

Adoptive Placement Process for Birth Parent Voluntary Relinquishment Cases

(Revised 05/15/26)

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Related Policies

Additional information can be found in the following policies:

- Accepting a Relinquishment for a Birth Parent/Voluntary Relinquishment Case
- Birth Parent/Voluntary Relinquishment Referral and Initial Contact
- Determining Eligibility for the Adoption Assistance Program
- Documentation of Birth Parent/Voluntary Relinquishment Cases in CWS/CMS
- Medical Treatment/Medical Releases
- Termination of Rights of All Fathers for Birth

Forms

The following forms are referenced in this policy:

- 02-09 Birth Parent SW Letter to Hospital
 - 02-68 Resource Family Profile Information and Instructions
 - 02-30 Staffing Letter
 - 02-31 Placement Committee Results
 - 02-32 Child Profile
 - 04-24 A-P Authorization to Use or Disclose Protected Health Information- All Providers
 - 04-24P Consent to Treat- Parent
 - 04-258 Placement Needs and Services Plan (CWS/CMS Template)
 - [AD 67](#) Information About the Biological Mother/Legal Parent
 - [AD 67A](#) Information About the Biological Father/Legal Parent
 - [AD 512](#) Psychological and Medical History of Child
 - [SOC 155](#) Voluntary Placement Agreement- Parent/Agency
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Resources

This policy references the following resource:

- Adoption Placement Options for Resource Families
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Policy

When a child is in need of an adoptive placement because a birth parent(s) wants to voluntarily relinquish their parental rights and have the child placed in an adoptive home, the Birth Parent SW will send a request for a placement to the Specialty Placement Unit (SPU). The Specialty Placement Unit will send written reports and/or resource family profiles for the Birth Parent SW and/or birth parent to review and ultimately place the child in a home that will meet all of their needs.

NOTE: The birth parent(s) should not be given a copy of the written report. If a profile is not available for the family, the SW can create a summary that does not include any identifying information or ask the resource family to create a profile utilizing the 02-68 Resource Family Profile Information and Instructions.

Creating and Maintaining Resource Family Profiles for Birth Parent Relinquishment

When a birth parent wants to be involved with choosing an approved resource family to place their child with, they will be presented with resource family profiles to review. These profiles are created by the family and maintained by the SPU. The following chart outlines the process of creating and maintaining the resource parent profiles.

Step	Action	Who
1	<p>Prior to Resource Family Approval (RFA) approval, provide all resource parent applicant families information about what it means to be “available for adoption” by providing the “Adoption Placement Options for Resource Families” to families. Include a brief explanation of the Birth Parent/Voluntary Relinquishment (VR)</p> <p>NOTE: NREFM/Relatives do not have to be provided the information unless they express at some time throughout their RFA that they are interested in adoption of non-kin children/youth.</p> <p>At the time of RFA approval:</p> <ul style="list-style-type: none">• For those families who are interested in the program, document “adoptions only” in BINTI• For those families who are interested in fostering and adopting create a tag in BINTI• Inform SPU and Placement Coordinators Office (PCO) of any new families approved who are interested in the program.	Resource Family Approval (RFA)

Creating and Maintaining Resource Family Profiles for Birth Parent Relinquishment (cont.)

Step	Action	Who
2	<p>Receive notification of RFA approvals.</p> <p>Mail or email instructions to any newly approved “adoptions only” resource parents on how they create a birth parent profile (02-68 Resource Family Profile Information and Instructions) and how to complete the characteristics page in BINTI.</p> <p>NOTE: Completion of profiles and characteristics is family led and voluntary.</p>	PCO
3	<p>Receive and review profiles and:</p> <ul style="list-style-type: none"> • Confirm their characteristics are completed in BINTI, then: <ul style="list-style-type: none"> ○ confirm with the family that they can now be considered for placement in the event that a Birth Parent is considering relinquishment and wants to select a family. <li style="text-align: center;">Or ○ contact the family to inform them of the changes needed before they can be considered for a VR placement (i.e. they included identifying or confidential information, characteristics are still needed, etc.) <p>Create and maintain a list of families that are waiting and open to adopting children. This list should be available to RFA/PLACEMENT/PCO and ADOPTIONS</p> <p>Add families to the list once characteristics are in and profiles are made.</p> <p>Be available for the Resource Families that are waiting to be matched to answer their questions and provide updates.</p>	SPU
4	<p>Lead the Birth Parent/Voluntary Relinquishment program and supervise all cases in that program.</p> <p>Check the Birth Parent email inbox multiple times a day to make sure that referrals are responded to/assigned in a timely manner.</p>	Lead Birth Parent PSS

