



New Jersey Department of Children and Families Policy Manual

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Purpose 4-19-99

The New Jersey Adoption Resource Exchange (NJARE) is a pool of approved adoptive families from the Division of Child Protection and Permanency, New Jersey private agencies and out-of-state agencies. These agencies must meet the standards required by law and regulation for approval to place children for adoption in New Jersey. When a child is referred by a Local Office Worker to Office of Adoption Operations for selection and no CP&P home is available for consideration, the child is immediately registered with the New Jersey Adoption Resource Exchange by the Exchange Director. The CP&P Office of Adoption Operations administers NJARE and works in cooperation with other regional and national exchanges.

Registration of Children on the New Jersey Adoption Resource Exchange 4-19-99

Initial Referral 4-19-99

When a child is referred to the Exchange, all registered families are reviewed to determine possible matches. If no appropriate home is available, the child is referred immediately to the National Adoption Exchange (NAE), Downey Side of New Jersey and Adopt a Special Kid (AASK) Midwest. If a picture of the child is not available, the Exchange Director requests one from the child’s Worker. Within one month of receipt of the request the Worker obtains a picture and sends it to the Exchange Director who has copies made for recruitment purposes. The Individual and Family Assessment Outline-Adoption, CP&P Form [26-53c](#), Parts A and B for a child registered on the NJARE should be current within one year. If the information is not current, a memo is sent to the Worker requesting updated information. The Worker updates the assessment by completing the Individual and Family Assessment Outline - Adoption, CP&P Form [26-53c](#). The material should include the child’s likes, dislikes, a complete description of the child’s appearance, hobbies, personality, and how well he or she relates to adults and other children. A current photograph of the child should also be included.

Downey Side of New Jersey and AASK 4-19-99

The Exchange Director registers the child with Downey Side of New Jersey and AASK and sends a copy of the assessment and a photograph of the child, if available, to the agency.

National Adoption Exchange (NAE) 4-19-99

The Exchange Director registers the child with the National Adoption Exchange by completing a NAE registration form. The Exchange Director sends a picture of the child, if available, along with written descriptive information to the NAE.

Upon receipt of the registration form, the child's information is entered into NAE's computer data base which scans its list of available homes. If a match is made, a match referral form identifying the potential family is sent to the child's Worker, with a copy to the Exchange Director.

When color copies of the child's picture become available, the Exchange Director sends a copy to NAE for registration on their Internet photolisting- FACES of Adoption.

The NAE sponsors recruitment activity and publicity on behalf of CP&P waiting children. Information and agency referral are provided by NAE to New Jersey families. In addition, NAE maintains a library with information on adoption which is available to CP&P staff and adoptive families.

Placing a Child Through an Exchange Referral 4-19-99

The Exchange Director requests a copy of the home study of a family referred for a child through the exchanges. The Exchange Director reviews the home study and sends it to the child's Worker and supervisor if appropriate. If the family appears able to meet the child's needs, the child's Worker notifies the Exchange Director who sends the child's information to the family's Worker.

The family's Worker presents the child's material to the family. If the family decides to proceed, the family's Worker notifies the Exchange Director. The Exchange Director requests, from the family's agency, a statement of cost for placement, supervision and finalization of the adoption.

A contract is developed and signed by the Administrator of The Office of Adoption Operations and the family's agency. See Purchase of Adoption Service.

An out-of-state placement requires approval of the CP&P Interstate Services

Unit. Three copies of the home study, child's placement summary and medical reports are sent to the CP&P Interstate Services Unit. When the family is from another state, the Exchange Director verifies that the referred family meets their state's evaluation requirements; and that the state's established procedures have been followed in determining whether a criminal or abuse history exists which would jeopardize a CP&P child placed in the home.

When approval to proceed is received from the Interstate Services Unit, the child's Worker and supervisor arrange with the family through their Worker for the pre-placement interview to be conducted in the family's home. Information may be shared informally prior to this point, but no documents can be signed by the agency or family until Interstate approval is received. When the pre-placement interview is completed and the plan is to proceed with placement, a visiting schedule is mutually developed by the family and the two agencies, based on the needs of the child and family. The child's Worker notifies the Exchange Director when placement occurs.

