



**Series 300** Child and Family Services

**Policy Name:** Post Adoption Communications

**Policy Number:** 316

**Origination Date:** 11/1/2016

**Revision:** 2/5/2021

**Regulations:** CFOP 170-12, 39.812 F.S.

**Policy:** It is the policy of Communities Connected for Kids (CCK) to increase post adoption support provided to adoptive families.

**Procedure:**

The Post-Adoption Specialist will make "reasonable efforts" to contact all families who adopted on or after July 1, 2015 one year after their adoption finalization. Contact with the adoptive parent within 30 business days prior to the 1-year adoption anniversary date will meet the requirement for the 1-Year Post Adoption Communication Contact. A minimum of three contact efforts will be made.

- a. The initial contact effort will be made by telephone within 10 business days after the 1-year adoption anniversary date.
- b. All three (3) attempts will be completed within 30 business days from the 1-year adoption anniversary date.
- c. If the post adoptive family request referrals for services at the time of contact with the adoption specialist, or anytime thereafter, the adoption specialist will discuss the needs with the family to identify services within their service area and ensure they are provided with the information for follow-up.
- d. If the family requesting services resides outside of the service area for CCK, the caregiver and post adoption specialist will contact the CBC of residence to consult and identify services within their service area. The adoption specialist will ensure the post adoptive family is provided with the information for follow-up.
- e. If the family requesting services resides outside of the state of Florida, the post adoption specialist will ensure, as the CBC of Origin, the state agency equivalent is contacted and consulted regarding the post adoptive family's need for services.
- f. The post adoption specialist will ensure all efforts to contact post adoptive families, and requests for services, whether referred or not, are documented in FSFN under the Post Adoption Services Page.



- g. The post adoption specialist will maintain a Post Adoption Services Tracking System, which, at minimum, will include the following:
- the number of attempts made to contact each family
  - the number of successful attempts to contact each family
  - Services requested by families
  - Services offered to families
  - Services provided to families
  - If services were requested and not provided, the reasons why services were not provided.
  - Any recommendations to improve communication regarding the post adoption program.
- h. The Post Adoption Services Tracking System will be sent to the Department on September 1<sup>st</sup> of each fiscal year.

Approved: Carol DeLoach  
Carol DeLoach, CEO