

89164 Office Facilities

(a)

The agency shall be housed in offices which are adequately equipped, which provide privacy for interviewing and which are conveniently located for the public.

Requirements shall include the following: (1) A separate reception area and waiting area shall be provided when the operations are carried on in the same building with other welfare programs. (2) Separate waiting rooms for adoptive parents and for natural parents shall be provided. (3) A play and viewing room shall be provided when extensive child placing activities are conducted. (4) Storage space shall be provided for equipment and furnishings needed to carry out the activities of an adoptions unit. (5) An exception to the above requirements for adoption services may be made by the Department for those licensed public adoption agencies which average less than ten relinquishments and ten placements per month, provided adequate provisions are made for assuring the privacy of the parties to the adoption and the confidentiality of the process. (6) Adoption case records shall be maintained in locked files in the agency.

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