

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 10: Adoption/Permanency	Effective Date: August 1, 2008
	Section 8: Regional SNAP Team Meetings	Version: 1

POLICY	OLD POLICY: 707.22, 707.24
---------------	-----------------------------------

The Indiana Department of Child Services (DCS) will hold regional Special Needs Adoption Program (SNAP) Team Meetings on a monthly basis to:

1. Exchange of information regarding potential adoptive matches;
2. Review and approve home studies;
3. Inform SNAP team members of available children; and
4. Inform members of policy updates and changes.

SNAP Team members will make all recommendations and decisions based on the best interest of the child. This includes, but is not limited to, focusing on reducing the length of time a child spends waiting to be adopted without sacrificing the quality of the adoptive match.

Regional SNAP Teams will consist of the following members:

1. SNAP Specialist;
2. DCS Family Case Manager (FCM) and/or Supervisor (the assigned FCM is not required, but highly recommended);
3. FCM Supervisor from each DCS local office represented in the region;
4. An experienced adoptive parent;
5. A Licensed Child Placing Agency (LCPA) representative for each LCPA in the region that holds a current adoption contract; and
6. DCS Regional Manager.

The following additional persons may attend SNAP Team meetings as **guests** on an as-needed, case specific basis:

1. A consulting psychologist;
2. The prospective adoptive family;
3. A representative of the LCPA that completed the family preparation assessment;
4. The resource family;
5. The child;
6. The Guardian ad Litem (GAL) or Court Appointed Special Advocate (CASA);
7. A teacher; and/or
8. A physician.

Note: The DCS Local Office Director is responsible for making the final decision regarding all prospective adoptive placements.

Code References

N/A

PROCEDURE

The SNAP Specialist will:

1. Organize and coordinate all regional SNAP meetings;
2. Ensure that the individual that prepared the home study is available to present at the SNAP meeting; and
3. Assist and consult with DCS FCMs and supervisory staff with coordinating any recommended services for children before and after the adoptive placement.

SNAP Team Members will:

1. Carefully review all home studies and any additional information presented and make recommendations;
2. Approve homes for adoption;
3. Review [Child Social Summary's](#) for all special needs children in need of adoptive placement; and
4. Review and make recommendations for adoptive placements regarding adoption cases.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

[Tool 10.B: Child Social Summary](#)

RELATED INFORMATION

Definition of a Special Needs Child for Purposes of SNAP

Special needs children include:

1. A child two (2) years of age or older;
2. A child who is a member of a sibling group of two (2) or more children and who must be placed together with the sibling group in the same home. (Note: At least one (1) child in a sibling group must be two (2) years of age); or
3. A child with a medical condition or physical challenge, as determined by a physician licensed to practice medicine in Indiana or another state or territory; or a child with a mental, emotional, developmental, or educational challenge as determined by a psychiatrist or a clinical licensed to practice in Indiana or another state.

[465 IAC 2-7-2 Special needs child; criteria](#)