## **Adoption Timeline**

All appeals are resolved with the Courts. Child is legally eligible for adoption and case is transferred to an adoption worker. The adoption worker will give adoptive parents the Information Sheet on Adoption Assistance and the Adoption Timeline.

The agency provides the adoptive parents with the Adoption Assistance Application and the VeMAT will be updated if necessary. The agency will notify the adoptive parents in writing (within 14 days) of receipt of the completed application and the application will be processed within 90 days. The Adoption Assistance Agreement will be negotiated with the adoptive parents using the Adoption Assistance Worksheet.

Once the child has been in the adoptive home for six months, the agency completes a Consent to Adopt which is signed by the Agency Director and County/City Adminstrator

The Judge signs the Order of Reference ordering the agency to complete a Report of Investigation.

The Report of Investigation is mailed to the Circuit Court, State Office, and the Adoption Attorney, who files the final order of adoption with the Circuit Court. Adoptive parents will receive a signed copy of the final order in the mail.



Termination of Parental Rights

Eligible Determination



Assistance Negotiation Assistance & Placement Agreements

Conse Ado

nsent to Adopt Petition to Adopt

Order o Reference Report of Investigation

Final Orde of Adoptic

Post Adoption Services



The agency determines if the child is eligible for adoption assistance by completing the Adoption Assistance Screening Tool. The adoption worker also completes a Full Disclosure Report and provides the report to the adoptive parents along with the child's complete birth and medical record.

The adoptive parents will sign the Adoptive Placement Agreement and the negotiated Adoption Assistance Agreement. The Placement Agreement can be signed prior to Adoption Assistance Agreement if the adoptive parents have no concerns.

The adoptive parents obtain an adoption attorney. The adoption worker sends necessary paperwork, including the Consent to Adopt, to the attorney to file the Petition with the Circuit Court

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The agency has 60 days to complete the Report of Investigation, detailing information about the child and the biological family, how the child enter care, and suitable of adoptive placement. The worker also obtains an adoption number from the State VDSS Office.

Adoption Assistance Cases are transferred to the post adoption worker; however, the agency continues to provide support after adoption with or without an ongoing Adoption

Assistance Agreement.

