

<b>SWAN Eligibility Report/Update CY890 - Instructions</b>	
<b>Submit to:</b>	<b>SWAN Prime Contract, P.O. Box 4560, Harrisburg PA 17111, fax to 1-866-903-2684, or through the SWAN Portal</b>
<b>When to use:</b>	<ol style="list-style-type: none"> <li>To report and update information on children in the custody of county children and youth agencies who have a goal of adoption.</li> <li>Must be updated <b>whenever</b> the placement status of a child changes.</li> <li>Must be updated <b>each time</b> a child moves.</li> </ol> <p>Please contact your SWAN regional technical assistant if you have additional questions about completing the CY890.</p>
<b>Used By:</b>	<b>County Children and Youth Agencies</b>
<b>Comments:</b>	<ol style="list-style-type: none"> <li>Submit within 30 days of court approving child's goal change to adoption. <b>Updates must be submitted within 30 days of a change in any previously reported information and must include the date of the change.</b></li> <li><b>As defined by the SWAN Bulletin: Pre-adopt</b> families are selected by county agency or court and who intend to adopt a child placed in their home and for whom adoption finalization is pending. <b>Foster-adopt</b> families are approved/licensed families who provide foster care or formal kinship care and who now intend to adopt a child who was placed in their home for fostering. Child's placement status should not be changed to pre-adopt, foster-adopt or other (kinship-adopt) until family has committed to adopting that child.</li> </ol>
<b>Information about the SWAN Eligibility Report/Update Form - CY890</b>	
<b>SWAN #</b>	Include the SWAN number assigned by SWAN Prime Contractor (if applicable)
<b>DHS #</b>	For children from Philadelphia, include the county identifying number.
<b>PAE #</b>	If Pennsylvania Adoption Exchange (PAE) gives the child a PAE ID number, a CY890 form <b>must</b> be submitted. If no PAE ID number is available, write "none." Children with termination of parental rights (TPR) for more than 90 days and with no intent to adopt filed <b>must</b> be registered with PAE. If unsure whether child has a PAE ID number, contact 1-800-227-0225.

<b>CHILD DEMOGRAPHICS</b>	
<b>Child's Name (First, Middle Last)</b>	If child is known by more than one last name, list both
<b>Date of Birth</b>	mm/dd/year format
<b>Social Security Number</b>	If none, write "none"
<b>Gender</b>	Check the box for male or female.
<b>Race and Ethnicity</b>	<ul style="list-style-type: none"> <li>Check all that apply, Choices are: American Indian/ Native Alaskan, Asian, Black/African American, Native Hawaiian/Other Pacific Islander, White.</li> <li>Ethnicity Hispanic <b>MUST</b> be checked as either Yes or No. If Hispanic is checked Yes, the appropriate race(s) must also be selected.</li> </ul>

<b>AGENCY INFORMATION</b>	
<b>County Children and Youth Agency</b>	Name of county of custody
<b>County Caseworker</b>	Contact person in county children and youth agency who may be

	contacted about information on form
Mailing Address	Agency contact information should include mailing street and/or PO Box number address, city, state, & zip.
E-mail	E-mail address for county contact person
Phone Number	Telephone number with area code of county contact person
Fax Number	Fax number with area code for county agency
<b>CHILD'S GOAL</b>	
Date Current Goal Was Established	<ul style="list-style-type: none"> <li>• Court-ordered date of current goal in mm/dd/year format</li> <li>• If date for goal of adoption is same as TPR, please enter court date of TPR here.</li> </ul>
Goal Under Appeal	If goal is under appeal, check box and provide date appeal was filed
Goal	<ul style="list-style-type: none"> <li>• For initial registration, select adoption. If goal of adoption is not established, <b>do not</b> complete the CY890.</li> <li>• For updates to CY890 acceptable goal change choices are Reunification, Permanent Legal Custodian (PLC), Fit and Willing Relative, Another Planned Permanent Living Arrangement (APPLA). Check all that apply for concurrent goals.</li> </ul>
<b>CHILD'S STATUSES</b>	
<b>Current Placement</b>	
Current Placement Date Established:	Date current placement (i.e. current living arrangement) was established in mm/dd/year format.
Current Placement:	Choices are Living in a Pre-Adoptive Home, Living with a Non-kinship Foster Family, Living with a Kinship Foster Family, Living in Residential Facility, Other. "Other" is used if none of the categories listed pertain and child is not in permanent placement. If "Other" is selected, indicate other placement in space provided.
<b>Adoptive Resource Status</b>	
Adoptive Resource Identified?	Is adoptive resource identified for child, check yes or no? For further explanation, see Comments section on page 1.
Intent to Adopt Filed?	<ul style="list-style-type: none"> <li>• If an intent to adopt has been filed, check the box and enter the date in the mm/dd/year format.</li> </ul> <i>Information about when intent was filed is available from pre-adoptive family, pre-adoptive family's attorney (with family's permission), or county prothonotary office. Sources will vary from county to county. Once a family makes commitment and agency selects family, Adoption Act requires intent to be filed within 30 days.</i>
<b>Family &amp; Child Preparation</b>	
Family Profile Not Complete	For families committed to adoption, provide information about current status of the family's profile. Check if the family profile (study) is NOT complete.
Child Not Prepared	For families committed to adoption, provide information about the current status of the child's preparedness. Check if the child is not prepared for adoption.
Child & Family Prepared	For families committed to adoption, provide information about current status of the family & child. Check if the family and child ARE prepared for adoption.

TPR STATUS	
Parental Rights Not Terminated / Parental Rights Terminated	Indicate current status of child's parental rights.
Date Mother's Rights Terminated	Enter date mother's rights were terminated in mm/dd/year format
Date Father's Rights Terminated	Enter date father's rights were terminated in mm/dd/year format
Parents Deceased	Check if either or both parents are deceased. Provide date of death in mm/dd/year format.
Termination Under Appeal	If termination of either or both parent's rights is under appeal, please check this box.
Date Appealed	List date(s) parental rights were appealed. <b>Note:</b> Date TPR was granted is still required, even if TPR is under appeal or was granted and then immediately appealed.
CASE STATUS	
Closed	Check if the county no longer has custody of child and provide date court ordered custody changed. Provide date in mm/dd/year format.
Reason	Check reason for why child is no longer in county custody. Possible options include: finalized, child reached age of majority or was emancipated, child is deceased, child reunified with birth family, child is living with other custodial relative, guardianship with family is complete, child was transferred to another agency ( e.g. juvenile probation /MH /MR, case closed due to child being on runaway status, or Other. If selecting other, please enter reason in space provided.