

Adoption Checklist for Prospective Adoptive Family



This is a general checklist to assist families in ensuring all necessary steps to adoption finalization are complete. Some of the items may be specific to a region and will be highlighted with **. Please determine with your adoption caseworker whether the document is necessary to finalize your adoption.

Requirements to be completed immediately:

- Participation in an *Adoption Planning Review (APR)* and/or *Case Planning Consultation (CPC-Region 4 only)*
- Complete *Home Study* (new or updated)
- Background completed for all members of the household within the past year. If not, go to <https://fortress.wa.gov/dshs/bcs> and email confirmation code to caseworker
- Send the completed form *Adoption Redaction Request* (15-425) to caseworker (https://www.dcyf.wa.gov/forms?field_number_value=15-425)

Pre-adoption disclosure:

- Review redacted *Pre-Adoption Disclosure* regarding your child
- Sign and return the form *Acknowledgement of Child's Adoptive File Provided to Adoptive Family* (10-500)
- Review copy of the form *Family Genetic and Medical History* (13-041)
- Review, sign, and return the form *Family Genetic and Medical History-Adoption form to caseworker* (13-041A)



☺ Adoption Support:

- Review the publication *Post-Adoption Questions and Answers* (CWP_0063) (https://www.dcyf.wa.gov/publications-library/CWP_0063)
- Complete *Adoption Support for Caregivers* (eLearning) (<https://cpe.socialwork.uw.edu/alliance-courses/content/adoption-support-caregivers-elearning-147>)
- Participate in Adoption Support Information Session (<https://www.dcyf.wa.gov/services/adoption-support-program>)
- Review, sign, and return *Adoption Support Program Limitations Letter* (10-547)
- Receive, sign, and return Waiver of Right to Receive Written Information on Adoption Support Program Limitations (only needed if family does not want to wait 6 months to review the publication *Post-Adoption Questions and Answers* (CWP_0063) (https://www.dcyf.wa.gov/publications-library/CWP_0063))
- Send copy of first two pages of your most recent 1040
- Complete and return:
 - *Adoption Support Worksheet* (09-997) (https://www.dcyf.wa.gov/forms?field_number_value=09-997)and,
 - *Application for the Adoption Support Program and/or Reimbursement of Adoption Finalization Costs* (09-998) (https://www.dcyf.wa.gov/forms?field_number_value=09-998)
- Complete and return *Adoption Support At-Risk Statement* (10-610)**
- Write and submit a one-page explanation of what it is like to raise your adoptive child on a day-to-day basis**

☺ Adoption Finalization

- Complete and return Child's Medical Report for Adoption (for finalization in King County only)**
- Contact an attorney
- Inform adoption caseworker of attorney
- Adoption day scheduled
- Inform adoption caseworker of adoption date

**Region-specific. Please determine with your adoption caseworker whether the document is necessary to finalize your adoption.

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