



New Hampshire Division for Children, Youth and Families Policy Manual

1790 ADOPTIVE HISTORIES

Chapter: Adoption and Post-Adoption Services

Section: Recruitment

Approved:

Joseph E. Ribsam, Jr., DCYF Director

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References Of Note

Federal Authority:

Statutes: [RSA 169-C](#) and [RSA 170-B](#)

Administrative Rules: [He-C 6340](#)

Case Law:

This policy establishes the expectations for creating thorough and timely adoptive histories for children and youth who are being adopted through DCYF.

Required Practices

Any deviations to the following information must be documented with Supervisory Approval.

- I. Adoptive History Reports must:
 - A. Be completed in a timely manner for all children for whom adoption is the permanency plan;
 - B. Include information on the child, birth mother, and birth father; and
 - C. Follow the Adoptive History Guide (Form 1790i) and be written in the Adoptive History format.
- II. The original Adoptive History Report (Forms 1790 I and 1790 II) is retained in the Adoption File.
- III. A copy of the Adoptive History Report must be:
 - A. Included in the adoption packet filed with the Court;
 - B. Sent to the Permanency/Adoption Program Supervisor at the State Office; and
 - C. Provided to, and discussed with, the pre-adoptive parent(s) as soon as possible, but no later than 60 days before the finalization of the adoption.

Standard Operating Procedures

SOP	Title	Applicable Disciplines
1790.1	Adoptive History Procedures	CPS

Applicable Forms	
Form	Title
1790 I	Adoptive History Part I
1790 II	Adoptive History Part II
1790i	Adoptive History Guide

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log			
PD	Modification Made	Approved	Date