

November 5, 2024

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 24-81

The purpose of this All County Letter is to provide county child welfare agencies, licensed California adoption agencies, and the California Department of Social Services Adoption Regional Offices information regarding the photo-listing of court dependent children.



JENNIFER TROIA
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

November 5, 2024

ALL COUNTY LETTER NO. 24-81

TO: ALL COUNTY CHILD WELFARE DIRECTORS
ALL ADOPTION REGIONAL OFFICES
ALL COUNTY CHILD WELFARE PROGRAM MANAGERS
ALL COUNTY ADOPTION AGENCIES
ALL COUNTY RFA AND ADOPTION PROGRAM MANAGERS
ALL LICENSED ADOPTION AGENCIES
ALL DEPENDENCY COURTS
ALL DELEGATED COUNTY ADOPTION OFFICES
ALL JUDICIAL COUNCIL STAFF
ALL TRIBES WITH TITLE IV-E AGREEMENTS

SUBJECT: ADOPTION PHOTO-LISTING OF COURT DEPENDENT
CHILDREN

REFERENCE: [FAMILY CODE SECTION 8707](#);
[ALL COUNTY INFORMATION NOTICE I-34-00](#);
[TITLE 22 ADOPTION REGULATIONS SECTIONS 35017 AND 35019](#)

The purpose of this All County Letter (ACL) is to provide county child welfare agencies, licensed California adoption agencies, and the California Department of Social Services (Department) Adoption Regional Offices information regarding the photo-listing of court dependent children. This information is in alignment with [All County Information Notice I-34-00](#).

Background

As of November 2023, there were more than 11,000 children and youth in California waiting in foster care for a permanent family. Photo-listing of available children on a public website brings transparency and attention to this major issue. In order to recruit prospective adoptive families for child specific recruitment, the Department contracts with Family Builders By Adoption California Kids Connection (CKC) for all photo-listing services.

In the case of Indian children, child agency workers should include the child's Tribe in decision-making regarding advertisements and photo-listing, to include whether to list the child publicly, privately, or if at all, as well as what to include in the child's narrative. [Family Code Section 8707](#) states all children or youth who are freed for adoption whose case plan goal is adoption are statutorily mandated to be photo-listed on a public website. The agency shall photo-list the child within 15 working days starting the first working day following the date on which the AD 4333 Acknowledgment and Confirmation of Receipt of Relinquishment Documents is signed by the Department. Note, this does not apply to Tribal Customary Adoptions since there is no termination of parental rights. When an appeal has been filed challenging the initial court decision of termination of parental rights, the child shall not be photo-listed during the appeal process. After appeal, the child shall be registered with the photo-listing service within 15 working days after the court's final order of termination of parental rights.

Additionally, when adoption has become the case plan goal for a particular child, the agency may photo-list that child before the child becomes legally freed for adoption, except in cases of a Tribal Customary Adoption. There is no explicit reference for the need to have court approval of a photo-listing either before or after the termination of parental rights. However, if the court has not terminated parental rights, the parent has a right to object listing the child, and their objection shall be documented in the child's file. The county may use their discretion when deciding how to move forward if the parent objects.

The Department, county child welfare agency, or licensed adoption agency shall defer a child's registration when the child's Resource Parent(s), caregiver, or other identified persons have expressed interest in adopting the child and are meeting the agency's requests for required documentation.

Any youth over the age of 12 shall be consulted about their desire to be adopted and represented on the photo-listing website. The youth may be given the options to be listed publicly, privately, or if at all. The expectation is for the county adoption worker or the Department to complete this listing, but verbal authority may be provided to an adoption agency in cooperative cases.

Photo-Listing Process

To photo-list a child or youth, the worker must have a recent photograph, within the last year, and description of them. The child's worker is responsible for updating the listing and description including an updated photo as needed. This information can be reported to CKC to update.

Each adoption agency must submit either a Public Agency Authorization Form (Attachment A) or Private Agency Agreement (Attachment B) to receive agency access to CKC. In the case of an Indian child, collaborate with the Tribe in decision-making for photo-listing the child and to determine whether the child is listed publicly, privately, or if at all. Once the form has been received, each authorized user listed will receive login

credentials and will have access to the three sections of the website: the public section, confidential secure section, and post-adoption resources.

