



Administrative Policies and Procedures: 15.3

Subject:	Surrender of Parental Rights of a Child to the Department of Children's Services
Authority:	TCA 37-5-105, TCA 37-5-112; TCA 36-1-111
Standards:	Best Practice Standard 12-804, PA-AS 7.01, PA-AS 7.04
Application:	DCS Family Service Workers, Permanency Specialists and all Licensed Tennessee Child Placing Agencies

Policy Statement:

When a parent chooses to surrender his/her rights of a child to DCS, the pertinent surrender form must be used.

Purpose:

The Department of Children's Services is responsible for maintaining all of surrender documents that meets the needs and circumstances of the surrendering parent(s) or legal guardian(s).

Procedures:

A. Forms	The appropriate surrender form is to be completed according to the form instructions.
B. Report status	<ol style="list-style-type: none"> 1. Once the Surrender has been taken, the child's legal status is to be noted in the child's case record. 2. The child's case manager is responsible for completing information in TFACTS and providing the adoptive family with form CS-0950, <i>AdoptUSKids Information Acknowledgement.</i>

Forms:	<p><u>CS-0649, Medical/Social History For Child and Child's Family</u></p> <p><u>CS-0950, AdoptUSKids Information Acknowledgement</u></p> <p><u>CS-0651, Surrender of a Child To Tennessee Department of Children's Services Or A Licensed Child Placing Agency By A Parent or Guardian In Tennessee</u></p> <p><u>CS-0652, Surrender of Child In Tennessee Directly to Adoptive Parents by a Parent Or Guardian</u></p> <p><u>CS- 0653, Surrender of Child By Parent Or Guardian In Another State To The Tennessee Department of Children's Services or a Licensed Child Placing Agency By a Parent or Guardian in Another State or Territory</u></p> <p><u>CS-0846, Surrender of a Child by a Parent or Guardian Residing or Temporarily Residing In a Foreign Country to Tennessee Department of Children's Services or a Licensed Child-Placing Agency</u></p> <p><u>CS-0847, Surrender to a Licensed Child-Placing Agency or Tennessee Department of Children's Services by an Inmate of a State or Federal Penitentiary</u></p>
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Collateral Documents:	<p><i>Continuum of Child's Needs</i></p>
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