When the plan for a waiting child changes and a selected home is no longer needed, the child's Worker or supervisor advises the Exchange Director within one week of the decision being made.

The Worker also informs the Exchange Director of the disruption of any adoption placement arranged through the Exchange. The child's return to New Jersey is coordinated through the Interstate Services Unit.

Photographing Children for the Exchange 4-19-99

It is vital to have clear, attractive pictures of the children listed on the Exchange for recruitment purposes. A picture should be part of the initial placement material sent to the Office of Adoption Operations. When not available at that time, a picture must be sent within thirty (30) days of the child being registered on the Exchange.

Photographs 4-19-99

When the Exchange Director receives a child's picture from the Worker, color and black and white copies are made for recruitment purposes. Copies of the child's picture are forwarded to the recruiter for each Local Office, the National Adoption Exchange, Downey Side of New Jersey and AASK Midwest.

Recruitment 4-19-99

Many recruitment efforts are made by the Office of Adoption Operations on behalf of registered children. The Exchange Director is the liaison to the National Adoption Exchange. Children referred to NAE are available for publicity that NAE sponsors providing prior approval is given by the Division.

The Statewide Adoption Recruitment Coordinator is responsible for handling statewide recruitment opportunities available for waiting children and for working with the Recruitment Specialists in the ARCs to support their regional recruitment efforts. The Local Office Recruitment Specialists advise the Statewide Coordinator through a monthly report of all recruitment activities conducted for waiting children in their office. The Exchange Director in conjunction with the Recruitment Coordinator prepares a Profile of Waiting Children which is distributed three times a year to public and private agencies, parent groups and other parties interested in special needs adoption. The Profile of Waiting Children provides color photographs and brief descriptions of New Jersey children currently waiting for homes.

Purchase of Adoption Service 4-19-99

The Division contracts with private agencies both within and outside of New Jersey for the adoption placement of CP&P children who are registered on the Exchange.

The Division has an ongoing purchase of adoption service contract with Downey Side of New Jersey. Placements and payments with this agency are carried out as specified in their contract.

When a family is referred for a CP&P child by a non-contract agency, a contract for the specific placement is negotiated by the Exchange Coordinator. The contract specifies what services the family's agency will provide and the amount the Division will pay for the services. The maximum rate the Division will pay is \$10,000 even if the length of supervision exceeds the period agreed to in the contract. The process for placing a child through a non-contract agency consists of the following steps:

- The supervisor and Worker review the home study material and determine if it is appropriate for the waiting child for whom it was referred. See [CP&P-IV-C-10-100](#). If so, they advise the Exchange Director, who sends the child's material to the family's agency.
- The Exchange Director requests a statement of cost from the family's agency that delineates its fees for recruiting and studying the home, placing the child, supervising the home and completing the necessary process for finalization of the adoption.
- The Exchange Director submits the cost statement to the Administrator of Adoption Operations to pay the agency's fee. Once approved, the Exchange Director prepares a contract for signature by the Administrator of Adoption Operations and the family's agency.
- The Exchange Director sends placement material to the Interstate Services Unit for out-of-state placements. The Interstate Services Unit ensures that all the requirements have been met that will protect a child in an out-of-state placement.

- When the contract is signed and approval to place is received from the Interstate Services Unit, the Exchange Director notifies the Local Office to proceed with placing the child. The placement proceeds as outlined in [CP&P-IV-C-6-100](#), Placement of Children in Adoption Homes.

Procedures Related to Registering a Child On the New Jersey Adoption Exchange 4-19-99

RESPONSIBILITY	ACTION REQUIRED
CO Adoption Unit Selector	1. Refer to the NJARE material on a child submitted by an ARC for selection of an adoptive home for whom a CP&P adoptive home is not readily available.
Exchange Director	2. Review families registered on the New Jersey Exchange to determine possible matches. 3. Refer child immediately to Downey Side, the National Adoption Center, and AASK Midwest if there are no available families known to the NJARE.
Child's Worker	4. Update child's material if more than a year old. 5. Send a photograph of the child to the Exchange within one month, if one is not available at time of referral.

