

F. No. 1-24/2011/CARA
CENTRAL ADOPTION RESOURCE AUTHORITY
Ministry of Women & Child Development

Subject: Online registration, introduction of a quota system, principles for processing cases of adoption of normal children and placement of special needs children.

A. Online Registration and Introduction of Quota System

1. All Authorized Foreign Adoption Agency (AFAAs) / Central Authority (CAs) are now required to register the details of parents desiring to adopt from India online on Central Adoption Resource Information & Guidance System (CARINGS) and upload the duly completed Home Study Report (HSR) simultaneously. This is mandatory in cases of all habitual residents residing in Hague ratified countries.
2. The HSR should not exceed tenpages(A-4 size). Registrations shall be considered invalid without HSR submitted online.
3. A total number of 100 registrations shall be permitted per month on the basis of first registered.
4. Online registration of parents on CARINGS would open on the first working day of every month at 10 AM IST. As soon as the first 100 parents are registered, the system will get blocked automatically and reopen at 10 AM IST on the first working day of the next month.
5. For NRIs residing in countries that have not ratified the Hague Convention, the Guidelines provide for the Indian Mission in that country to facilitate the adoption. However, till such time, that the Missions are equipped to register such parents online on CARINGS, the HSR for such parents would be received physically in CARA and based on the priority of such receipt their registration on CARINGS would be done by CARA. If such a HSR is received in a month when the stipulated quota of 100 is already exhausted, then they will be counted towards quota of the next month on priority.
6. In cases of OCI/ Foreign parents habitually residing in India (Para 40 & 41 of the Guidelines), the PAPs shall approach CARA with a copy of HSR and a certificate of No Objection from the Embassy/Mission of the country of their nationality. Such cases shall be registered online at CARA. Their registration on CARINGS would be done by CARA on the basis of 'first in'. If such HSR and NOC are received in a month when the stipulated quota of 100 is already exhausted, then they will be counted towards quota of the next month on priority.
7. This quota system would be reviewed quarterly to assess the functioning.
8. This quota system is not applicable to special needs children.

B. Principles for processing cases of adoption of normal children.

The following principles shall govern the system of Central receipt of applications:

1. Para 8(6) of the Guidelines Governing the Adoption of Children, 2011.
2. The number of HSRs forwarded to a RIPA in any single meeting shall not exceed the number of normal children legally free for adoption in that agency as per the list put up before the Committee. This would give flexibility to the agency to take a placement decision in the interest of the child.

3. The Screening Committee can deviate from laid down methodology and procedure in case it is considered to be in the best interest of the child. However, reasons for such deviations will be recorded in writing.

C. Inter-country Placement of Special Needs Children

- (1) As per para 8 (5) of the Guidelines, preference shall be given for placing a child in in-country adoption and the ratio of in-country adoption to inter-country adoption shall be 80:20 of total adoptions, excluding special needs children. Para 44 of the Guidelines describes special needs children as under:-
 - (a) Children having visible and or serious medical conditions-mental or physical ;
 - (b) Older children;
 - (c) Siblings and
 - (d) Extremely low birth-weight children(to be certified by a Government Medical Officer)
- (2) CARA has developed software on CARINGS to facilitate adoption of special needs children in the category of physical and mental disability including extremely low birth-weight children. Their details can be accessed by the AFAA/CA on CARINGS in order to locate suitable parents for them. Accordingly, the matching of the child with the parent/s will be done by the AFAA online and subsequently, the HSR will be sent to CARA for onward transmission to the agency where that particular child is available.
- (3) In cases of older children and siblings, the AFAA/CA is also required to register online. However, such application will not be counted under the monthly quota. Therefore, when the AFAA/CA registers a parent desiring to adopt a child in this category of Special Needs and clicks on the requisite field in the registration form, such registration will move out of the quota system and accordingly can be registered at any time of the month/year.
- (4) Applications for special needs children of the two categories mentioned in the preceding para will be treated on first in and first out basis subject to issue of priority as per para 8(6) of the Guidelines Governing the Adoption of Children, 2011.

D. Clarification on Category of PAPs

- If either parent is NRI, then the application will be treated as NRI.
 - If either parent is OCI, then the application will be treated as OCI.
 - If either parent is PIO, then the application will be treated as PIO.
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Instruction Manual for Central Adoption Resource Information and Guidance System (CARINGS) prepared by National Informatics Centre for Central Adoption Resource Authority, Ministry of Women and Child Development

Authorized Foreign Adoption Agency (AFAA)/ Central Authority (CA) Module:

This Module facilitates to register online the details of the parents desiring to adopt from India and can monitor their status of adoption. They can enter the child arrival status, citizenship status and Post Adoption Report.

Prospective Adoptive Parent's (PAPs) Registration Process: AFAA/CA has to register the parents through this module and registration no. of the parent has been generated. Agency has to send a copy of the HSR with the registration no. to CARA for onward transmission to Indian adoption agency. This registration is provisional until the hardcopy of the dossier reach as CARA. Parents are considered in waiting list only after the acceptance of the proposal by CARA

PAPs Status track: The PAPs for Inter-country Adoption can not access status track directly. Only AFAA/CA can access relevant information and communicate to the country PAPs.

Child Arrival Status: AFAA/CA has to enter the date of arrival of child in their country

Citizenship Status: AFAA/CA is required to enter the date when the child gets the citizenship in the country

Post Adoption Follow up: AFAA/CA has to enter progress reports in case of each child in a timely manner as provided in CARA Guidelines (2011).

Available Special Needs Children (SNC): AFAA/CA can reserve a particular Special Need Child for a maximum period of 30 days. At a time, the AFAA/CA can reserve three children. If AFAA/CA is not able to identify the prospective adoptive parents for the child, they can release the child after a period of 30 days and can also reserve other special needs children in similar way.

Reports: The AFAA/CA can access consolidated information related to adopted children and their parents.

Update Parent Details: The AFAA/CA is required to update details about the PAPs at regular intervals

Update Agency Details: The AFAA/CA has to update its information from time to time.
