



WISCONSIN LEGISLATIVE COUNCIL RULES CLEARINGHOUSE

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CLEARINGHOUSE REPORT TO AGENCY

[THIS REPORT HAS BEEN PREPARED PURSUANT TO S. 227.15, STATS. THIS IS A REPORT ON A RULE AS ORIGINALLY PROPOSED BY THE AGENCY; THE REPORT MAY NOT REFLECT THE FINAL CONTENT OF THE RULE IN FINAL DRAFT FORM AS IT WILL BE SUBMITTED TO THE LEGISLATURE. THIS REPORT CONSTITUTES A REVIEW OF, BUT NOT APPROVAL OR DISAPPROVAL OF, THE SUBSTANTIVE CONTENT AND TECHNICAL ACCURACY OF THE RULE.]

CLEARINGHOUSE RULE 02-101

AN ORDER to repeal HFS 50.01 (4) (j) 1., 50.08 (7) (g), and 50.10; to renumber HFS 50.01 (4) (j) 2., 3., and 4., and 50.06 (3) (b); to renumber and amend HFS 50.01 (4) (j) 5. and 50.06 (3) (a); to amend HFS 50.01 (4) (g), 50.03 (intro.), (1) (c) and (d) and (2) (a) 2. and 3., and (c), 50.06 (2) (intro.), 50.07, 50.08 (1) (title) and (intro.) and (a) (intro.), (b) 1. and 2., (d), (e), (2) (intro.) and (b), (3) (title), (intro.) and (a), (4), (7) (a) to (f), and (8), 50.09 (1) (intro.) and (2) (title), (intro.) and (a) (intro.) 1. and 2. and (b), and HFS 51.03 (3); and to create HFS 50.06 (2) (Note), 50.08 (9), 50.09 (1) (title), (Note), (3) and (4), relating to adoption assistance and the use of the state adoption information exchange to find adoptive families for children.

Submitted by DEPARTMENT OF HEALTH AND FAMILY SERVICES

07-09-2002 RECEIVED BY LEGISLATIVE COUNCIL.

08-06-2002 REPORT SENT TO AGENCY.

LEGISLATIVE COUNCIL RULES CLEARINGHOUSE REPORT

This rule has been reviewed by the Rules Clearinghouse. Based on that review, comments are reported as noted below:

1.	STATUTORY AUTHORITY [s. 227.15 (2) (a)]						
	Comment Attached	YES 🗸	NO 🔲				
2.	FORM, STYLE AND PLACE	EMENT IN ADMINIS	TRATIVE CODE [s. 227.15 (2) (c)]				
	Comment Attached	YES 🗸	ио 🔲				
3.	CONFLICT WITH OR DUPL	ICATION OF EXIST	ING RULES [s. 227.15 (2) (d)]				
	Comment Attached	YES	NO 🗸				
4.	ADEQUACY OF REFERENCES TO RELATED STATUTES, RULES AND FORMS [s. 227.15 (2) (e)]						
	Comment Attached	YES 🔲	NO 🗹				
5.	CLARITY, GRAMMAR, PUT	NCTUATION AND U	SE OF PLAIN LANGUAGE [s. 227.15 (2)	(f)]			
×	Comment Attached	YES 🗸	NO				
5.	POTENTIAL CONFLICTS WITH, AND COMPARABILITY TO, RELATED FEDERAL REGULATIONS [s. 227.15 (2) (g)]						
	Comment Attached	YES	NO 🗸				
7.	COMPLIANCE WITH PERMIT ACTION DEADLINE REQUIREMENTS [s. 227.15 (2) (h)]						
	Comment Attached	YES	NO 🗸				



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CLEARINGHOUSE RULE 02-101

Comments

[NOTE: All citations to "Manual" in the comments below are to the Administrative Rules Procedures Manual, prepared by the Revisor of Statutes Bureau and the Legislative Council Staff, dated September 1998.]

1. Statutory Authority

With regard to s. HFS 50.06 (3) (a), as renumbered, it should be noted that eliminating the current rule requirement for an annual review of the need for continuing, temporarily suspending or adjusting adoption assistance cannot pertain to adoption assistance agreements that have been amended, since s. 48.975 (4) (bm), Stats., requires that the department annually review any adoption assistance agreement that has been amended.

