

Subject: **SERVICES TO APPROVED APPLICANTS**

STANDARDS

542.1 **Registration**

All approved adoption applications for permanent ward (Division 1) adoptions are registered immediately with the Central Adoption Registry. All procedures set down by the Central Adoption Registry are followed (see Procedures).

542.3 **Support during waiting period**

Approved applicants are supported during the waiting period for placement either by group support or individual case work contact.

Contact with approved applicant prior to placement is made on a regular basis in the form of a telephone call, letter, or personal interview.

542.4 **Withdrawal of applicants**

The agency withdraws adoptive applicants from the Central Adoption Registry by sending an appropriate form to the Director **within three working days** from receipt of applicants' decision to withdraw.

542.5 **Reapplications**

A subsequent application from adoptive parents is accepted any time following the date of placement with respect to a previously placed child **and** one day after the birth of a biological child.

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PROCEDURES

Central Adoption Registry

The Adoption Act provides for an Adoption Registry to ensure that each child awaiting adoption placement is afforded the fullest possible range of available adoptive homes, and that all approved adoptive applicants in Manitoba have fair opportunity and consideration for the placement of children.

The registry system developed to serve this purpose requires the registration of each approved adoption application (regardless of the age of the child they wish to adopt) and the registration of each child available for adoption. The registry refers suitable approved adoption homes for each child registered with due regard to the needs of the child, the suitability of the adoptive applicants and fairness in terms of the dates of their applications.

Placement of newborn infants directly from hospital into adoptive homes requires critical coordination and cooperation between the Adoption Registry and the agencies involved.

Placement of children after their second birthday requires ongoing cooperation and coordination between the guardian agency and the adoptive parents' agency.

Registration of approved applicants

1. **Approved applicant registration**

a) Preparation of Registration Form

The adoptive applicants' agency prepares a registration form for each **approved** application and send it to the Central Adoption Registry

b) Date of application

This is the date an adoption application was date stamped as received by a Manitoba agency.

c) Dual registration

Where an applicant is willing to accept a child with special needs as comfortably as they would accept a healthy infant, the following applies:

- If a child with special needs is placed with applicant(s), their current date of application is continued for an infant placement.
- When there has been an adequate adjustment of the child, the infant application can be activated. (The time frame should be at least one year but could be less on the recommendation of an agency, but in no cases less than six months).
- When registering applicants who wish dual registration with the Central Adoption Registry, two registration forms are filled out, both with the same application date, but each addressing the different child they can accept. The Central Adoption Registry forms will indicate the applicants' ability to accept both an infant and child with special needs.
- Two applications are opened on the Child and Family Services Information System.

d) Waiting period

The Central Adoption Registry issues regular reports to agencies indicating placement trends in order to provide agencies an estimate on how long registered approved applicants can expect to wait for a child based on their application date.

It is the responsibility of the agencies to explain the Central Adoption Registry system to their applicants and to give them an estimate of the waiting period for a child based on the information from these reports.

2. **Changes in circumstances**

a) Availability of applicants for placement

If, after registration, adoptive applicants are not ready for placement at the time originally indicated, the agency sends a memo giving particulars to the Central Adoption Registry. If adoptive applicants are not available for placement for whatever reason and their date of application would indicate a possible early referral of the child, the information is telephoned to the Central Adoption Registry and confirmed in writing. Registrations can be put on hold for a defined period of time.

b) Pregnancy of prospective adoptive applicants

If a prospective adoptive mother becomes pregnant but adoptive applicants wish to remain registered because of a possibility of a miscarriage, the agency sends a memo giving particulars to the Central Adoption Registry. If a miscarriage does occur the adoptive applicants' agency notifies the Central Adoption Registry by memo when the applicants are prepared for placement. Their application will be reactivated as of the original date of application, if so desired. (This procedure applies to stillbirths, death of a child shortly after birth, and nonagency adoptions that do not result in finalization).

c) Changes in type of child to be adopted

If, after registration, there is a change in the type of child for whom adoptive applicants are able to provide a home, the agency sends a memo giving particulars to the Central Adoption Registry. The adoptive applicants' registration is amended to reflect the change.

d) Registered applicants change of address within Manitoba

The agency that registered the approved applicants notifies the Registry if the applicants move. It is the responsibility of the new agency to notify the Registry when they have met with the approved applicants giving the new address and when the applicants are ready for placement. If the applicants request the service to still be provided by the original agency and this is agreed upon by both agencies involved, the Registry is notified.

The date of application is still considered to be the date the application was originally received by the first agency to whom the applicants applied.

e) Interprovincial transfer of applications

- 1) Manitoba can accept the bona fide date of an adoption application in another province from applicants who have moved to Manitoba. The date of application must be verified by the provincial adoption authorities from the province where the applicant originally applied.
- 2) For those Manitoba applicants who have applied in Manitoba but move to another province prior to placement, Manitoba makes every effort to secure a reciprocal recognition of the application date. At present, most provinces and territories in Canada consider honoring the adoption application dates from Manitoba.

The negotiation regarding dates takes place on an agency level.

- 3) Manitoba applicants who are employed with the federal government in a security capacity (RCMP, military service, special diplomatic corp) and who are subject to periodic transfers outside of Manitoba or outside of Canada, may keep their application open and active until placement in Manitoba.
- 4) Where Manitoba adoptive applicants leave the province for a temporary period of time but maintain their residence in Manitoba, and where they wish to have their application remain active in this province, their original application date is maintained.
- 5) Special situations regarding Manitoba adoptive applicants leaving the province prior to placement, and where they wish to continue to work with the Manitoba agency, are brought to the Central Adoption Registrar for consideration.
- 6) If approved applicants move outside the province and do not meet the above-noted special circumstances, they are withdrawn from the registry.