- a. **Confidential Secure section:** The confidential secure section is only accessible with agency login credentials provided by CKC to the staff of public agencies or licensed California adoption agencies. The secure section lists children who have a case plan goal of adoption but whose profiles are not on the public section of the site.
- b. **Public section:** The public section can be accessed by the general public. The public section lists children who have a case plan goal of adoption. For children who are 12 years old or older, consent for recruitment on the public website must be obtained from the child.
- c. **Post-Adoption Resources:** This resource database can be accessed by the public. The database is a place for individuals and agencies to list resources, therapists, and materials that are helpful to families who have adopted or are providing permanency for a child. All resources are submitted for approval by CKC before being added to the website.

Adding a Child Profile to California Kids Connection Photo-listing Website

Each agency office must designate specific staff who are authorized to register children on the site. Each designated person will need to be listed on the Public Website Master Agreement. It is critical that information about the child is accurate, thorough, and current. Child agency workers have **two options** on how children and youth can be added to the CKC website:

Option 1:

Allow the CKC team to add the child information to the website; agency workers will need to provide the following:

1. Child Referral Form in an acceptable format (.doc, .docx, and .pdf).
 - a. In the case of an Indian child, please consult with the child's Tribe and provide their recommended placement plan.
2. Clear, good quality, and up-to-date photo of the child in an acceptable format (.jpg, .gif, doc, .ppt, .mp3, .wmv, and .mpg files).
3. At least one paragraph that is strength-based and describes the child, their interests, specific needs from a prospective family, and any additional information regarding visitation, or any location restrictions for prospective families.

- a. In the case of an Indian child, include the child's Tribe in the decision-making and drafting of this narrative. Specific needs shall include the importance of maintaining cultural connections.
4. Child worker's contact information (name, email, and phone number). In addition to this information, agencies may submit a general inbox and/or phone number, if the staff answering can provide updates on the child's status and respond to inquiries about children.
 - a. In the case of an Indian child, provide contact information for the Tribe and/or tribal representative.
5. Indicate if child should be listed on the public or confidential secure section of website.

CKC can provide technical support as needed. All files will be reviewed by CKC prior to going live on the website.

This information should be sent via secure email to kidsconnection2@familybuilders.org. Workers who do not have access to secure email can email CKC at the email address above, and CKC will send them a secure link to send the information through.

Option 2:

Agency workers that would like to create and upload child profiles to the CKC website themselves must first obtain login credentials. Agencies can obtain credentials by completing the Public Agency Authorization Form. Once the form is completed and received by CKC, usernames and passwords will be provided via email to each authorized user.

Steps to adding a child:

1. Go to the [California Kids Connection website](#). Scroll to the bottom of the homepage, and in the bottom right, click the "Logins: Agency" option to access agency login.
2. Sign in using credentials provided.
3. Click on the tab that says, "add a child."
4. Determine if a child can be added to the confidential secure site or general public site.
 - a. **Confidential Secure section:** The confidential secure section is only accessible with agency login credentials provided by California Kids Connection to staff of public agencies or licensed California adoption

agencies. Children who are photo-listed on the secure section are children that have a case plan of adoption, but whose profiles are not on the public section of the site.

- b. **Public section:** This can be accessed by the general public. The public section lists children who have a case plan goal of adoption. For children who are 12 years old or older, consent for recruitment on the public website must be obtained from the child.
5. Complete all required fields: Name, gender, ethnicity/race, birthdate, legal status, and worker contact information. In addition to this information, agencies may submit a general inbox and/or phone number, as long as the staff answering can provide updates on the child's status and respond to inquiries about children.
6. Complete additional sections for any specific child concerns or needs, and the child's location, based on region.
7. Lastly, each profile must have a completed narrative section. This section should contain at least one paragraph that is strength-based and describes the child, their interests and specific needs from a prospective family, and any additional information regarding visitation, or any location restrictions for prospective families.
 - a. In the case of an Indian child, include the child's Tribe in the decision-making and drafting of this narrative. Specific needs may include the importance of maintaining cultural connections.
8. Click submit.

Please note, all profiles submitted will be reviewed by CKC staff before going live.

Maintenance Requirements of Child Profile

CKC shall list the child on the photo-listing site within 30 working days following receipt of these items.

