

Lois A. Day, Administrator
Office of Safety & Permanency for Children

Authorized Signature

Number: CW-IM-10-015
Issue Date: 07/15/2010

Topic: Adoptions

Subject: Adoption Assistance

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:

Central Office Caseload Assignments: Effective immediately, new adoption assistance applications will be assigned to the Central Office coordinators on a rotation basis. The assigned coordinator will notify the caseworker(s) by e-mail of the assignment when the coordinator receives the completed application packet for processing.

When the adoption is finalized, ongoing cases will be assigned, by the last name of the parent, as follows:

Adoptive Parent Last Name	Coordinator	Telephone	Support	Telephone
A – C	Becki Luckman	503-945-6729	Karen Cremer	503-945-6642
D – G	Scott Wickline	503-947-5311	Courtney Nichols	503-947-5092
H – K	Lorri Harris	503-945-6632	Courtney Nichols	503-947-5092
L – O	Bonnie Klohs	503-947-5371	Sue Bakke	503-947-5312
P – S	Gayle Bien	503-947-5370	Karen Cremer	503-945-6642
T – Z	Cathy Reeves	503-945-5685	Sue Bakke	503-947-5312

CANS: A child is referred for a Child and Adolescent Needs and Strengths (CANS) screening to determine the needs of the child for case planning. If a child has a Level of Care payment based on a CANS assessment while in foster care, the Level of Care

payment will follow the child into the adoption assistance program. *However*, it is inappropriate to request a CANS assessment for the sole purpose of potentially increasing the amount of the adoption assistance payment for the child. If there are changes in the child's behavior or functioning after the adoption finalized, the Adoption Assistance Program can arrange for the child to have a CANS assessment at that time.

Early Reviews: An early review of the potential adoption assistance payment may be requested prior to the Permanency Committee Staffing when the prospective adoptive parent is ambivalent about moving ahead with adoption due to financial concerns. Use the CF 0451 – Adoption Assistance Early Review Checklist, located at http://dhsresources.hr.state.or.us/WORD_DOCS/CE0451.doc , as a guide for gathering and submitting documentation to the Adoption and Guardianship Program. A tentative adoption assistance offer will be made based on the information provided.

Expedited Application Processing: Requests for expedited processing of AA applications can be made when the answer to any of the following questions is “yes”:

- Is the child almost age 18?
- Is the child non Title IV-E eligible and moving to a state that won't provide a medical card?
- Is the out of state home only approved for adoption and not foster care?
- Does the Oregon family have to move out of state prior to adoption finalization, e.g. job transfer?
- Other circumstances can be considered on a case by case basis.

Requests for expedited processing should be sent to Carla Crane via e-mail.

Foster Care Services: *Do not* close foster care services (including Enhanced Supervision and Personal Care payments) at the branch level when the plan is for the child to receive either Adoption Assistance or Guardianship Assistance benefits. The foster care services will be closed by central office when AA is opened so there is no interruption in the child's medical card coverage and payment.

Training: To schedule training on Adoption Assistance, contact Cathy Reeves.

If you have any questions about this information, contact:

Contact(s):	Carla Crane (503)945-5998 Cathy Reeves (503)945-5685		
Phone:		Fax:	(503)945-6633
E-mail:	carla.crane@state.or.us cathy.r.reeves@state.or.us		