2. Form, Style and Placement in Administrative Code

- a. In s. HFS 50.03 (1), the word "department" is unnecessarily stricken through on line 2 and then re-inserted and underscored on line 3. See s. 1.06 (1), Manual, on striking and underscoring material.
- b. It is unclear why s. HFS 50.03 (2) (a) (intro.) is set forth in the rule, since is it not amended. Does the department intend instead to show the repeal of sub. (2) (a) $\underline{1}$, which appears to have been eliminated in the rule?
- c. In SECTION 7, two or more subunits of the same rule section are affected by *different* treatments and therefore must be treated separately, in numerical order, in separate SECTIONS of the draft rule, pursuant to s. 1.04 (2) (b), Manual. Following are the correct treatment clauses for the material currently contained in SECTION 7:
 - SECTION 7. HFS 50.06 (3) (a) (intro.) is renumbered HFS 50.06 (3) (a) and amended to read:

- SECTION 8. HFS 50.06 (3) (a) 1. is repealed.
- SECTION 9. HFS 50.06 (3) (a) 2 is renumbered HFS 50.06 (3) (b).
- SECTION 10. HFS 50.06 (3) (a) 3. is renumbered HFS 50.06 (3) (c).
- SECTION 11. HFS 50.06 (3) (b) is renumbered HFS 50.06 (3) (d).

The remaining SECTIONS of the rule should be renumbered accordingly, taking into account the renumbering suggested in the following comment.

- d. A similar problem occurs in current SECTIONS 9., 10., and 11. The treatment clauses for those SECTIONS should be as follows:
 - SECTION 13. HFS 50.08 (1) (title) and (intro.), (a) (intro.), (b) 1. and 2., (d) and (e), (2) (intro.) and (b), (3) (title), (intro.) and (a), (4), and (7) (a) to (f) are amended to read:
 - SECTION 14. HFS 50.08 (7) (g) is repealed.
 - SECTION 15. HFS 50.08 (8) is amended to read:
 - SECTION 16. HFS 50.08 (9) is created to read:

The remaining SECTIONS of the rule should be renumbered accordingly.

- e. In s. HFS 50.08 (1) (b) 2., the stricken-through "children" on line 1 should be retained and the underscored "children" should be deleted.
 - f. In s. HFS 50.08 (7) (e), an "and" should be inserted after the semicolon on line 2.
- g. The treatment clause to SECTION 13 (as currently numbered) should be rewritten to read: "HFS 50.09 (1) (intro.) and (2) (title), (intro.), (a) (intro.), 1. and 2. and (b) are amended to read:".

5. Clarity, Grammar, Punctuation and Use of Plain Language

- a. The following comments pertain to the rule analysis:
 - (1) On line 3, the "or" should be changed to "and."
 - (2) On line 4 (and in s. HFS 50.06 (3) (a) and the attachment to the fiscal estimate), reference is made to the department *biannually* notifying parents of certain responsibilities. This means notification twice a year. Is that the department's intent, or is *biennial* notification (once every two years) intended? If so, the language should be revised throughout.
 - (3) On line 13, reference is made to documentation concerning "other inappropriate pre-natal care." Since the language relating to prenatal care is deleted in s. HFS 50.01 (4) (j) 4. (in Section 3), it should also be deleted from the analysis (and the fiscal estimate).

