



## FAMILY PROFILE AUTHORIZATION AGREEMENT

I/We \_\_\_\_\_ and \_\_\_\_\_ by signing this  
*(Prospective Adoptive Parent)* *(Prospective Adoptive Parent)*  
agreement, acknowledge that I/we am/are aware of and agree with the following:

- That \_\_\_\_\_ has provided me/us with an  
*(Affiliate Agency)*  
orientation to special-needs adoption, to the affiliate's policies and procedures as they relate to special-needs adoption, and with the Pennsylvania Statewide Adoption and Permanency Network's (SWAN) policies.
- That I/we am/are interested in adopting a SWAN child and will cooperate with the affiliate agency in the completion of my/our Family Profile.
- That I/we am/are aware that completing the Family Profile and any other services performed by the affiliate agency in support of an adoption through SWAN shall be performed at no charge to me/us.
- I/we am/are aware that should I/we desire to use my/our Family Profile to adopt a child, other than a SWAN child, I/we need to purchase the profile at a cost of \$2,800.
- That if I/we choose to adopt a child from another state's foster care system, I/(we) will reimburse the SWAN affiliate agency for the SWAN-paid family profile at a cost of no more than \$2,800. The Department of Human Services is the sole entity that may authorize the release of any SWAN-paid family profile to another state prior to an affiliate agency receiving payment from the family.
- That I/we am/are aware that the Family Profile will be released to another agency conducting subsequent family profile work if I/we choose to work with another SWAN affiliate agency.
- That I/we am/are aware that the Family Profile will be released to county agencies (i.e., those agencies with custody of available SWAN children) to assist them in making a decision regarding my/our ability to meet the needs of available children.

\_\_\_\_\_  
*Prospective Adoptive Parent signature*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Prospective Adoptive Parent signature*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Affiliate Representative signature

\_\_\_\_\_  
Date

## Policy Clarification for SWAN Affiliate Agencies

- Pennsylvania has a repayment plan for families who request that their SWAN-paid approved family profiles be forwarded to another state for the purpose of adopting a child from that state's foster care system.
- The Department of Human Services, DHS, is the sole entity that may authorize the release of any SWAN-paid approved family profile to another state prior to an affiliate agency receiving payment from the family.
- SWAN affiliate agencies must notify DHS' designee when another state or a family with a SWAN-paid approved family profile requests that the profile be forwarded for the purpose of adopting a child from that state's foster care system. SWAN affiliate agencies must provide DHS' designee with the name of the Pennsylvania family, the name of the child and the complete contact information for the other state liaison.
- The DHS designee will track and record these official requests from other states that are considering a Pennsylvania family with a SWAN-paid approved family profile.
- The expectation is that when the Pennsylvania family is selected by the other state, the cost of the family profile (up to a maximum of \$2,800) will be reimbursed to the SWAN affiliate agency who then will reimburse the SWAN prime contractor.
- The family's repayment plan may be postponed until after the adoption assistance agreement is arranged with the state that has custody of the child. Families may negotiate with other states to receive the maximum of \$2,000 in the nonrecurring costs portion of the federally reimbursable adoption assistance agreement. These funds may then be used to repay the SWAN affiliate agency for the SWAN-paid family profile. Families may also arrange for the other state to pay directly the SWAN affiliate agency on their behalf.
- SWAN affiliate agencies must return the full amount of funds received from the family for the SWAN-paid Family Profile to the SWAN prime contractor. The SWAN prime contractor will indicate to DHS the funds received by family name.
- The SWAN prime contractor will not authorize or pay for updates to existing approved Family Profiles to be used solely for the purpose of adopting children other than those children in the custody of a Pennsylvania county children and youth agency.
- Questions about the handling of requests for family profiles from other states should be directed to SWAN coordinators.