

NEW YORK STATE  
 DEPARTMENT OF SOCIAL SERVICES  
 40 NORTH PEARL STREET, ALBANY, NEW YORK 12243



CESAR A. PERALES  
 Commissioner

[An Administrative Directive is a written communication to local Social Services Districts providing directions to be followed in the administration of public assistance and care programs.]

**ADMINISTRATIVE DIRECTIVE**

TRANSMITTAL NO.: 84 ADM-22  
 [Family & Children Services]

TO: Commissioners of Social Services  
 Executive Directors of Authorized Agencies  
 SUBJECT: Priority for Certain Adoptive Applicants

DATE: June 29, 1984

SUGGESTED DISTRIBUTION: Commissioners of Social Services  
 Authorized Agency Executives  
 All Foster Care and Adoption Staff

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CONTACT PERSON: Any questions concerning this release should be directed to Hanna Grossman, 212-488-4678 or to the appropriate regional adoption specialist, Cheryl Larrier, 212-488-3438 or Brenda Smalls at 212-488-2401 - Metropolitan Regional Office; Nancy Evwaraye, 518-473-1007 - Eastern Regional Office; or Evelyn Fairwell, 716-454-4272 - Western Regional Office.

**I. Purpose:**

The purpose of this Directive is to advise authorized agencies about adoption applicant priorities pursuant to Section 421.13 of this Department's regulations.

**II. Background:**

The Child Welfare Reform Act of 1979 required the Department to promulgate standards regarding procedures for the handling of adoptive applicants. Regulation Part 421, effective September 30, 1981, established a system of priorities for serving adoptive applicants. Section 13 of this Part states that the Department will annually determine the significant characteristics of the largest proportion of waiting children. Applicants seeking children having these

**FILING REFERENCES**

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Social Services Law and Other Legal References	Bulletin/Chapter Reference	Miscellaneous Reference
82-ADM-12 82-ADM-50	82-ADM-12	Part 421	SSL 372(c)+(e) SSL 398		

DSS-296 (REV. 8/82)

characteristics and foster parents seeking to adopt a child who has resided in their home for 18 continuous months shall receive first priority for adoption studies.

As required the Department has determined that the group being the largest group of waiting children remains the same as that stated in 82-ADM-12. This information is being issued now and will remain in effect until the next such determination in 1984.

### **III. Implications:**

To continue practice as required under Part 421 and specifically to provide first priority to applicants for children with the characteristics listed herein.

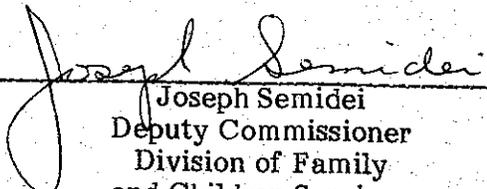
### **IV. Required Action:**

1. Have all applicants for adoption complete a form, such as DSS #857 (Rev. 12/81) or another form approved by the Department, indicating the characteristics they desire in a child.
2. Review the application forms to identify all applicants interested in children who are:
  - a. Black and 9 years of age or over, or
  - b. Foster children who have been in the applicant's home continuously for 18 months or more.
3. Notify in writing each applicant so identified that their adoption study will be given first priority by the agency.
4. Schedule their first appointment no later than 30 days after receipt of their completed application.
5. Assign the adoption study and schedule study activities with priority for these applicants.

Other requirements for procedures regarding adoption inquiries and adoptive applicants are spelled out in Part 421, and 82-ADM-50.

### **V. Effective Date:**

March 31, 1984.

  
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Joseph Semidei  
Deputy Commissioner  
Division of Family  
and Children Services