- b. In s. HFS 50.01 (4) (g) and throughout the rule, the term "photo listing" is written as two words, while it is written as one word in the corresponding statute, s. 48.975 (5) (e), Stats. For consistency, it should be one word in the rule as well. Also in this provision, does the term "publication" continue to work, given the elimination of "book" from the definition of "adoption photo listing" to allow for alternative methods of photo listing, such as the Internet? Would "document" be more appropriate?
- c. A comma should be inserted after "renumbered" in the treatment clause to SECTION 3.
- d. Language is added in s. HFS 50.01 (4) (j) 4. (as renumbered) to state that the documented evidence of drug or alcohol use must be in a medical or hospital record. Is there a reason why the same change is not made in s. HFS 50.01 (4) (j) 2., which pertains to providing documented information that a birth parent has a medical diagnosis or medical history which could have an impact on the child? Also, is it possible that evidence of drug or alcohol use would be documented in a *court or social service agency* record, rather than in a medical or hospital record, and if so, why would that not be acceptable documentation? Finally, what is the rationale for eliminating the language regarding a birth mother not having practiced appropriate prenatal care as possibly leading to a child developing special needs? See also comment a. (3), above, regarding this language.
 - e. In the treatment clause to SECTION 4, an "and" should be inserted before the "(2)."
- f. In s. HFS 50.03 (1) (c), does the inserted phrase "or if required by federal law, a private adoption agency" mean that federal law only requires payment of adoption assistance for children in the guardianship of a private adoption agency in certain circumstances, and not in others? It is noted that the corresponding statute [s. 48.975 (4) (a), Stats.], refers more generally to paying adoption assistance for a child who is in the guardianship of the department or "other agency authorized to place children for adoption" and does not contain the qualifying reference to federal law with respect to private adoption agencies. Therefore, it is unclear why the department is limiting the rule language in this way. Further, it is unclear from the amended rule language who makes the decision that the child cannot return to the home if the child is in a private adoption agency, since the agencies listed as making that decision are the department, a county department, or a tribal agency. Finally, to avoid unnecessary repetition, the "a" and "an American Indian" could be deleted on line 5, as could "in this state" on line 6.
- g. The reference in s. HFS 50.03 (1) (d) to "federal legislation" mandating payment of adoption assistance should be changed to "federal statutes, regulations or guidelines," for consistency with s. 48.975 (5) (a), Stats. Also, it would be helpful if the rule (or at least the analysis or a note) indicated the circumstances under which federal law *does* mandate payments for children brought into the state for adoption under the interstate compact.
- h. In s. HFS 50.08 (1) (b) 2., to avoid repetition, the second "information" on line 3 could be changed to "a description of."
 - i. In s. HFS 50.08 (1) (d), a comma should be inserted after the "list" on line 1.

- j. To be more concise, the second sentence of s. HFS 50.08 (3) (a) could be rewritten to read: "The information included with the photolisting for a child shall concisely describe the child in a positive and uniform manner."
- k. In s. HFS 50.08 (7), the language in pars. (a) and (b) is identical, as amended. It appears that par. (b) should instead be repealed.
- l. In s. HFS 50.08 (7) (f), "needed" should be changed to "requested," so that the agency required to report would be on notice of the additional information the department needed to manage the program.
- m. In the treatment clause to SECTION 12 (as currently numbered), the "is" should be changed to "are."
 - n. The Note to s. HFS 50.09 should conclude with a period.
- o. In s. HFS 50.09 (1), the citation "s. HFS 50.09 (4)" should be replaced by the citation "sub. (4)."

PROPOSED ORDER OF THE DEPARTMENT OF HEALTH AND FAMILY SERVICES REPEALING, AMENDING, AND CREATING RULES

The Wisconsin Department of Health and Family Services proposes to repeal HFS 50.01 (4) (j) 1., 50.08 (7) (g), and 50.10; to renumber HFS 50.01 (4) (j) 2., 3., and 4., and 50.06 (3) (b); to renumber and amend HFS 50.01 (4) (j) 5., and 50.06 (3) (a); to amend HFS 50.01 (4) (g), 50.03 (intro.), (1) (c) and (d), (2) (a) 2. and 3., and (c), 50.06 (2) (intro.), 50.07, 50.08 (1) (title) and (intro.), and (a) (intro.), (b) 1. and 2., (d), (e), (2) (intro.) and (b), (3) (title), (intro.) and (a), (4), (7) (a) to (f), and (8), 50.09 (1) (intro.), (2) (title), (intro.) and (a) (intro.) 1. and 2., (b), and HFS 51.03 (3); and to create HFS 50.06 (2) (Note), 50.08 (9), 50.09 (1) (title), (Note), and (3) and (4), relating to adoption assistance and the use of the state adoption information exchange to find adoptive families for children.

