

MISSION WV ADOPTION RESOURCE EXCHANGE PROTOCOL

Child becomes a state ward.

If the Youth's Permanency Plan is Adoption AND youth 12 years and older consent to the adoption the youth should be referred to the Mission WV Adoption Resource Exchange within 30 days.

If youth have a current adoption placement agreement OR the youth is 12 or older and does not consent to adoption, DO NOT refer the youth to the Mission WV ARE.

When referring the youth to the ARE the DoHS worker should complete the ARE Referral Packet and WV Child Data Form ARN-0602 online.

- **ARE Referral Packet:** <https://bit.ly/AREpacket>
- **How to access the ARN -0602:**
- **Navigate to Case > Select Case Tools > Select Adoption Resource Network > Select the Forms/Notices Icon for the ARN record in focus > Select Adoption Resource Network (Child Data Form) from the Available Documents dropdown.**

At the time of the Administrative Review if the youth did not previously consent to adoption and are now consenting, they should be referred to the ARE.

The record should include a child narrative and good quality photo completed.

Workers will find resources for preparing the posting information under the PROFESSIONAL tab on the Website. For Photos, refer to "Child Photography Tips for Workers". For narratives refer to the document "Creating Effective Narratives for Children Waiting to Be Adopted". Mission WV Staff are willing to offer assistance when requested. The request for assistance can be emailed to the ARE at BSSARE@wv.gov.

Any youth 12 and over must have provided DoHS with consent to the adoption. Youth 12 and older should sign the MISSION WV MEDIA Consent Form available to DoHS under the Professional Tab at the MWV website AdoptachildWV.org. The media consent should be filed in the Youth record file cabinet.

When the ARN-0602 has been completed and the media consent, quality closeup photo and narrative have been uploaded into the Youth's PATH record please email the Mission WV ARE with the completed cover letter to BSSARE@wv.org

Mission WV ARE staff will post youth to the ARE photo listing within 15 days of receiving notice of a completed record. The DoHS worker can notify the ARE at BSSARE@wv.gov the record is complete, and the youth is ready to be posted to the ARE.

Updates to the ARE with new photographs must be completed and provided to the ARE every six months in conjunction with the youth's Administrative Review. Photos for youth 6 and over can be updated annually unless the youth requests a new photo at 6 months.

If the youth was previously on the ARE and withdrawn but legally free, appropriate for adoption and does not have a completed Adoptive Placement Agreement they must be registered with the ARE within 10 days of changed status.

DoHS worker should notify the ARE staff by email of any changes including change of worker within 15 working days.

DoHS worker will the notify the ARE staff of any youth placed on hold, an adoption is finalized, or adoption is no longer the permanency plan.



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