

DEPARTMENT OF SOCIAL SERVICES  
744 P Street, Sacramento, CA 95814



March 29, 2000

ALL COUNTY INFORMATION NOTICE NO. I-34-00

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY WELFARE SUPERVISORS  
ALL PRIVATE ADOPTION AGENCIES  
ALL CDSS ADOPTIONS DISTRICT OFFICES

**REASON FOR TRANSMITTAL**

- State Law Change
- Federal Law or Regulation Change
- Court Order or Settlement Agreement
- Clarification Requested by One or More Counties
- Initiated by CDSS

SUBJECT: CALIFORNIA KIDS CONNECTION WEBSITE

This letter is intended to provide counties, private adoption agencies and the California Department of Social Services (CDSS) Adoptions District Offices with new information about the Family and Children Exchange Services (FACES) program managed by Family Builders by Adoption (FBA) of Oakland. Effective February 14, 2000, the FACES program name changed to California Kids Connection (CKC). The new website address is [www.cakidsconnection.com](http://www.cakidsconnection.com). Also on this date, FBA implemented the public phase of the automated statewide adoption exchange registry.

The CKC program is a registry of children waiting to be adopted and families wanting to adopt. The program offers both a secure website, which was implemented in October 1999, and accessible only to California licensed adoption agency personnel, and a public site accessible to any Internet user.

The public site is available to anyone using the Internet at the website address listed above. Visitors to this area of the website may indicate their interest in specific children by sending an immediate e-mail to the placing agency identified for each child. This site will feature children who are legally freed for adoption and/or children for whom legal clearance has been granted by the court. Agencies must obtain legal clearances to feature children on the public site. Clearances **must** specify an authorization for using electronic media for **each** individual child featured on the World Wide Web. Agencies should consider the appropriateness of registering older children and may want to seek the child's consent prior to inclusion.

Agencies and/or each agency office that will be using the public website must designate specific staff who are authorized to register children on the public site. Each designated person will need to be listed on the enclosed Public Website Master Agreement to be returned to FBA at:

Family Builders by Adoption  
Attention: Kathy Ma  
528 Grand Avenue  
Oakland, CA 94610

Once the agreement is received and verified by FBA, the agency will have the ability to register children on the public site.

The following are three very important elements for the success of the CKC website:

1. The use of high quality photographs. Professional portraits and school pictures work best. Photographs from a 35mm camera will be acceptable if the photographs are well lighted and of professional quality. Poor quality images will not be accepted for submission as photos that are not sharp and clear will lose details in the scanning process that is required for the website.
2. The inclusion of e-mail addresses. The program is designed to offer immediate inquiry and response to placement agency casework staff via e-mail. In order for the program to be effective, caseworker e-mail addresses must be included with each registration.
3. Child and family information that must be updated on a regular basis by each agency. Once a match is made for a child and/or a family, agencies are required to remove this information from the website immediately.

Upon request, FBA will continue to provide training and technical assistance to California licensed public and private adoption agencies regarding the use of the CKC website, including the inputting of child and family information and procedures to keep the information current. Agencies that do not have the capability to utilize the Internet service can request and receive a copy of the photolisting book from FBA at the number listed below.

As a reminder, per Title 22 California Code of Regulations Sections 35017 and 35019, all California licensed adoption agencies are required to register all legally freed children whose case plan is adoption with the CDSS photolisting service, which is the CKC program. Regulations pertaining to photolisting of children will be updated to reflect use of the CKC Internet program as the registry. Children who are already in potential adoptive placements and children whose adoptions are delayed because of a documentation requirement may be deferred from registration with the exchange program for up to a maximum of six months.

The CDSS thanks those adoption agencies that have participated in the first phase of the CKC program. Your continued support is appreciated. The CDSS and FBA look forward to your participation in the newest phase of the CKC website.

If you have any questions or require additional information, please contact Jill Jacobs, Executive Director, FBA; Kathy Ma, California Kids Connection Program Coordinator, FBA, at (510) 272-0204; or Carmen George, Recruitment Consultant, CDSS, at (916) 322-5372.

SYLVIA PIZZINI, Deputy Director  
Children and Family Services Division

Enclosure

c: California Welfare Directors Association

# CALIFORNIA KIDS CONNECTION\*

## Public Website Master Agreement

This form authorizes the following specific person(s) within our agency to register children on the California Kids Connection (CKC) public Internet website. This form must contain the signature of the agency administrator (e.g., President of the Board of Supervisors, Child Welfare/Social Services Director, or Executive Director). The original document will be kept on file in the office of Family Builders by Adoption (FBA).

I \_\_\_\_\_  
Name of Agency's Administrator

as the \_\_\_\_\_ of \_\_\_\_\_  
Title of Agency's Administrator Agency Name

do hereby authorize the person(s) listed below to register children who are waiting for adoptive placement on the CKC public Internet website. I/we understand that the public site will feature children who are legally freed for adoption or children for whom legal clearance has been granted by the court. Clearances **must** specify that electronic media may be used for **each** individual child featured on the public website.

I understand that only the name(s) listed below will be recognized as having authority to input and delete computerized child specific information from this public website.

I further understand that in order to add additional staff to this list, I must resubmit this form to FBA bearing the original signature of the agency administrator.

Signed \_\_\_\_\_ This \_\_\_\_ day of \_\_\_\_\_  
Signature Day Month  
Year

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Please print or type:

**Name**

**Title**

**Date**

\_\_\_\_\_

\*A program of Family Builders by Adoption