Public Agency Adoption Checklist – Incoming
To Florida from another state (REG 2)

☐ Sending State Transmittal form (1 copy)

☐ 100A – 1 copy for each child

Section I
☐ Completed showing sending state is responsible for planning for child and is financially responsible for child

Section II
☐ Type of care (adoption) – Subsidy/IV-E-assistance or non IV-E
☐ Finalizing in sending or receiving state

Legal Status (Florida will complete the adoption home study if the TPR petition has been provided)
☐ If the goal is adoption (this should be reflected in the most recent hearing order) and the packet does not contain the TPR Order, the packet must contain a copy of the Petition for TPR

Section III (Services Requested)
☐ One item checked in each of the three columns (type of care & initial report should be the same)
☐ Name and address of supervising agency, if known

☐ Cover Letter (1 copy)
☐ Identifies the resource and relationship to child
☐ Reflects what is needed from Florida
☐ Gives any special requirements
☐ Description of any special medical/behavioral/psychological needs of the child as well as service needs
☐ Gives sending state’s local contact name/address/phone number

Packet Requirements (1 copy)
☐ TPR Order signed by Judge on all parents or the petition for TPR (see Legal Status above)
☐ Social Summary on child (signed/dated within 6 months)
☐ Most current court order (dated within 12 months) shows placement of child, adoption as goal and signed by the judge
☐ Statement of Case Manager/potential placement/party under Regulation 2 (must be signed/dated)
   (Can be a separate form/affidavit OR the findings listed in Reg. 2, 5(d) must be in the most current court order)
☐ Financial/Medical Plan form (can be a form or written in cover letter/transmittal)
☐ Proof of IV-E Eligibility
☐ Case plan (must be signed/dated)
☐ Birth certificate

Additional Information that may be provided (1 copy):
☐ Medical records (may include birth records)
☐ Social security card
☐ Psychological evaluation on child
☐ School reports
☐ Florida Adoptive Home Application (current version of CF-FSP 5071, available in DCF Forms)