



Series: Operating Procedures **COA:** FIN 7.03,
7.10-.13; RPM 7, 8
CFOP: NA

Procedure Name: Adoption Subsidy Submissions
Procedure Number: OP-1002
Revision #/Date: (2)/01/14/09
Effective Date: 01/20/06

Applicable to: All CBCB Staff and Contract Care Management Agencies

SUBJECT: Adoption Subsidy Submissions

PURPOSE: To identify and define the process of submission of Adoption Subsidy files.

PROCEDURE:

References

CBCB Policies/Procedures: GOV202, GOV203, AP401

Completion of the Adoption Subsidy Packet

The Adoption Support Coordinator completes the Adoption Subsidy Packet. The packet consists of the following documentation:

- Spurs form
- Disposition Sheet
- Child summary (attempts to place without subsidy)
- Data Sheet
- Memorandum of Agreement
- Adoption Exchange Form
- Affidavit of Disclosure
- Declaration of citizenship/copy of birth certificate
- Award letter from SSI
- Original CIC Medicaid and Title IV-E application worksheet
- Adoption Subsidy Title IV-E eligibility screening worksheet
- Child in Care Economic Self Sufficiency Notice of Case Action at the time of most recent removal
- Completed TANS/MAS worksheet application
- Child Study
- Psychological Evaluation
- School Reports
- Medical Reports (physical of child being adopted, less than a year old)
- Therapy reports
- Comprehensive Behavioral Health Assessment

- Approved adoption home study
- Local Law Enforcement Checks
- FDLE
- FBI Clearance
- Documentation pre adoptive parents were notified of hearings (chrono/certificate of service)
- TPR Order
- TPR Petition
- PDS for Dependency (if not PDS chrono stating why)
- Shelter Order
- Shelter Petition
- Voluntary Surrenders
- JR report with efforts to achieve permanency
- JR order with permanency language

Review of Packet

CBC of Brevard reviews Adoption Subsidy Packet and records on Routing Slip for Adoption Subsidy Files within 10 business days:

Director of Operations Child and Family Services
Chief Financial Officer
ICWSIS Vouchering
ICWSIS Analyst
Revenue Maximization

Steps required for Payment

- a. Once Subsidy Packet Amount has been reviewed and approved by all parties, the following steps need to be taken before the payment can begin:
 1. A letter must be submitted to Adoptive Parent informing them that additional adoption assistance has been approved. Letter must be dated and signed by the Adoption Coordinator
 2. The Adoption Assistance Agreement must be signed by the Adoptive Mother, Adoptive Father and Adoption Support Coordinator.
 3. Please note that the Adoption Subsidy date begins on the date that the Adoptive parent signs the Subsidy Agreement.
 4. In the cases where missing information is identified, the information must be forwarded within 10 business days.

- b. The following must occur within 10 business days after the adoption is finalized:

A copy of the below must be provided to CBCB:

 1. Signed Memorandum Of Agreement
 2. Spurs Form
 3. Finalization Order
 4. Letter regarding notification of State University Undergraduate Fee Exemption.
 5. Request for Assistance Form to change child from Foster Care Medicaid to Adoptive Home Medicaid.

c. For Annual Review of Subsidies:

1. Send first letter out 60 days prior to the due date of subsidy recertification, noting that information is due in 30 days.
2. Send second letter in 30 days if no response received.
3. Send third letter if necessary explaining urgency.
4. Provide copy of Adoption Subsidy Agreement with updated signatures
5. Provide Notice of Case Action for Title IV-E eligible and if not add TANF forms.
6. Copy of Disposition Form.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 2-12-09