1. Understand (and apply) policy and timeframes for disposition of an adoptive home prior to placement of children, including references. 60 days

2. Understand (and apply) policy regarding an applicant with prior criminal convictions, confirmed Child Welfare history.

   Approval of an applicant who has, or is living with a person who has, a history of arrests, charges, or convictions for any felony, other than those listed in OAC 340:75-7-15(i)(1), or a relevant misdemeanor may be approved as a Bridge resource parent on a case-by-case basis. A relevant misdemeanor includes:
   
   (A) assault and battery;
   (B) alcohol or drug related offenses;
   (C) domestic violence; or
   (D) other offenses involving the use of physical force or violence against the person or property of another.

   (4) History of child abuse and neglect investigations. OKDHS determines the approval of any Bridge resource applicant with a history of child abuse and neglect investigations on a case-by-case basis.

   Certain felony convictions and Sex Offender Registry rules prohibit applicant approval.

   - (i) The application is denied when the applicant or any adult member of the applicant's household has a felony conviction for any of the offenses listed in subparagraphs (A) through (E) of this paragraph.
     
     o (A) Physical assault, battery, or a drug-related offense when the conviction occurs within the five-year period preceding the application date.
     o (B) Child abuse or neglect.
     o (C) Domestic abuse.
     o (D) A crime against a child including, but not limited to child pornography.
     o (E) A crime involving violence including, but not limited to rape, sexual assault, or homicide, but excluding those crimes specified in subparagraph (A) of this paragraph.

3. Understand policy for fingerprint screening of adoption applicants.

   Federal Bureau of Investigation (FBI) national criminal history search, based on the fingerprints of the applicant and any adult household members as required by Section 1-7-111 of Title 10A of the Oklahoma Statutes (10A O.S. § 1-7-111).

4. Be familiar with the number of references required for a Bridge Family.

   Three personal references are interviewed by phone or in person. The applicant’s current or most recent employer is contacted by letter, phone, or in person. When the applicant is self-employed, a reference is obtained from a customer.
When applicable, school teachers, counselors, or administrators who have recently served the applicant's child are contacted by letter, phone, or in person to assess the applicant's involvement in educational issues.

When the applicant's child is home-schooled by the applicant, a person that has knowledge of the applicant's home-schooling experience is contacted by letter, phone, or in person.

When applicable, each of the applicant's adult children are interviewed by letter, phone, or in person.

The behavioral health professional is contacted by letter when the applicant or applicant's child receives counseling or has received counseling in the past.

The resource specialist obtains additional personal references when the required references do not total at least six.

5. Understand when to convert a pre-resource into an adoption resource.
   Upon the family’s completion of required training and approved home assessment.

6. Understand (and apply) timeframes required to receive documents to complete the application process and what documents are needed to finalize an adoption.
   20 business days

7. Understand the purpose of the adoption consultation.
   The adoption and permanency planning specialists participate in the adoption consultation meeting no later than 30 calendar days after: (1) the child's name first appears on Report YI602, Adoption Permanency Plan Case Goal Report, listing the child with a permanency plan of adoption; or (2) email or phone notification from the CW permanency planning specialist or supervisor is received.

8. Understand the purpose of State Wide Staffing.
   When a child is legally free for adoption but without an identified placement, this is the first step in finding an adoptive home.

   Placement of a child cannot be delayed or denied due to race, color or national origin of the adoptive parents.

10. When can a child identified as Indian be placed outside the placement preferences stated in the Indian Child Welfare Act?
    When there is a court finding of good cause.

11. Review and understand the different Quads for adoption.
    Which Quad contains children who are legally free and in an identified placement?

12. When should Form 4AN001E, Adoption Assistance Application, be submitted for approval and processing to the Post-Adoption Services Staff?
    On the date the child is placed in the home.

13. How many copies of Form 4AN001E, Adoption Assistance Application, should be sent to the Post-Adoption Services Staff?
    Three

14. What criteria must be met for an adoptive parent to receive child care for purposes of employment?
    Child must be younger than 6 years.

15. Understand who can register a child on the Mutual Consent Voluntary Registry.
    - The register is open to any person 18 years of age or older who is:
      - (A) an adult adopted person;
      - (B) an adult person who has a biological parent whose parental rights were terminated;
(C) the adoptive parent or guardian of an adopted person who is under 18 years of age or who has been declared mentally incompetent;
(D) when the adopted person is deceased, the legal parent or guardian of any minor child or mentally incompetent minor of the adopted person;
(E) when the adopted person is deceased, any adult descendant of the adopted person;
(F) the legal parent or guardian of a minor or a person who has been declared mentally incompetent whose biological parent's parental rights were terminated;
(G) the legal parent or guardian of any minor or mentally incompetent child of a deceased person whose biological parent’s parental rights were terminated;
(H) the adult descendants of a deceased person whose biological parent’s parental rights were terminated;
(I) a parent whose parental rights were voluntarily terminated by court order subsequent to the parent’s consent or relinquishment, or involuntarily terminated by court order in an adoption, juvenile, guardianship, or domestic relations proceeding; or
(J) an adult biological relative of an adopted person or a person whose biological parent's parental rights were terminated.

16. Understand the charges for OKDHS Confidential Intermediary Search program if the request comes from someone who is not an adoptee.
   (A) a $20 fee to register on the mutual consent voluntary registry six months prior to application for a search;
   (B) a $400 fee for all initial searches for any one eligible person. Of this fee, $100 is used for costs to administer the search program and $300 is the fixed rate for the actual search to be paid to the confidential intermediary; and
   (C) a $200 fee for any subsequent searches for eligible persons by the same requester. Of this fee, $50 is for administrative costs of the search program and $150 is the fixed rate for the subsequent search to be paid to the confidential intermediary.