

# NWF Health Network Policy & Procedure

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<b>Series:</b>	1100: Human Resources	
<b>Policy Name:</b>	Adoptions Conflicts of Interest	
<b>Policy Number:</b>	1136	
<b>Origination Date:</b>	09/22/2009	<b>Revised:</b> Board Meeting of 02/27/2025
<b>Regulation:</b>	65-C16 FAC	

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## **Policy:**

NWFHN recognizes the importance of recruiting and retaining adoptive parents for children in care. As they already work in the social services field, employees of NWFHN and NWFHN subcontracted provider agencies may possess knowledge and skills that would make them strong candidates for adoptive parenting. However, there may be an inherent conflict of interest in being a NWFHN employee, DCF, CLS, GAL, Judiciary, subcontracted provider agency employee, another service provider in NWFHN custody.

It is the policy of NWFHN that employment in the field should not, in and of itself, preclude an individual from becoming an adoptive parent, given that the person meets all other meets all 65C-16 FAC, and that conflict of interest can be avoided given careful consideration of approval of and placements into the home. The procedure outlined in this section should be followed in order to mitigate any conflict of interest that may arise when an employee of NWFHN, DCF, CLS, GAL, Judiciary, subcontracted provider agency employee, another service provider or a foster or adoptive parent.

For the purposes of this procedure, "employee" is defined as employees of NWFHN and their immediate family members; employees of NWFHN subcontracted case management, foster home management, adoptions, group care, shelter and independent living providers; and immediate family members of NWFHN, DCF, CLS, GAL and subcontracted providers in the afore mentioned categories. "Immediate family members" are defined as parent, sibling or child, and/or any current household members.

## **Procedure:**

- A. Steps to request a Conflict Review Committee:
  1. The adoption agency will notify the Director of Adoption in writing with the potential conflict to review. The notification will include a brief summary of the reason the case is considered a conflict.
  2. The Director of Adoptions will schedule a meeting within two weeks with the adoption agency and the adoption conflict review committee.
  3. The Committee will be made up of the NWFHN Circuit Administrator or designee, the NWFH Director of Adoption, NWF Adoption Specialist and DCM (if applicable).
  4. After discussion and when the final decision reached the Director of Adoption will inform the adoption agency of the decision,
  5. If it is determined that there is a conflict the adoption agency will request through OCS assistance based on what support maybe required due to the conflict:
    - a. Home Study
    - b. Child Study
    - c. Judicial Completion of Adoption Case, JR, attendance in Court
    - d. Supervision/Home visits

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- e. Placement
  - f. Consents
  - g. Participation in staffing's (Permanency Staffing)
  - h. In the event that all of the above is completed by the adoption agency accepting the conflict that agency will be awarded full credit for the adoption finalization.
6. The adoption agency will notify the Adoption Director if there are any issues with obtaining assistance through the OCS process. Once the final decision is made as to the conflict the meeting notes will entered in FSFN in the meeting module.