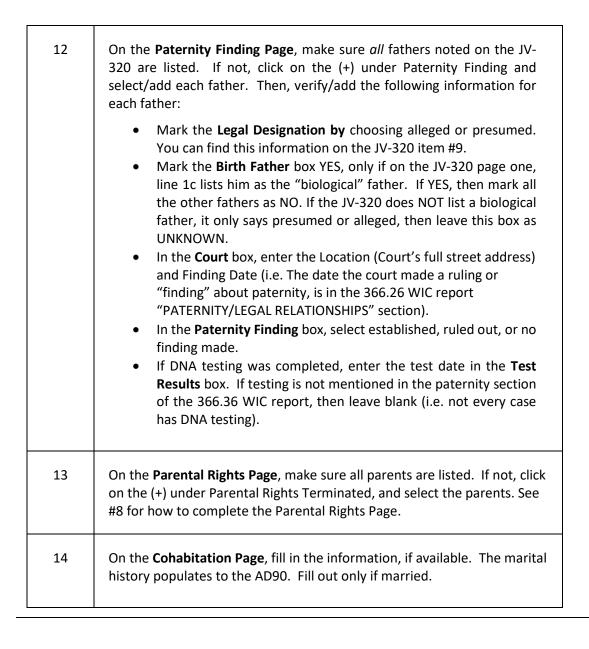
The following table lists steps for SWs to complete to ensure that data is entered in CWS/CMS correctly in order to populate the AD90.

Step	Action		
1	 Confirm that the JV320 has been received and that all information is correct. Complete the AD551A 		
2	Have the child's case in focus in CWS/CMS.		
3	Verify Adoption Services has been selected as your intervention reason for all cases by: • Locating the Client Services Notebook in the Case Management Section (Green); • Clicking on the ID Page – Under Intervention, click (+) and select Adoption Services. • Click OK		

Procedure for completing the AD90 (cont.)

4	 Click on the Client Management Section (Blue). Click on the Open Existing Client Notebook. Select/Highlight the child's name (1st icon). Click OK. 		
5	On the ID Page, make sure the following are correct: Child's Name DOB Gender ICWA Eligibility		
6	On the Demographics Page make sure child's birthplace including, city, state and country, is correct. NOTE : Only check the box "Birthplace verified" if you used a certified copy of the birth certificate to verify the information.		
7	Make sure to check the box "Totally Free" under Adoption Status only if both parents Parental Rights Have been terminated.		
8	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.		
9	On the Related Clients Page , 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.		
10	On the Adoption Page , 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.		
11	Click on the Open Existing Family Notebook . Click OK for the current record for child.		

Procedure for completing the AD90 (cont.)



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	 Complete the following steps to generate the AD90 report: File Print Report Area of Interest select "Adoption Reports" Report Name "AD 90" Click Print Preview — "OK" Add child, mothers, and fathers AKA's. Complete the American Indian Ancestry section Save to Database. Re-open the application and print the AD90. Complete the following steps to generate the AD551A report: File Print Report Area of Interest select "Adoption Reports" Report Name "AD551A Notification in Lieu of Signing" Click Print Preview "OK" Save the document via 'Save As', in order to have the ability to edit the template. Complete Section 1, if court action was taken in California (i.e. TPR or child relinquished in CA).

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	 Fax the following forms to CDSS: Fax Cover Page AD90 AD551A JV320 BIA Correspondence (if applicable in relation to AD90, section VI, B or C) NOTE: If documents are faxed by clerical staff, you must mail all the documents and the fax confirmation page to the Adoptions SW.

Alignment with SET

This policy supports SET <u>Value 3</u> 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.