Creating and Maintaining Resource Family Profiles for Birth Parent Relinquishment (cont.)

Step	Action	Who
5	<p>Receive requests for adoptive matches from the Birth Parent Specialist PSS and send profiles.</p> <p>Track which family profiles went to which workers, for which cases, and obtain feedback from the SW within 2 weeks on each family that was not chosen.</p>	SPU

Placement Committee Process for Voluntary Relinquishment Cases

When a birth parent(s) expresses interest in voluntarily relinquishing their parental rights and wants to participate in the selection of the adoptive family for their child, the birth parents will work with the Birth Parent SW to determine the type of family they would consider as an adoptive placement for their child.

If the birth parent(s) do not wish to be involved in choosing the adoptive family, the Birth Parent SW will submit a referral to the Specialty Placement Unit and if necessary, work with the placement committee to make the best match for the child.

The Birth Parent SW will take the following steps to help the birth parent(s) in the selection of an adoptive family:

- Complete the 02-32 child profile and submit to Specialty Placement Unit in order to request written reports and resource family profiles that are a potential match for the child
- Review all resource family profiles to ensure that there is no confidential information (i.e. last name, address, etc.) This step is completed by the SPU when receiving the completed resource family profiles, but it is best practice for the Birth Parent SW to do a secondary review to make sure no confidential information is distributed to the birth family.
- Contact birth parent(s) to arrange a time to present the resource family profiles for their review

The Birth Parent SW can review all of the Resource Family profiles with the birth parent in person and discuss any questions or concerns that the birth parent may have. The birth parent may also take profiles home and review them. If the birth parent chooses to review the profiles at home, they will meet with the Birth Parent SW after they have reviewed the profiles to address any questions or concerns. The birth parent(s) should return all profiles of families that they have not selected as an adoptive family. All resource family profiles will be held and tracked by the Specialty Placement Unit. If the birth parents request to keep the profile of the family they have chosen, they may do so with the permission of the resource family.

NOTE: The cover page of the 02-68 Resource Family Profile Information and Instructions should not be shared with the birth parents as it contains the first and last names of the prospective adoptive parents. Resource Family Profiles for birth parents should not include any confidential information.

**Placement
Committee Process
for Voluntary
Relinquishment
Cases (cont.)**

If the birth parent(s) select a family from the profiles they have reviewed, then:

- the Birth Parent SW will contact the Specialty Placement Unit to discuss a potential match with the adoptive family.
- the Birth Parent SW must complete a pre-placement clearance and start the staffing letter (02-30).
- the Birth Parent SW and the Birth Parent PSS will meet to discuss the match and must agree to the placement and document the conversation by signing the staffing letter (02-30) to move forward with the placement.

If the birth parent(s) have not selected a family and would like to review more profiles, then the Birth Parent SW will:

- have a discussion with the birth parent(s) and document the reasons that they are declining the current families and what strengths the profiles presented.
- Send the reasons for declining the placement as well as any strengths to the Specialty Placement Unit by completing the 02-31 Placement Committee Results form within two weeks.
- request additional profiles.
- review new profiles with the birth parent(s).
- move forward with the match when the birth parent(s) chooses a potential adoptive family.

When the Birth Parent SW, the Specialty Placement Unit and the Birth Parent PSS have thoroughly discussed the potential match...	
and a decision is made...	then...
that the family is not an appropriate match for the child...	the process will stop; the Birth Parent SW will submit the Staffing Letter to "Unstaff", and the placement will not proceed.
to move forward with the Adoptive match...	a meeting with the birth parent(s) and adoptive family may be arranged at this time, if requested by the birth parent(s). The Birth Parent SW will be present to facilitate the meeting. The meeting should be arranged in a location that affords privacy to all parties involved.

