



**New Hampshire Division for Children, Youth and Families Policy Manual**  
**1784 CHILD MATCHING PROCESS FOR ADOPTION AND PERMANENT PLACEMENT OF CHILDREN**

Chapter: **Adoption & Post-Adoption Supports**  
Section: **Recruitment**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

Policy Directive: **21-51**

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**References Of Note**

Federal Authority: [42 USC 622](#), [42 USC 671](#), [42 USC 672](#), [42 USC 673](#), [42 USC 675](#), [45 CFR 1355.38](#), and [45 CFR 1356.21](#)

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

Administrative Rules:

Case Law:

This policy establishes DCYF's Child Matching Meetings practices for children in care when their placement may not be able to support the permanency goal.

**Required Practices**

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

- I. A matching discussion must occur no later than at the 6 month Permanency Planning Team (PPT) meeting to assess the ability of the caregiver to meet the concurrent goal. Consideration must be given to:
  - A. The child's current legal status;
  - B. The specific needs of the child;
  - C. The availability of appropriate relative caregivers;
  - D. The child's connection to the current placement provider; and
  - E. The current provider's investment in providing the child a permanent home.
- II. A Child Matching Meeting must occur for any child with a permanency/concurrent goal of adoption when the current caregiver is not a pre-adoptive home or is otherwise not the best permanency match.
- III. The Child Matching Meeting must include:
  - A. The CPSW/JPPPO for the child;
  - B. The Supervisor assigned to the case;
  - C. The Permanency Supervisor;
  - D. The Permanency CPSW;

- E. The Permanency JPPO (specific to JJS-involved cases);
  - F. The SYSC Permanency Specialist (specific to youth committed to SYSC);
  - G. The Resource Worker;
  - H. The Adolescent Worker;
  - I. The Adoption Resource Worker;
  - J. A representative for any child-placing agency who has submitted a family for consideration; and
  - K. The assigned CASA/GAL.
- IV. The Child Matching Meeting must identify and explore:
- A. Any tribal affiliation the child may have (and act accordingly related to the Indian Child Welfare Act/ICWA);
  - B. The specific needs (current and future) and requests of the child, independent of and in conjunction with the needs/requests of any siblings;
  - C. Important connections the child has, including those with birth parents, siblings, relatives, and others in the child's community; and
  - D. The connection between the child and the current placement.
- V. Placement decisions must be made in accordance with [42 USC 671\(a\)\(18\)\(B\)](#) such that the race, color, or national origin of a child or of a potential foster/adoptive parent cannot be used to determine eligibility for foster care or adoption, or to delay or deny a particular foster care or adoptive placement.
- VI. If no families are presented for matching, the Child Matching Meeting will still occur to discuss barriers to matching and how to overcome them, and future recruitment efforts. Tasks will be set to continue to move permanency forward.
- VII. In the event that no family is identified, the matching team will:
- A. Assess whether reasonable supports could be put into place to enable any of the presented families to parent the child; and
  - B. Determine what other recruitment efforts must be made to find a suitable family, set written tasks around recruitment, and determine time-frames for completion of tasks with a date for a follow-up meeting.
- VIII. The Permanency CPSW must document the Child Matching Meeting and any relevant details in the DCYF electronic information system, including any decisions made and any tasks and/or timeframes set.

- IX. When a family is matched with the child, the Adoption Resource Worker will contact the selected family within 2 business days of the Child Matching Meeting and schedule a disclosure meeting to present information about the child to the family (to occur within 10 business days).
- X. The assigned CPSW/JPPO, the Permanency CPSW, and the Adoption Resource Worker will present information about the child to the selected family during the disclosure meeting.
  - A. The selected family must be provided with sufficient information about the child in order for them to make an informed decision as to whether or not to accept the child for placement, and explore any potential barriers to placement.
- XI. The Adoption Resource Worker will notify any DCYF-identified families and any child-placing agencies who submitted families that another match has been made.
- XII. The assigned CPSW/JPPO, with the assistance of the child matching group, will develop a transition plan to present to the family and revise it as necessary. The plan must:
  - A. Support the child and the family through the transition process;
  - B. Clearly outline any tasks for matching group members or the family, including time frames for completion; and
  - C. Include a plan for how the child and family will meet and get to know each other.

| <b>Standard Operating Procedures</b> |                  |                               |
|--------------------------------------|------------------|-------------------------------|
| <b>SOP</b>                           | <b>Title</b>     | <b>Applicable Disciplines</b> |
| 1784.1                               | Matching Process | Field Services                |

**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

| <b>Document Change Log</b> |                          |                 |             |
|----------------------------|--------------------------|-----------------|-------------|
| <b>PD</b>                  | <b>Modification Made</b> | <b>Approved</b> | <b>Date</b> |
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