

## **ADOPTION INFORMATION CENTER OF ILLINOIS (AICI) ADOPTIVE FAMILY REGISTRATION**

### **POLICY STATEMENT:**

Illinois families with a current foster home license, an adoption home study and who are prepared to adopt Illinois waiting children may complete the ALS-2 Family Registration Form and mail it to the Adoption Information Center of Illinois at 120 West Madison, Suite 800 Chicago, IL, 60602 or fax it to 312-346-0004.

Maintain a copy of the Family Registration Form for your records.

### **PROCEDURE:**

1. When the completed ALS-2 is received in the AICI office, it will be reviewed by the AICI Family Resource Worker.
  - A. If the family is not eligible for registration, the family will be contacted by the Family Resource Worker. A family is not eligible for registration if:
    - a. Family is only interested in children under the age of ten.
    - b. Not interested in children with disabilities (indicated zeros for physical, emotional, mental and learning disabilities on registration form).
    - c. Family refuses to provide necessary information to complete the form.
    - d. The family already has three unrelated foster children in their home. This standard was established by DCFS Action Transmittal (2004.01).
    - e. Family worker recommends family shouldn't receive additional children.
  - B. If the family is eligible for registration, the family's data will be entered in the AICI family listing database. This database is available to AICI staff only. Agency workers will receive the families' information only when a match is made and when they call on behalf of a registered family.
  - C. If the family did not secure their assigned caseworker or licensing representative's signature, the form is forwarded to the agency for the signature in order to complete the process.
    - a. Weekly searches of the family databases are made to match newly listed/updated families with listed children.
    - b. Suggested match notifications are mailed to the family, family worker and child worker.
    - c. If the family is interested in the child(ren), their worker should contact the child's worker to arrange for the exchange of more complete information prior to discussing a possible placement.
2. Families who are listed will be added to the AICI mailing list.
3. Families must receive at least one computer match during the course of the registered year in order to remain registered. The family or their worker may request to withdraw the listing when the family:

- A. Has received a placement, or is not interested in adoption at this time;
  - B. Is no longer licensed;
  - C. Wishes to be withdrawn;
  - D. Has moved out of state;
  - E. Is no longer interested in adopting Illinois waiting children;
  - F. Has a license on hold or suspended.
4. AICI can remove the family under the following circumstances:
- A. The family has not received at least one suggested computer match during the course of the registered year; and, after a phone consultation with the family resource worker, (and preferably, their agency adoption worker) chooses not to expand their search parameters.
  - B. Family does not respond to yearly update requests.
  - C. Family worker recommends family is removed.
5. Quarterly (in March, June, September, and December), AICI will notify database-listed families and their workers that the family has not had a computer match with a listed child due to their match parameters.
6. AICI Family Resource worker will contact the family and/or family's worker when computer match feedback forms indicate that the match was not appropriate due to the disabilities of the child in order to clarify the family's match parameters.
7. Annually, the AICI will notify the family or agency to submit updated information (i.e. submitting a completed Adoptive Family Registration Form).
- A. Update packet includes letter to inform the family that it's time for yearly update, policy and procedures and family registration form (ALS-2) and a return envelope. Update packet is mailed 60 days in advance of update date.
  - B. If the family does not respond within 30 days, a reminder letter is mailed to the family with a copy to the family worker. This letter informs the family and worker that if the family or worker does not respond within another 30 days, the registration will be withdrawn.
  - C. If family does not respond during an additional 30 days, a third and final letter is sent informing the family and worker that the registration will be withdrawn. If no response to the third letter is received within 30 days, registration is withdrawn.