

# MISSION WV ADOPTION RESOURCE EXCHANGE FAMILY INQUIRY FLOWCHART

## CERTIFIED FAMILY

Families with a current WV Foster/Adopt Certification may register and inquire about any child and/or sibling group on the Mission WV Adoption Resource Exchange by completing an online registration and inquiry form.

When a family inquires about a youth or sibling group, the ARE staff will notify the youth's DoHS worker and their certifying Child Placement Agency by email that an inquiry has been received. The family registration/inquiry information will be included in the email. Please note, if the youth has an assigned Wendy's Wonderful Kid worker they will also be included in this email.

**\*\*Please note, all information shared in inquiries is self-reported by the family. Homefinder contact information, certification status and ability to match with a youth in their home should be vetted between the youth's team and the family's agency prior to match or placement.**

The DoHS worker and family's CPA worker will consult to determine whether the family is being considered. If the family is to be considered the family's worker will provide the youth's worker with the family contact information. If there is an assigned WWK worker, they should also be included in this communication. The family should be notified within 15 business days of the inquiry whether they are, or are not, being considered for this family. The ARE staff should be notified of the decision regarding the family by the 15-day deadline.

**\*\*Please note, the ARE is a resource to identify families for youth waiting on an adoptive family. ARE staff are not a part of the matching decision or placement processes. The youth's worker should follow all DoHS Adoption policies including but not limited to choosing a family, ICPC, preplacement visits and placement of a youth in a trial adoptive placement.**

When provided an ARE cover sheet, the ARE will document a hold on a youth posting...

- If a youth has a placement review scheduled
- If the volume of responses is high and the worker chooses to limit inquiries.
- If an Adoption Placement Agreement has been signed.
- If a Youth is having pre-placement visits or placed for trial adoption.

The ARE will withdraw the child from the active photolisting when the DoHS worker notifies them with a cover sheet.

- When an adoption is finalized
- Adoption is no longer the permanency plan

## OUT OF STATE FAMILY

If a family is not a WV resident and the child is not eligible for an out of state placement the MWV staff will notify the family they cannot be considered for that reason. A copy of the letter will be uploaded to the youth's record and the DoHS worker will be notified by email of the MWV ARE action.

If the family is not a WV resident and is inquiring about a youth that may be considered for out of state placement, the ARE staff will email the Youth's worker with the family's registration which will include the family and their homefinder/agency information.

**\*Please note, all information shared in inquiries is self-reported by the family. Homefinder contact information, certification status and ability to match with a youth in their home should be vetted between the youth's team and the family's worker prior to match or placement.**



## NON-CERTIFIED FAMILY

If the inquiring family is not a currently WV certified foster/adoptive family, they will be referred to the Mission WV Foster/Adopt Inquiry link <https://www.missionwv.org/request-information>. The MWV Foster Care Outreach Coordinator will assist them with the Foster/Adopt Certification process.

The Mission WV Foster Care Outreach Coordinator will notify the MWV Adoption Resource Exchange when the family is certified. The MWV staff will assist the family as needed in the Adoption Resource Exchange registration process.



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