

ADOPTION PROCESS

Timelines for adoptions will vary depending on numerous factors. Your assigned adoption worker will go over your individual process in detail with you once the case has been transferred into the adoptions unit.

1. Assigned adoptions worker will review the child's file and order all medical and/or educational records that are not already in the file. Birth records must be ordered for each child being adopted.
2. An adoption finalization cannot occur unless the child(ren) has been in the adoptive home a minimum of six months.
3. A social summary must be written for each child being adopted. This process can be time-consuming and is often prepared by an outside contractor. It is critical that the adoptive parent(s) help provide current information for the social summary. There is almost always a "wait list" for getting a child's social summary prepared.
4. Each family must be approved by the Adoption Review Team (commonly known as "HART"). If the family has previously contracted with HSA, the foster rate will change to the State of NV adoption rate beginning in the month following approval by HART. A letter explaining the changes will be mailed after the HART meeting.
5. Families adopting in the Reno area must meet all of the Nevada state requirements for adoption finalization. If the family's home study is older than one year, new references and new law enforcements are required. A general physical examination must be on file for each adopting parent. HSA will accept a general physical examination form as long as it was signed by a licensed physician within the past five years.
6. An adoption subsidy application, along with supporting disclosure documentation on each child being adopted, must be completed in order to start the adoption subsidy discussion process. Your assigned adoptions worker will provide this paperwork to you.
7. Each family will meet individually with the Subsidy Specialist for HSA to discuss the possibility of establishing an adoption subsidy for the child(ren) they are adopting. All adoption subsidies must also be approved by HSA fiscal/eligibility department and the HSA Director.
8. Subsidy agreements must be signed by adoptive families before WWSA can issue the Consent to Adopt, the legal document that allows a Judge to finalize a child's adoption.
9. Each family must retain an attorney to handle the legal paperwork associated with an adoption finalization.
10. Until the adoption finalizes, HSA will continue to have monthly contact with the family and child, preferably at the adoptive family's home.