Procedures Related to Placing a Child Through an Exchange Referral 4-19-99

RESPONSIBILITY	ACTION REQUIRED
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Exchange Director	<ol style="list-style-type: none"> 1. Request a copy of the home study from the family's Worker. 2. Check to ensure family is in compliance with their state's adoption standards. 3. Obtain verification from the family's agency that all required criminal history and child abuse record information clearances for the family have been obtained. 4. If the family appears appropriate for the child, send the family's home study to the child's Worker.
Child's Worker Supervisor	<ol style="list-style-type: none"> 5. Review the home study for appropriateness for the specific child. If the family should be considered, advise the Exchange Director.
Exchange Director	<ol style="list-style-type: none"> 6. Send the child's material to the family's Worker with a letter informing the agency that the family is being considered for the specific child.
Adoptive Family's Case Manager	<ol style="list-style-type: none"> 7. Review the child's material with the family and advise the Exchange Director if the family is interested.
Exchange Director	<ol style="list-style-type: none"> 8. Request a statement of cost for the home study, placement, supervision and finalization of the adoption from the agency supervising the family. 9. Prepare a written request to the Administrator of Adoption Operations for approval of the agency's fee. 10. If the fee is approved, prepare a written contract for

	<p>signature by the Administrator of Adoption Operations and the private agency.</p> <p>11. Submit a package to the CP&P Interstate Services Unit which includes three copies of the home study, child's Part B, and child's medical reports.</p> <p>12. Notify the Worker/Supervisor to make arrangements with the prospective adoptive family through their Worker for the pre-placement interview to be held in the family's home.</p>
Child's Worker	13. Notify Exchange Director when placement occurs; or of the reasons if it does not occur.

Procedures Related to Registering a Child On the New Jersey Adoption Exchange 8-3-88

RESPONSIBILITY	ACTION REQUIRED
Exchange Director	<p>1. Review families registered on the New Jersey Exchange to determine possible matches.</p> <p>2. Refer child immediately to Spaulding for Children, Children's Aid and Adoption Society, the National Adoption Exchange and the CAP Book, Inc. if there are no available families on NJARE.</p>
Child's Worker	3. Obtain a picture of the child for publicity within one month of referral to NJARE.

Procedures Related to the Registration of Families on the New Jersey Adoption Exchange 8-3-88

RESPONSIBILITY	ACTION REQUIRED
ARC Adoption Homefinder	1. Obtain an Adoption Information Release Form, CP&P Form 14-131 from the family and submit to the Exchange Director.
Exchange Director	2. Register the family on the New Jersey Adoption Resource Exchange. 3. Register the family with the National Adoption Exchange (NAE).
National Adoption Exchange	4. Send a match referral form of a family (NAE) selected for a child to the ARC Adoption Homefinder and the Exchange Director.
ARC Adoption Homefinder	5. Inform the Exchange Director when a family should be removed from the Exchange.
Exchange Director	6. Contact NAE when a family should be removed from the active listing.

Procedures Related to Purchase of Adoption Service 8-3-88

RESPONSIBILITY	ACTION REQUIRED
Child's Worker/Supervisor	1. Review the home study material for appropriateness of referred family. 2. Advise the Exchange Director of the decision regarding the family.

Exchange Director	<ol style="list-style-type: none"><li data-bbox="865 197 1333 338">3. Send the child's material to the family's agency if the decision is to proceed with placement.<li data-bbox="865 352 1300 533">4. Request a statement of cost from the agency for placing the child, supervising the home, and finalizing the adoption.<li data-bbox="865 548 1333 728">5. Upon receipt of the statement of cost, prepare a contract to be signed by the Administrator of Operations Support and the private agency.<li data-bbox="865 743 1312 848">6. Notify the ARC when the contract is signed to proceed with the placement.
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