



Policy Attachment: 15.14, Adoption Assistance Case File Contents

Subject: Protocol for Adoption Assistance Case File Contents

Additional Information:

- All Adoption Assistance Files should be organized and filed in accordance with the outline in this protocol.

Case File:

- a) Use top tab letter size classification folders with 2 dividers
- b) Confidential should be stamped on the outside front cover
- c) File should be labeled with child's last name, first name, DOB, as well as county, month, and year of initial contract.
- d) Most current information should be at the top of each section(section headings would be labeled with card stock colored paper)
- e) It should be noted that all files will not have all of the following documentation with the exception agreements and renewals.

1. Initial:

This section consists of initial documentation required to establish an adoption assistance case. Appropriate documentation for this section should include the following:

- a) **CS-0460, Intent to Adopt Placement Agreement (Part 1) and Application for Adoption Assistance (Part2)**
- b) **CS-0461, Adoption Assistance Agreement Applied for Prior to October 1, 1997** and supporting medical/psychological documentation
- c) **CS-0513, Adoption Assistance Agreement on or After October 1, 1997** and supporting medical/psychological documentation
- d) Presentation Summary
- e) Final Order of Adoption
- f) **CS-0674, Special or Extraordinary Rate Request**

2. Renewals/Revisions:

This section consists of all information needed for Renewal or Revisions made in the Adoption Assistance case. Appropriate documentation for this section should include the following:

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- a) **CS-0459, Adoption Assistance Renewal Affidavit** and supporting documentation, (i.e., proof of residency, medical/psychological documentation)
- f) Cover letter for Renewals
- g) Certified letter/receipt for **CS-0459, Adoption Assistance Renewal Affidavit**, not returned
- h) Revised **CS-0513, Adoption Assistance Agreement on or After October 1, 1997** and supporting documentation
- i) **CS-0686, Notice of Denial, Termination, or Change in Adoption Assistance**
- j) **CS-0403, Appeal for Fair Hearing**

3. Eligibility:

This section consists of information related to the child's funding source and continued eligibility for Adoption Assistance payment. Appropriate documentation for this section should include the following:

- a) SSI/SSA Award Letters
- b) Copy of Social Security Card in Adoptive Name
- c) Date of Birth Reports CS-0792, Review of Eligibility for Adoption Assistance for Child turning 18, 19, and 20 Years old and documentation
- d) Verification of full-time school attendance
- e) **Certification of Eligibility for Title IV-E /State Funded Adoption Assistance- Form CS-0821.**

4. Financial/Expenses:

This section consists of any financial expenses related to the Adoption Assistance case. Appropriate documentation for this section should include the following:

- a) Attorney Fee Invoice
- b) Ongoing Services Invoices
- c) Placement Fee/Home Study Fee Invoices
- d) ChipFins Screen (from foster care)
- e) Purchase Services & Goods (PSG) Authorizations
- f) Substitute W-9 (optional)
- G) Automated Clearing House (ACH) Form (optional)
- h) Approval for non recurring expenses if applicable

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5. Appeals:

Appropriate documentation for this section should include the following:

- a) Appeal Summary
- b) Appeal Correspondence
- c) Appeal Orders

6. Correspondence/Miscellaneous:

7. ICAMA (Interstate Compact on Adoptions and Medical Assistance):

Appropriate documentation for this section should include the following:

- a) Copy of Memo to Central Office
- b) ICAMA forms