

Family Partnerships of Central Florida

PROCEDURE

Series:	Operating Procedures	COA: FIN 7.03, 7.10-.13, RPM 7, 8 CFOP: NA
Procedure Name:	Adoption Subsidy Submissions	
Procedure Number:	OP-1002	
Reviewed Date:	04/10/19, 4/16/24	
Revision #/Date:	(4)/01/14/09, 02/14/12, 05/03/16	
Effective Date:	01/20/06	
Applicable to:	All FPoCF and Contract Care Management Agencies	

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

PROCEDURE:

References

FPoCF Policies/Procedures: GOV202, GOV203

Completion of the Adoption Subsidy Packet

1. The Adoption Support Coordinator completes the Adoption Subsidy Packet and submits the completed packet to the Director of Intake, Placement and Assessment or designee for review and approval.
2. The initial Adoption Subsidy packet consists of the following documentation:
 - Vendor Maintenance form
 - Disposition Sheet
 - Child summary (attempts to place without subsidy)
 - Data Sheet
 - Memorandum of Agreement
 - Adoption Exchange Form
 - Affidavit of Disclosure
 - Adoption Assistance Agreement
 - Declaration of citizenship/copy of birth certificate
 - Social Security Income Award Letter, if applicable
 - 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)

Family Partnerships of Central Florida

- 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)
- Petition of Termination of Parental Rights
- Termination of Parental Rights Order
- Pre-Dispositional Report for Dependency (if not PDS chrono stating why)
- Shelter Order
- Shelter Petition
- Voluntary Surrenders, if applicable
- Judicial Review report with efforts to achieve permanency
- Judicial Review order with permanency language

Review of Packet

The Family Partnerships of Central Florida Director of Intake, Placement and Assessment or designee reviews the Adoption Subsidy Packet and records on Title IV-E Adoption Assistance Checklist and forwards it to the FPoCF Revenue Maximization staff.

Steps required for Payment

- a. The "Adoption Assistance Agreement," must be signed and dated by all parties prior to the finalization of the adoption. Once the Subsidy Packet Payment 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 Adoption assistance has been approved. The letter must be dated and signed by the Adoption Support Coordinator.
 2. The Adoption Assistance Agreement must be signed by the Adoptive Mother, Adoptive Father and Adoption Support Coordinator.
 3. The effective date of the agreement is the date the child was placed with the family as an adoptive placement and the Memorandum of Agreement to Adopt, CF-FSP 5072, incorporated by reference in paragraph 65C-16.002(2)(c), F.A.C., was signed by the potential adoptive caregiver and the CBC and subcontracted adoption support agency. If not completed on the same date, the effective date will be the latter of the two. Payments may not be made for any months in which there is no adoption assistance agreement in place. Therefore, this agreement should be executed the date the child was placed with the family as an adoptive placement.
 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:

Family Partnerships of Central Florida

A copy of the below must be provided to CBCB:

1. Signed Memorandum Of Agreement
2. Vendor Maintenance 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.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 04/17/2024