Analysis Prepared by the Department of Health and Family Services

The proposed rulemaking order amends several provisions of HFS 50 rules for facilitating the adoption of children with special needs to do the following: (1) establish exceptions to an and adoption agency's photo listing requirements; (2) replace terms "photo listing book" of "book" to allow for alternative methods of photo listing, such as the Internet; (3) authorize the department to biannually notify adoptive parents of the family's post-placement responsibilities and remove the requirement that the department annually re-certify an adoptive family's need for continuing adoption assistance; (4) include an express time requirement within which an adoptive family must notify the department of changes in circumstances; (5) allow adoption assistance under the interstate compact when federally required; (6) include an express requirement that a child must be available for adoption in order to be eligible for adoption assistance; (7) require that only documented factors be used as a basis of determining that a child is at high risk of developing a moderate or intensive level of special needs; (8) require that the documentation evidencing a mother's drug or alcohol use or other inappropriate pre-natal care be documented in a medical or hospital record; (9) for clarification purposes, replace the term "registration" with "photo listing"; and (10) eliminate the need for an adoption agency to register or photo list a child when an adoption agency is not actively seeking an adoptive placement for the child.

The Department's authority to repeal, renumber, renumber and amend; amend, repeal and recreate; and create these rules is found in ss. 48.55 (2), 48.975 (5), and 227. 11 (2) (a), Stats. The rule interprets s. 48.55 and s. 48.975, Stats.

SECTION 1. HFS 50.01 (4) (g) is amended to read:

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HFS 50.01 (4) (g) "Adoption photo listing book" means a publication that lists individual Loss Tristern work wysten. special needs children and includes photographs and descriptions of them.

SECTION 2. HFS 50.01 (4) (j) 1. is repealed.

SECTION 3. HFS 50.01 (4) (j) 2., 3., 4., and 5., are renumbered HFS 50.01 (4) (j) 1., 2., 3., and 4., and HFS 50.01 (4) (j) 4., as renumbered is amended to read:

HFS 50.01 (4) (j) 4. There is documented evidence in a medical or hospital record that the birth mother used harmful drugs or alcohol or otherwise did not practice appropriate prenatal care which could later result in the child developing special needs as described in s. HFS 50.03 (1) (b) 3.

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SECTION 4. HFS 50.03 (intro.), (1) (c) and (d), (2) (a) 2. and 3., and (c) are amended to read:

HFS 50.03 Eligibility for adoption assistance. In order for a child to be adopted with adoption assistance the child must be available for adoption and the following circumstances shall exist:

- (1) ELIGIBILITY CRITERIA FOR THE CHILD. (c) Availability for adoption. A child shall be considered available for adoption if the child is in the guardianship of the department or an adoption agency department, a county department under s. 48.57 (1) (hm), Stats., an American Indian tribal agency in this state, or frequired by federal laws a private adoption agency, and the department or adoption agency department, a county department, or an American Indian tribal agency in this state, decides that the child cannot or should not return to the home of his or her parents. If the child is an American Indian, adoption procedures shall be in accordance with 25 USC 1901 to 1963.
- (d) Wisconsin responsibility. A child brought to Wisconsin for adoption from another state under the interstate compact on the placement of children, ss. 48.988 and 48.989, Stats., except as mandated by federal legislation or from another nation under an orphan, relative or medical immigrant visa may not be provided adoption assistance from this state.
- (2) REASONABLE PLACEMENT EFFORTS TO ASSURE ADOPTION PLACEMENT. (a) Reasonable efforts shall be made to assure a timely placement of the child with the best available family without adoption assistance. The agency shall make efforts to consider a number of families in order to locate the most suitable family for the child, including a review of all approved families associated with the agency, and consideration given, as required by s. 48.833, Stats., to the availability of an adoptive placement with a relative of the child, and those efforts shall be documented in the child's record. If 2 or more appropriate families are not approved and available within the agency, the agency shall make a timely effort to locate additional families by doing any of the following:
 - 2. Registering-Photo listing the child with the adoption information exchange.
- 3. Working through the adoption information exchange to register photo list the child with a national adoption exchange.
- (c) If the child has a special need under sub. (1) (b) and if the circumstances of either this subsection or sub. (3) exist, the agency shall inform the family of the adoption assistance program and ask the proposed adoptive parents whether they are willing to adopt without adoption assistance. If the family is not willing to adopt without adoption assistance, the requirement that a reasonable, but unsuccessful, effort to place the child without adoption assistance is met. A request for adoption assistance shall not be a basis for removing a child from a current adoptive placement.

