

**ADOPTION ASSISTANCE
CASE RECORD CHECKLIST**

Please submit your packets in the order noted below. When submitting packets for a group of siblings, a separate packet is required for each child.

Child's Foster Care Name: _____ CYCIS ID#: _____

SACWIS ID#: _____

Child's Adoption Case Name: _____ CYCIS ID#: _____

SUBSIDY PAPERWORK (WITH ORIGINAL SIGNATURES):

- CFS 1800-A-A Adoption Assistance Eligibility Determination. **OR**
CFS 1800-A-1 Adoption Assistance Eligibility Determination for children not under legal (4 original signatures)
- CFS 1800-B-A Adoption Assistance Application, signed and dated by parent (4 original signatures)
- CFS 1800-C-A Adoption Assistance Agreement, signed and dated by adoptive parents and Caseworker prior to Final Judgment (4 original signatures)
- CFS 1800-D direct payment to Attorney and/or letter from Attorney (1 original and 3 copies)
- CFS 470-H Affidavit (1 original and 3 copies)
- CFS 1800-S Approved subsidy maintenance form (1 original and 3 copies)
- CFS 1800-P Verification of Ongoing Monthly Subsidy Payment Amount (4 copies)
- Email from *Benefit Check Subsidies* mailbox verifying whether the child is receiving any social security benefits. (4 copies)
- Adoption Investigatory Report- CFS 411, including the Back-Up Plan (1 original and 1 copy)
- Results from the background checks dated within the appropriate timeframes as follows (2 copies):

Licensed Providers

- Household members age 13 through 16 – CANTS/SOR dated within 2 years of the subsidy approval
- Household members age 17 and older – CANTS/SOR/ISP/FBI dated within 2 years of the subsidy approval

Unlicensed Providers

- Household members age 13 through 16 – CANTS/SOR dated within 6 months of the subsidy approval
- Household members age 17 and older – CANTS/SOR/LEADS dated within 6 months of the subsidy approval and ISP/FBI dated within 2 years of the subsidy approval

- Home Study/Conversion Assessment, including the Back-Up Plan (1 original and 1 copy)
- 60+ Subsidy Checklist; including forms CFS 604, CFS 718, CANTS 48, when applicable. (1 original and 1 copy)
- CFS 484 Adoption/Guardianship Tracking Form-**OR**- printed out CM-46 & CM-47. (2 copies)
- Prior subsidy packet, if applicable. – POST ADOPT only

SPECIAL NEEDS DOCUMENTATION: Must have all three (2 copies of each).

- 1. Copy of termination order or surrender or consents or death certificate for **BOTH** mother and father. For expedited adoptions without termination of parental rights on both parents, will need a case note indicating termination will be part of final judgment of adoption.
- 2. Verification child is of age one or older, must include **Birth Certificate; and**
 Professional documentation [e.g. psychological report(s), medical report(s) and other medical records]; and
 Home Study, Investigatory Report, intake summary, child summary, case plan and social history to show child is being adopted with a sibling(s) or adopted by parents who had previously adopted a sibling(s) with adoption assistance.
- 3. **Must Provide A, B & C together or- only D.**
 - A. ALS – 1 Child Registration Form; **and**
 - B. Case Notes or Case Plan that the caseworker was searching for adoptive placement resources or checking waiting lists of adoptive parents; **and**
 - C. Documentation caseworker was asking if prospective adoptive parents are willing to adopt without a subsidy (Adoptive Home Study, Conversion Home Study and CFS 1800 B-A signed on page 7); **OR**
 - D. Documentation that it was against the best interest of a child to be placed without a subsidy due to significant emotional attachment. (Investigatory Report or Adoption Conversion Summary)

FINANCIAL DOCUMENTATION:

Must have one of the four categories: AFDC, SSI, Prior Adoption, or Child of a minor IV-E Ward (2 copies).

- AFDC eligibility** (must have all four documented at the time of court ordered removal or voluntary placement agreement):
 - Court Order removing the child with a contrary to the welfare finding. MUST provide Temporary Custody, Adjudication and Guardianship Orders, or Voluntary Placement Agreement signed and dated by both a parent and caseworker (CFS 444); **and****
 - Intake Summary or social history to show that child lived with a **specified relative** within 6 months of his/her removal; **Must provide Initial Social/Integrated Assessment AFTER taking custody of minor and the Initial Service plan**, (initial social history and initial service plan must be within 6 months after the removal date) **and**
 - Documentation that child was **deprived of parental care** due to absence, death, or unemployment/underemployment at the time of removal. (DCF-CANTS reports, intake summary, social history); **Must Provide DCP Investigative Report, and**
 - Information referencing public aid or **family income**, such as paycheck stubs, intake summary, social history).

OR

- Documentation from Social Security Administration that the child is eligible for SSI at the time the adoption petition was filed.

OR

- Copy of CM07 and CM24 (**provided by APT Adoption liaison**) to show child was previously adopted and subsidized with Title IV-E funds.

OR

- Copy of minor parent’s CM24, CM08 and CR08 (**provided by APT Adoption liaison**) to document this is a child of a IV-E eligible minor parent who received foster care maintenance payments, which included money for the child.

LEGAL CONSENTS FOR ADOPTION COORDINATOR (2 Copies of each)

- Consent by Agency to Adoption-CFS 436-1-A (termination) or CFS 436-A (surrenders/consents)
- Entry of Appearance (CFS 436-2)
- Affidavit of Agency
- Special Needs Certification (CFS 482-B)
- Petition for Discharge from Guardianship (CFS 440)-as applies to regional court practice.
- Order for Discharge –for Judge to sign at hearing (CFS 440-1) as applies to regional court practice.
- Interstate compact approval, if applicable

I have reviewed the attached documentation and attest that all required documents are included in the packet.

Caseworker Supervisor’s Signature: _____ **Date:** _____

Supervisor’s Printed Name _____

Agency _____

Phone number: _____

The subsidy and case record content has been reviewed by:

Adoption Coordinator: _____ Date: _____

Quality Control Signature: _____ Date: _____

Send the following to Post Adoption upon finalization of adoption:

Foster Care Case Closing (if applicable):

- CFS 1425 Change of Status showing case closure.
- CFS 906 Final Living Arrangement showing child’s biological case is closed.
- Notify ACR Reviewers to cancel subsequent case reviews
- Close Juvenile Court Case to allow for Post Adopt to open the assistance case

Adoption Case Opening Forms:

- Adoption Petition (file stamped or clerk stamped)
- Final Judgment (clerk stamped)
- CFS 1410 Case Registration/Case Opening-completed on Adoptive family
- CFS 906 Adoption Assistance Opening