**Meeting with the
Prospective
Adoptive Family**

Once the Staffing Letter has been processed, a meeting can be scheduled with the adoptive parents and the Birth Parent if needed. The Birth Parent SW should be present at the meeting to support the birth family and the resource family.

Meeting with the Prospective Adoptive Family (cont.)

During the meeting, the prospective adoptive family will be provided with the following information:

- Developmental history of the child
- OB/GYN and other medical records
- Social history of the birth parents (AD 67 Information About the Birth Mother/67A Information About the Birth Father)
- Medical history of the birth parents and birth family (AD 512 Psychological and Medical History of Child)
- Relinquishment process
- Legal risks
- Degree of contact birth parents are requesting
- Contact information for current or previous caretakers to ask questions
- Telling
 - If the child is a newborn and is to be placed with an adoptive family directly from the hospital, a “verbal Telling” with the adoptive family is acceptable, however, the written Telling must be completed within 30 days of the child’s placement with the family. Any verbal information given to the family must be documented in a CWS/CMS contact.
 - A telling can be completed on an unborn child with an addendum telling after birth.

The family is usually given one to two weeks to review the information with the current caregiver(s), their physician and other professionals before making a decision to move forward. The Birth Parent SW, and potential adoptive family should agree to the amount of time the family will have to review the information on the child and come to a decision.

It is also the responsibility of the Specialty Placement Unit and Birth Parent SW to assess whether the family should move forward with meeting the birth parent(s) and child. If either SW has concerns about moving forward, all issues should be discussed with the Birth Parent SW, the Specialty Placement Unit and their respective supervisors.

Letter to the Hospital (Prior to Birth of Child)

Before the expected date of delivery, the SW will send a letter (02-09 Birth Parent Social Worker Letter to Hospital) to the social work department of the hospital in which the baby will be born. The Birth Parent SW may also send the letter on the day the child is born.

This letter will:

- inform the hospital that the birth mother is planning for the adoption of her baby.
 - request that the hospital social worker contact the Birth Parent SW upon the child’s birth.
 - include the Birth Parent SW’s office phone number, supervisor’s office number, and the Hotline phone number.
 - include the names of the resource parent(s) if the infant is to be released from the hospital to them.
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Funding for a Child Placed Directly with Adoptive Family

When an infant is placed directly with an adoptive family, the child may qualify to receive foster care and Medi-Cal, for at least six months. The payment can only continue after six months if:

- the birth parent or presumed father signs the relinquishment documents and state acknowledgement is received or
- a petition is filed with the juvenile dependency court.

The birth mother must sign the relinquishment within six months for AFDC FC to continue.

Medical Needs of the Child

If the child has medical needs at the time of their birth, the Birth Parent SW will document this information in the case and process a request for a Special Care Rate (SCR), if appropriate.

If an adoptive family is unable to be identified for a child due to the child's medical condition or other reasons, a conference will be held between the Birth Parent SW and PSS to determine the best plan for the child and birth parent(s). A relinquishment will not be taken from the birth parents until it is determined that an appropriate adoptive match can be made.

The assigned Birth Parent SW must discuss any concerns about the ability to find an adoptive home for the child with the birth parent(s). The SW will obtain any additional information which might assist in planning for the child.

If hospitalization of the infant is required prior to accepting the relinquishment, the Birth Parent SW can assist the parent(s) in getting to the hospital to sign consents for medical care or surgery as needed.

Authorization for Medical Care

When a child who is voluntarily relinquished requires emergency medical treatment, the Adoptions Program Manager must be notified and the process for obtaining emergency medical treatment for a child will be followed, please see the [Medical Treatment/Medical Releases](#) policy.

Finalizing Adoption

After a child has been in placement for six months the assigned SW is permitted to proceed with finalizing the adoption. Adoption placement papers can be signed during this period but the adoption may not finalize until the child has been placed in the home for a minimum of six months.

Alignment with SET Values

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.
