



Michigan Adoption Resource Exchange
3840 Packard Rd, Suite 170. Ann Arbor, MI 48108
(800) 589-MARE (phone) • (734) 528-2041 (fax) • www.mare.org

HOLD/PHOTOLIST REMOVAL FORM

Upon submission of this form, this case will continue to be monitored, but the child will not be photolisted on the MARE website. For Relative and Foster Parent Holds, Submit DHS 4809 (Intent to Adopt). For Recruited Family Holds, submit the signature page of the family assessment. For Goal Changes, submit DHS 5-s, DHS 66, DHS 643 SWSS screenshot, USP (signed by the DHS Monitor), or court paperwork.

Child's Name: _____ DHS Case # _____

Gender: _____ Race: _____ Date of Birth: _____ Circle One: Legally Free Legal Risk

Permanent Custody Date: _____ County of Commitment: _____

A. Is the child photolisted? ☐ Yes ☐ No

If no, go to Section B. If yes, complete the following:

C-number, if known: _____

Reason for removal:

- ☐ Child Turned 18
- ☐ Child is deceased. Date of Death _____
- ☐ Child's Federal Goal Changed to: _____
- ☐ Child has been matched with a family. ****Complete remainder of form****

B. Is this a transfer case? ☐ Yes ☐ No

If yes, please provide the name of the referring agency and the transfer date:

Referring Agency: _____ Date of Transfer: _____

C. Hold Registration Information

If there are competing parties, check all that apply, list all families' names on this form, and note type of hold after each family's name

- ☐ Child is being adopted by **foster family** (do NOT check this box if child was relocated to the foster home as a result of placement with a recruited family – check the appropriate box below for the recruited family)
- ☐ Child is being adopted by **relative and/or fictive kin**
- ☐ Child is being adopted by **recruited family** associated with agency serving child
- ☐ Child is being adopted by **recruited family** from another agency

Registering Agency: _____

Adoption Worker: _____ Phone: _____

Email: _____

Family's Name: _____

Family's Agency (if different than registering agency; otherwise enter "same"):

Demographic Information Regarding the Adopting Family

- ☐ Caucasian
- ☐ African American
- ☐ Other Race: _____
- ☐ Single-parent family
- ☐ Two-parent family

Is the child currently residing in the home? ☐ Yes ☐ No

Is this an out of state placement? ☐ Yes ☐ No

****Complete Section D and E for Recruited Holds Only****

D. Inquiry Method

Check the inquiry method connecting the child's and the family's workers.

- ☐ **MARE Monthly Matching Letters**
- ☐ Family inquired about child after seeing him/her on the **MARE photolisting**
- ☐ Family inquired about child after seeing him/her on the **AdoptUSKids website**
- ☐ Child's worker identified family on the **MARE Family Registry**
- ☐ Family identified through efforts of a **Wendy's Wonderful Kids** worker
- ☐ **Family's worker** identified and inquired about child on family's behalf
- ☐ **Interagency Collaboration** with no MARE involvement
- ☐ Other, please explain _____

E. Recruitment Methods

*To assist MARE with identifying effective recruitment methods, please check all recruitment activities that were **directly** related to the family's interest in **this** child.*

- ☐ Family saw the child's **recruitment video**
- ☐ Family inquired about the child after a feature on MARE **social media** outlets (Facebook, Twitter, etc.)
- ☐ Family saw the child on a **Heart Gallery** display
- ☐ Family saw the child featured in a **quarterly periodical**
- ☐ Family inquired about child after child was **MARE's Featured Child on www.mare.org**
- ☐ Family saw child as part of **media recruitment** (newspaper, television, etc.)
- ☐ Family saw a **flyer** profiling the child
- ☐ Other, please explain _____

Date Supporting Documentation will be submitted (Intent to Adopt, Signature Page, Goal Change documentation): _____

Signature: _____ **Date:** _____

NOTE: Agencies must follow up with a PCA320 in order to close this case.

If, at any time, the family decides to not proceed with the adoption *and* no other approved family is identified within 30 days, the child **must be photolisted on the MARE website**. If a new family is identified, please send a new Hold/Photolisting Removal form.