

Lois Ann Day
Authorized Signature

Number: CW_IM_09_017
Issue Date: 8/15/2009

Topic: Adoptions

Subject: Notification to the field of Adoption Assistance openings and finalizations.

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message: Pursuant to ongoing RPI efforts in the Adoption and Subsidized Guardianship Program, the Adoption Assistance program will begin using electronic notifications to branches about the following actions:

- 1) Adoption Assistance in place- close out foster care
- 2) Adoption Assistance in place- no foster care
- 3) Request for IV-E file
- 4) Finalization of the adoption

The program office will discontinue sending a hard copy of these notices in the mail.

These notifications will be sent to the child’s case worker that is on record in ARMS. **If you are no longer the case worker please forward the e-mail to the current case worker.** The child’s case worker should also forward the notifications to appropriate branch support staff so they can complete their portion of the process. Support staff will be listed at the bottom of the email memo in the cc. section (i.e. Federal Revenue Specialist, Eligibility Specialist, Direct Payment Staff, CMC/unit clerk.)

Hard copies can be printed and placed in the branch file, as needed.

If you have any questions about this information, contact:

Contact(s):	Ann Bennett		
Phone:	503-945-5998	Fax:	503-945-6633
E-mail:	Ann.j.bennett@state.or.us		