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| **[[1]](#endnote-1)Adoption Service** | **Who is responsible for the service?** | **When is the Service implemented?** | **How is the service performed?** |
| Adoption Service 1:  Identifying a child for adoption and arranging an adoption  *Where provided: This service is being provided in Malawi and United States.* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ “Orphanage” suggests to the Ministry a child to review for adoption eligibility. The Malawian Minister of Gender Social Welfare (“Ministry”) identifies the child for adoption. PKAF along with the Malawian Minister of Gender Social Welfare (“Ministry”) are responsible for *arranging the adoption*.  The Ministry is a public governmental foreign authority. | PKAF’s role in *arranging* the adoption occurs throughout the duration of the adoption process from application to adoption finalization.  The Ministry is responsible for investigating and identifying the child for adoption eligibility. When a child is identified for adoption it is determined on a case by case basis. | Identification of Child:  The Orphanage contacts the Minister of Gender District Social Welfare Officer when a child is being suggested for adoption from the orphanage. The Minister of Gender District Social Welfare Officer will meet with any living relations as well as the village where the child has come from. The District Social Welfare Officer will carry out an investigation as to whether the child is eligible for adoption and in the best interests of the child. The Ministry will be notified to come to Blantyre and carry out another investigation on the child to be able to proceed with matching. The orphanage will keep identification of the child, it will also maintain the child. If the child is available for adoption PKAF will facilitate a match of the family and the child based on the best interests of the child and the characteristics of a child the prospective adoptive family is approved to adopt as stated in their home study.  Arranging the Adoption:  PKAF provides a number of services for the purpose arranging the adoption. The services include, but are not limited to: home study services, adoption preparation education, dossier preparation/instruction, communication with Government officials, Foreign Supervised Providers, referral consultation, travel consultation, support services, and supervising the services being provided in Malawi as necessary.  Once investigation has been completed, the application will be made by a “Letter of Intent” provided by the PAP to the Ministry, through the PKAF. The Ministry will facilitate the arrangement of the adoption. |
| *Adoption Service 2:*  Securing the necessary consent to termination of parental rights and to adoption  *Where provided: This service is being provided in Malawi.* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Malawian Attorney  Foreign Supervised Provider  The Ministry Social Welfare is responsible for the consents for court. | In the event biological parents are known and consent to the termination of parental rights and adoption is required, the Ministry Social Welfare will secure the necessary consents to termination of parental right to adoption in the presence of the Malawian Attorney. | Termination of parental rights is considered at the request of the parent who desires to voluntarily relinquish the child for adoption. When there are children with parents who are deceased or have been abandoned the orphanage gives consent.  Consents from relations are also gotten at the time of the investigation and are obtained by the Ministry Social Welfare Officer and submitted when court gives direction. |
| Adoption Service 3:  Performing a background study on a child or a home study on a prospective adoptive parent(s) and reporting on such a study  *Where provided:*  The background study on the child is provided in Malawi. The homes study on the prospective adoptive parent and the reporting on that study is performed in the United States. | The Ministry is responsible for performing the background study on the child or gives responsibility to the District Social Welfare Officer.  The home study agency is responsible for performing the home study on prospective adoptive parents and reporting on such study. For non-Kentucky families this is performed by an exempted provider of PKAF. For families residing in Kentucky, this may be completed by PKAF. | The child study is performed upon identification of the child for adoption.  The home study is performed as appropriate following the required collection of state-specific documentation. The home study is completed and reported on prior to referral issuance. | The child background study is completed by drafting a written report that will be provided to prospective adoptive parents as part of the referral of the child, if able. PKAF provides the Ministry with a Social and Medical form with requirements from the Hague Policies to try and provide more information on Social and Medical history.  Home studies and home study requirements are state-specific. Typically, a Social Worker that is licensed through a Home Study Agency or Placing Agency in the state where the PAP’s live will complete a home study based on required information as established by the state’s licensing authority.  Such information may include criminal, child abuse checks, physicals, financial status, birth and marriage certificates, references, home inspection, and social/familial backgrounds, etc.  Person performing the Home Study:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Adoption Service 4:  Making a non-judicial determination of the best interests of a child and the appropriateness of an adoptive placement for the child  *Where provided: This service is being provided in Malawi and the United States.* | PKAF, the Ministry, and the supervised provider that completes the home study are all responsible for making non-judicial decisions regarding the best interests of a child and the appropriateness of an adoptive placement for the child. | The supervised provider makes these decisions with the completion of the home study. The Ministry makes determinations regarding the child’s best interest prior to referral, when matching the child with the family. PKAF continually assesses the family and the best interests of the children throughout the adoption process through finalization. | PKAF monitors the entirety of the case to ensure placement is appropriate until finalization. The supervised provider determines the appropriateness of adoptive placement during the home study. The Ministry makes the non-judicial determination of the child’s best interest when matching the children with families. |
| Adoption Service 5:  Monitoring a case after a child has been place with prospective adoptive parent(s) until final adoption  *Where provided:*  *This service is not provided.* | This Service is not applicable as the children are not placed with the parents until after final adoption. | This Service is not applicable in adoptions from Malawi. | This Service is not applicable in adoptions from Malawi. |
| Adoption Service 6:  When necessary because of a disruption before final adoption, assuming custody and providing (including facilitating the provision of) child care or any other social service, pending an alternate placement  *Where provided:*  *This service is not provided.* | This service is not applicable in Malawi as the children are not placed with the parents until after final adoption. | This Service is not applicable in adoptions from Malawi. | This Service is not applicable in adoptions from Malawi. |

I have received and understand this written Service Plan.  I understand that my/our adoption is a work-in-progress and in a third-world country no adoption can be streamlined.  That unexpected changes or delays, particularly relating to services in a foreign country, may occur.  I understand that this plan might be altered as the adoption progress evolves.  My signature below acknowledges my agreement with this Service Plan.

Signature of Prospective Adoptive Parent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_

Signature of Prospective Adoptive Parent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_

Effective: 10/07/2024

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