

## **How to refer a youth to the Mission WV Adoption Resource Exchange**

- 1.** Refer to the directions on the flowchart titled "Mission WV Adoption Resource Exchange Protocol." You can find this flowchart [here](#).
- 2.** Complete the ARN 0602 form online in PATH. Directions highlighted in red on flowchart above.
- 3.** Upload the following documents into the youth's PATH record:
  - Media Consent Form, required for all children over age 12. Attached below.
  - A quality close-up photo of the youth.
  - A short narrative about the youth. If you need help writing the narrative explore these resources:
    - Writing Tips for Youth Narratives (attached)
    - For more in depth information visit: [Creating Effective Narratives for Children Waiting To Be Adopted \(adoptuskids.org\)](#)
- 4.** Complete the Cover Sheet (attached below) and email it to [bssare@wv.gov](mailto:bssare@wv.gov).

We are here to help along the way and have other resources available on the [Mission WV Adoption Resource Exchange](#). If you need assistance with the photo or narrative, please let us know and we can easily help.

If you need assistance or have questions, contact Cheryl at [Cheryl.L.Salamacha@wv.gov](mailto:Cheryl.L.Salamacha@wv.gov) or 304-562-0723.

Rev: 6/24/2024

**To: Mission WV Adoption Resource Exchange Developer [bssare@wv.org](mailto:bssare@wv.org)**

From: Worker Name \_\_\_\_\_

Worker Phone Number and Ext. \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Supervisor Phone Number and Ext. \_\_\_\_\_

District/Unit (Adoption) \_\_\_\_\_

**I am requesting this youth be listed on the Mission WV Adoption Resource Exchange.**

Youth's Name \_\_\_\_\_

Youth's PATH Number \_\_\_\_\_

DOB \_\_\_\_\_ Race \_\_\_\_\_

Gender and Preferred Pronouns \_\_\_\_\_

Current Placement \_\_\_\_\_

Names of Siblings to be placed together with DOB \_\_\_\_\_

\_\_\_\_ Youth's Permanency Plan is Adoption

\_\_\_\_ Youth has consented to Adoption if 12 or older.

\_\_\_\_ Youth's Permanency Plan is Legal Guardianship

The following items have been uploaded into the youth's record:

\_\_\_\_ Child Data Form 0602

\_\_\_\_ Youth Media Consent if applicable

\_\_\_\_ Youth Narrative or Youth Questionnaire

\_\_\_\_ Youth's Photograph Close up headshot in Jpg format

\_\_\_\_ Sibling Photograph if applicable

\_\_\_\_ I would consider out of state placement for this youth.

Does this youth have a Wendy's Wonderful Kids Worker? \_\_\_\_\_

Name of WWK worker \_\_\_\_\_

# Youth Media Consent

The Adoption Resource Exchange is a website for youth like you who want to be adopted.

You can have information about you and what you are looking for in a family on the website. You can help write the information or have your worker write it. The information should share what you would want a family to know about you. It is also a place to show a picture of yourself.

You can see the post and tell us it is okay before we share it with others. Just ask your worker to share it with you.

Families can view the website and email or call Mission WV if they want to know more about you. When a family inquires about you, the Mission WV staff will inform your worker there is a family that wants to know more about you. Your worker will talk to the family's worker and the family to see if the family may be like what you are looking for. If so, your worker will ask if you want to talk to the family and learn more about them. If you want to see a picture of the family, let your worker know.

Mission WV does not publish youth to the website unless the youth says it is okay. We want your permission on how we use your information.

## **Here are your choices. Please put an x by any of the options you want us to use.**

- Share some information about me and what I want in a family on the Adoption Resource Exchange website.
- Share my picture on the website. Hint - Families really like to see pictures of youth on the website.
- Share my information and picture on other places Mission WV shares with families who want to adopt.

Please note, you can change your information or picture at any time by letting your worker know you want to make a change. Your worker will provide the requested changes to ARE staff and they will make your requested changes.

Signature of youth \_\_\_\_\_

Date \_\_\_\_\_

Signature of adult verifying youth's signature \_\_\_\_\_

Date \_\_\_\_\_

## **Mission WV Adoption Resource Exchange**

### **Writing Tips for Youth Narratives**

#### **Paradigm of Information Sharing**

- Priority on the safety, dignity, privacy and permission of the youth.
- Information sharing happens in a continuum- with only positive information provided to the public. General information about diagnosis and challenges provided to prospective parents who have a home study, and more specific information provided to those seriously considering placement.

**Profile should be a strength-based picture of the youth emphasizing their personalities and unique qualities. The purpose is to allow families a glimpse of the youth and consider whether they want to inquire about the youth.**

#### **What to include**

- Preferred first name
- Positive personality traits
- Strengths
- Hobbies, interests, and favorite pastimes
- What they like about school and school successes
- Things that are important to them
- Answers to questions such as: What makes them laugh? What is their dream day like? What makes them proud?
- Dreams for the future
- Quotes from the child
- In profiles of siblings, how they relate to one another
- How a family might be a part of their life

#### **What Not to Include**

- Identifying Information – Last Name, School
- Abuse/Neglect Specifics
- Placement Information
- Medical Information
- Behavioral Challenges
- Potentially Embarrassing or Hurtful Information
- Intellectual or Educational Challenges
- Sexual Identify information unless the child is comfortable sharing

#### **Youth Focus and Involvement**

- Remember the youth will probably see the narrative.
- Partner with the youth to write their narrative.
- Let them write their own statement
- At the very least, let them answer the questionnaire so you can develop the narrative.

Mission West Virginia, Inc.

Phone: 304-562-0723

Email: [bssare@wv.gov](mailto:bssare@wv.gov) or [csalamacha@missionwv.org](mailto:csalamacha@missionwv.org)