SECTION 5. HFS 50.06 (2) (intro.) is amended to read:

HFS 50.06 (2) POST-PLACEMENT RESPONSIBILITIES OF ADOPTIVE PARENTS. After the adoption <u>assistance</u> agreement has been signed and approved by the department and the child has been placed in the home, the adoptive parent shall notify the division <u>within 30 days of</u> the occurrence of <u>any of</u> the following circumstances:

SECTION 6. HFS 50.06 (2) (Note) is created to read:

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HFS 50.06 (2) **Note:** Notice may be delivered in person, by mail, or facsimile (fax) to the Division of Children and Family Services, Bureau of Program and Policies, 1 W. Wilson St., P.O. Box 8916, Madison, WI 53708-8916. The toll free telephone number is 866-666-5532. The fax number is 608-264-6750.

SECTION 7. HFS 50.06 (3) (a) 1. to 3., and (b) are renumbered HFS 50.06 (3) (a), HFS 50.06 (3) (b) 1. to 6., HFS 50.06 (3) (c) 1. to 2., and HFS 50.06 (3) (d) and HFS 50.06 (3) (a), as renumbered is amended to read:

HFS 50.06 (3) (a)At least annually review the need for continuing, temporarily suspending or adjusting adoption assistance and, following each review, do one of the following: Biannually send written notification to adoptive families of the post-placement responsibilities specified in s. HFS 50.06 (2) (a) to (j). Notification shall include adoptive families who have moved out of state.

1. Recertify if continuation of adoption assistance is justified even if an adoptive family and adoptee move to another state.

SECTION &. HFS 50.07 is amended to read:

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HFS 50.07 Adoption information exchange. Sections HFS 50.07 to 50.09 establish an adoption information exchange to be operated by the department directly or through a contract with an individual or a private agency. These sections apply to the department, adoption agencies, prospective adoptive parents and to an individual or private agency if under contract with the department to operate the adoption information exchange, except that Indian tribal child-placing agencies may draw upon services of the adoption information exchange but are not obligated under these rules to participate in the exchange.

SECTION 8. HFS 50.08 (1) (title) and (intro.) and (a) (intro.), (b) 1. and 2., (d), (e), (2) (intro.) and (b), (3) (title), (intro.) and (a), (4), (7) (a) to (f), and (8) are amended to read:

HFS 50.08 Adoption information exchange responsibilities. (1) REGISTRATIONPHOTO LISTING. The exchange shall maintain an ongoing central photo list registry which shall include the following services:

- (a) The exchange shall register photo list all special needs children. Special needs children include:
- (b) Children may be considered to have special needs when they are placed in sustaining care or when they are at legal risk. However:
- 1. The exchange may register photo list children who have been placed in sustaining care under s. 48.428, Stats., only when the court involved gives written permission; and
- 2. The exchange may register photo list legal risk children children at legal risk either with the written consent of the court or by written consent of the adoption agency and the child's parent or guardian. The registration photo list information shall include information adescribing the nature of the legal risk.
- (d) The exchange may register or photo list as appropriate, special needs children with out-of-state exchanges and use the resources of those exchanges, but only with written permission from the child's guardian or the agency responsible for the child. The exchange may recommend the use of specific out-of-state exchanges for a particular child.

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- (e) The exchange shall withdraw a child's registration photo listing when the adoption agency notifies the exchange in writing that the child has been adopted, has reached age 18, has been emancipated by marriage or has died.
- (2) MATCHING SERVICE. The exchange shall attempt to match children listed in the adoption photo listing beek-under sub. (3) and prospective adoptive families registered with the exchange by:
- (b) Contacting adoption agencies to provide them with information on registered prospective adoptive families that would be appropriate for a registered or photo-listed photo listed child based on the child's needs and circumstances.
- (3) ADOPTION PHOTO LISTING BOOK. The adoption information exchange shall develop and maintain a book photo listing, which shall:
- (a) Include information about and a photograph of each registered photo listed child, except for a child deferred from the listing under s. HFS 50.10. This Any information included with the photo listing about the child shall be edited to described concisely describe the child in a positive and uniform manner;
- (4) PROGRESS INQUIRIES. The exchange shall make inquiries of adoption agencies at least semi-annually to determine the progress toward adoption of children <u>registered photo listed</u> with the exchange.
- (7) STATISTICAL REPORTING. The exchange shall compile statistics. If the exchange is operated by an individual or private agency under a contract, a semi-annual statistical report shall be submitted to the department and shall include the following information:
- (a) The number of children registered photo listed during the reporting period and the total number of children currently registered listed;
- (b) The number of children listed in the adoption photo listing book-photo listed during the reporting period and the total number of children currently listed;
- (c) The number of children listed in the adoption photo listing book photo listed who were placed for adoption within the previous 6 months and the average number of days that a child was listed prior to adoptive placement;
- (d) The number of adoption inquiries received for each child-listed in the adoption photo listing book photo listed during the reporting period;
- (e) The number of children deferred from listing during the reporting period under each of the circumstances specified in s. HFS 50.10 (1). A semi-annual financial report;
- (f) A semi-annual financial report; and Any other information needed by the department for program management.

