

**Adoption support Scope of Work
July 2021**

Responsibilities of the PROVIDER

PROVIDER agrees to:

1. Conduct interviews with families and legally free youth on the adoption process that assist with families and youth completing the required applications and paperwork to facilitate adoption finalization within 90 days from assignment for youth who have been in placement for more than the required six months.
2. Prepare reports to the court on the status of the adoption to include but not limited to Adoption Timeline Reports, Supplemental Reports, Termination Orders and Confidential Reports within one week for the date of request.
3. Prepare all documents associated with finalizing an adoption for a family and closing the case in UNITY and submitting the file for archiving within one week from receiving the order finalizing the adoption.
4. Prepare documents for taking a relinquishment from a parent to be completed 48 hours prior to scheduled appointment for relinquishment.
5. Facilitate and participate in meetings with parents to receive the relinquishment of parental rights and finalize all documentation required for the relinquishment within 3 calendar days from completing the relinquishment with the parent.
6. Assist with completing subsidy related documentation for negotiating and re-negotiating subsidies and completing the required documentation for payment in UNITY.
7. Complete Social Summaries and/or updates to Social Summaries within 2 weeks from social summary assignment.
8. Assist with case file review to ensure all documentation is completed for the referral to the adoption program.
9. Prepare and complete case notes based on interactions with youth and families within 3 calendar days of the contact being completed.
10. Confer with OWNER regarding youth and families going through the adoption process and scheduling to coordinate activities.
11. Maintain the confidentiality of information derived from the services performed in accordance with local, state, and federal laws and regulations, including Nevada Revised Statute 422B.280.

Responsibilities of Clark County Department of Family Services (OWNER)

OWNER shall:

1. Provide referrals of youth and families to the PROVIDER with specific instructions on what services that are outlined above that are needed.
2. Provide a primary contact person who will be available to answer questions and provide guidance and support as needed.
3. OWNER will review work submitted for feedback and approvals.
4. Cooperate with PROVIDER in the performance of services under this SOW.
5. Provide progress reports to the Court Improvement Program (CIP) on a quarterly basis.

Compensation of Payment

OWNER agrees to pay PROVIDER an hourly rate of \$30.00 to complete all activities including meetings, interviews, documentation etc. Weekly hours may not exceed 40 hours a week. Total contract may not exceed \$50,000.00.