

Child and Family Services PROGRAM STANDARDS MANUAL	Section: 541	Effective: Oct 1/88 Revised: Dec 1/99	Page: 1
Subject: ADOPTION HOME STUDY			

The adoption home study educates and evaluates the adoptive applicants on their suitability, capability and readiness to parent a particular kind of child. The study is a joint process between the applicant and the case worker and determines the type of child for whom the family is best suited. It also helps the applicants become aware and prepare for the adoption experience.

STANDARDS

541.1 **Content**

The home study documents facts and opinions on the applicants in accordance with section 17 of the *Adoption Regulation*.

541.2 **Process**

The home study process includes at least one home interview with applicant present and any other personal interviews or group meetings as required. **A minimum of four contacts** are required before the study is completed.

541.5 **Home study report**

The results of the adoption study process are documented in a written home study report according to guidelines provided by the Director.

541.6 **Application approval**

The evaluation of and the final decision to approve an adoptive applicant for placement is the responsibility of the professional staff of the agency and:

- a) this decision is made by more than one person, usually the social worker and supervisor;
- b) applicants are advised of the agency's decision **within two weeks** of the last contact with them; and
- c) if the application is not approved, this decision is shared with the adopting applicants in person and is interpreted in a positive and supportive manner.

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541.7 **Decisions in writing**

All agency decisions are confirmed in writing and sent to the applicant. In the case of a rejection, the applicant is advised of this decision by registered mail.

541.8 **Appeals**

Adoptive applicants have the right to appeal an agency decision. **Within 21 days** of receipt of notice, the agency establishes an internal process to hear this appeal.

The Director establishes a review panel consisting of senior Manitoba adoption personnel who will hear all appeal cases brought to them if not resolved at the agency level.