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- (8) RECORDS RETENTION. The exchange shall destroy all records that pertain to a particular child within one year after the child's registration photo listing is withdrawn or the child is adopted. The records shall be destroyed in a confidential manner.

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SECTION 10. HFS 50.08 (7) (g) is repealed.

SECTION 11. HFS 50.08 (9) is created to read:

HFS 50.08 (9) DISCONTINUANCE OF RECRUITMENT EFFORTS. The exchange shall discontinue photo listing and any other recruitment efforts for a child following receipt of a written notice from the adoption agency of the child's placement for adoption.

SECTION 12. HFS 50.09 (1) (title) and (Note) is created to read:

HFS 50.09 (1) PHOTO LISTING.

HFS 50.09 **Note:** Photo listing may also be used for children at legal risk in need of a foster or adoptive home prior to termination of parental rights .

SECTION 13. HFS 50.09 (1) (intro.) (2) (title), (intro.) and (a) (intro.), 1. and 2., and (b) are amended to read:

HFS 50.09 Adoption agency responsibilities. (1) Photo listing of ehildren a child may occur at any time before er after the termination of parental rights. If within 60 days of the date of the termination of parental rights an adoption agency is not able to meet the requirements for reasonable efforts described in s. HFS 50.03(2), the agency shall register the child on the exchange if the child is not currently listed and shall include the following information about the child; Except as provided in s. HFS 50.09 (4), an agency shall photo list a child with the exchange within 30 days of the date the child is legally freed for adoption or from the date of an adoptive placement disruption, if the child is not currently photo listed. All of the following information about the child shall be included:



- (2) LISTING AND REGISTRATION PHOTO LISTING UPDATES. The adoption agency shall provide updating registration updated information to the exchange as follows:
- (a) Within 10 working days after a change occurs, the agency shall report changes in the child's status, including: the child's placement for adoption.
- 1. Circumstances relating to a change in the deferral from the child being listed in the adoption photo listing book; and
 - 2. Notice of the child's placement for adoption.
- (b) Within 10 working days after the first 12 months that a child has been registered photo <u>listed</u> and after each subsequent 12-month period, the adoption agency shall submit updating information which includes a new written description and recent photograph of the child.

SECTION 14. HFS 50.09 (3) and (4) are created to read:

(3) PHOTO LISTING AFTER DISCONTINUATION OF RECRUITMENT EFFORTS. If a child's photo listing has been discontinued under s. HFS 50.08 (9), and the exceptions in sub. (4), do not apply, an agency shall re-photo list the child with the exchange within 30 days of a change that creates a need for an adoptive placement. An agency that photo lists a child with the exchange under this subsection shall include and update all of the information specified in s. HFS 50.09 (1) (a) to (i).

- (4) EXCEPTIONS. Photo listing is not required if any of the following apply:
- (a) The agency meets the requirements for reasonable placement efforts described in s. HFS 50.03 (2).
- (b) An exception to reasonable placement efforts as specified in HFS 50.03 (3) is documented in the child's case record by the adoption agency.
- (c) The permanency plan for the child includes documentation by the adoption agency that it is not appropriate to seek an adoptive placement.

SECTION 15. HFS 50.10 is repealed.

SECTION 16. HFS 51.03 (3) is amended to read:

HFS 51.03 (3) "Adoption information exchange" means the department program under ss. HFS 50.07 to 50.10 50.09, intended to facilitate the adoption of special needs children by disseminating information about the children to adoption agencies and prospective adoptive families.

The rules contained in this order shall take effect on the first day of the month following their publication in the Wisconsin Administrative Register, as stated in s. 227.22 (2) (intro.), Stats.

	1.*	Wisconsin Department of Health and Family Services
Dated:	₩ ₩	By:
		Phyllis J. Dubé Secretary
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