The Department, county adoption agency, or licensed adoption agency shall notify the photo-listing service of any adoptive placements or of any significant changes in the child's photo-listing status within five working days of that change by email at kidsconnection2@familybuilders.org and/or by phone at (888) 336-8860. Significant change means:

1. The child's case plan goal is revised to other than adoption;
2. The child has reached the age of 12 and will not consent to be adopted or does not consent to being added to photo-listing service;

3. There is a change in the child's physical, mental, or behavioral state; or
4. The child dies.

CKC will reflect the change in a child's photo-listing status in the system within 30 working days of receipt of the change(s) from the agency.

After one year of the initial photo-listing, the agency shall submit to CKC an updated photograph and description of the child registered with the photo-listing service.

If you have any questions or need additional guidance regarding the information in this letter, contact the Adoption Policy Unit at apu@dss.ca.gov. For questions regarding the process of photo-listing, CKC can be reached at kidsconnection2@familybuilders.org or (888) 336-8860.

Sincerely,

Original Document Signed By

ANGIE SCHWARTZ
Deputy Director
Children and Family Services Division

Attachments

cc: All Federally Recognized Tribes



ATTACHMENT A

Public Agency Authorization Form for Registering Children

The California Kids Connection photo-listing website is a collaborative effort between the California Department of Social Services and Family Builders by Adoption. Each Public agency must submit a Public Agency Authorization Form to receive agency access to CKC.

This form authorizes the following specific person(s) within our agency to register youth who have a case plan with the goal of adoption on the California Kids Connection (CKC) public and secure websites.

Authorized users of the California Kids Connection website understand:

- Any private or public licensed adoption agency social workers registered on the site will have access to the child available information on the public and secure websites.
- Seeking or prospective families will have access to the child available information on the public website.
- Digital copies of child available information will be shared with adoption agency social workers via password protected Dropbox at regional exchange meetings throughout the state.

Complete Form Below:

County Name

Name and Title of Person providing Agency Authorization

Agency Address

City, State

Phone and Email

Form Completed by:

Name

Title

Phone and Email

Note: Please see the reverse page for authorized personnel utilizing the site on behalf of your agency.

Only the name(s) listed below will be recognized as having authority to input, edit, and delete computerized child information and view families on the secure website.

In order to add additional staff to this list, or to remove staff no longer requiring access, please contact the CKC Team.

Please print or type:

Name	Title	Email

**Please return to: CA Kids Connection, 1301 Marina Village Parkway, Suite 305,
Alameda, CA 94501**

Email: kidsconnection2@familybuilders.org

Received by California Kids Connection:

Signature

Date

This form will be kept on file with Family Builders by Adoption.

ATTACHMENT B

Private Agency Agreement for Registering Families

*A collaborative effort between the California Department of Social Services and Family Builders by Adoption

This form authorizes the following specific person(s) within our agency to register Resource Family Approved families on the California Kids Connection (CKC) secure website. This form must contain the signature of the authorizing agency administrator (e.g., President of the Board, Executive Director, etc.).

I/we understand that CKC is the California online adoption exchange service and that any California licensed adoption agency social worker registered on the site will have access to our family available information on the secure website.

Furthermore, I/we understand that the printed family available information from this agency will be shared and reviewed by licensed adoption agency social workers at regional exchange meetings throughout the state.

I _____
Name of Agency's Administrator
as the _____ of
Title of Administrator

Agency Name

Agency Address, City, State Phone

do hereby authorize the person(s) listed below to register families who are approved to adopt on the secure section of the CKC website. I understand that only the names listed below will be recognized as having authority to input and delete computerized family or child information from this public website.

I further understand that in order to add additional staff to this list, I must resubmit this form to Family Builders/ CKC bearing an original signature.

Signed _____ this _____ day of _____
Signature Day Month Year

The original agreement and a copy of the Agency's Adoption License will be kept on file in the office of Family Builders by Adoption.

This Agreement shall remain continuously in effect unless amended or terminated by this Agency or by California Kids Connection. Termination shall be by thirty (30) day's minimum advance written notice to the other party.

Note: See reverse page for authorized personnel utilizing the site on behalf of your agency.

I understand that only the name(s) listed below will be recognized as having authority to input and delete computerized family information and view children on the public and secure website.

I further understand that in order to add additional staff to this list, I must resubmit this form to Family Builders/ CKC bearing an original signature.

Please print or type:

Name	Email	Date

**Please return to: CA Kids Connection, 1900 Embarcadero, Suite 303,
Oakland, CA 94606**

FAX: 510-536-4436 or

Email: kidsconnection@familybuilders.org

Received by California Kids Connection: _____ this _____ day of _____

Signature