



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	5-10-2010
Subchapter:	1	Forms	
Issuance:	26.53c	CP&P Form 26-53c, Individual and Family Assessment Outline - Adoption	

Click here to view or print the CP&P Form [26-53c Part A](#).

Click here to view or print the CP&P Form [26-53c Part B](#).

WHEN TO USE IT

The Individual and Family Assessment Outline - Adoption is used by the Local Office Adoption Worker to:

- Gather information and record observations about the child or the birth family (e.g., strengths, resources, and needs);
- Present the child to a prospective adoption parent at a supervisory meeting; and
- Document full disclosure to the prospective adoptive parents (including resource parents who are adopting).

In addition, the completed Individual and Family Assessment Outline - Adoption is used to:

- Aid in selecting an adoptive home for a child (Parts A & B);
- Provide adoptive parents with background information about the child and his or her birth family (Part B);
- Fulfill licensing requirements for standards for New Jersey Adoption Agencies regarding full disclosure; and
- Provide the child with a thoughtful and thorough history of his or her life (Part B).

HOW TO USE IT

Access the form through the NJ SPIRIT desktop > Create > Case Work > Adoption.

Only complete this template outside of the NJS application as part of a contingency plan when the application is unavailable. However, in doing so, you are still required to create the form in NJS when the application becomes available.

This form must be prepared/updated within one year of the child's presentation to the prospective adoptive parents, or for a resource parent adoption, within one year of the form's inclusion in the Consent package which was submitted to the Local Office Manager.

Complete the components of the form as follows:

PART A

Part A is an outline of the child's and birth family's identifying information. Record information accurately regarding the child's immediate family. This information is necessary:

- To maintain an accurate Adoption Registry;
- For open adoption activity (if appropriate); and
- For historical accuracy and documentation.

PART B

Part B provides a detailed description of the child and birth family. If the goal is not resource home adoption, this information may assist CP&P staff with facilitating the placement of siblings together.

TIPS FOR COMPLETING THE FORM

Part B Section I, Child to be Adopted, is prefilled. The rest of the form is user enterable text.

A blank version of the form may be printed using the on-line Forms Manual for the purpose of note taking and gathering information related to the child.

When discussing "individual traits" of the birth mother, birth father, and siblings in the narratives in Part B, also include their talents and strengths.

DISTRIBUTION

Copies of Both - Office of Adoption Operations

Original Part A - Case Record

Original Part B - Adoptive parent(s)