

Lois Ann Day, Director  

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**Authorized Signature**

**Number:** CW-IM-12-003  
**Issue Date:** 03/02/2012

**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:**

This is a notification of the new process for submitting requests for adoption assistance and clarification regarding the requirements. Compliance with the new process and requirements will assist in the timely processing of applications.

**New Adoption Assistance Process**

Effective immediately, there is a new process for field staff to submit the [Adoption Assistance Application](#) and supporting materials to Central Office. The new process is as follows:

- 1) The Adoption Assistance Application and supporting materials must be in OR-Kids. If a document did not originate in OR-Kids, it must be scanned into the file cabinet. Paper copies should no longer be sent to Central Office. The CF 0450 lists the required documents.
- 2) Notification to Central Office that all documents are in OR-Kids should occur via the child's caseworker sending the CF 0450 Adoption Assistance Requirements form as an attachment to the following email address: NEW APPS AAGA. The child's case number should be included in the subject line.
- 3) In addition to the required documents being in OR-Kids prior to sending the CF 0450, the following must be completed:

- a) The child's pre-adoptive case must be opened and the adoptive placement must be designated by Central Office.
- b) The certifier/adoption worker must have added the 5 adoption assistance services to the provider case in OR-Kids. This includes the 1 certified service of AA Open Pre-Adoptive Placement Certified and the 4 other services open to Central Office including AA Subsidy and Medical, AA Medical Only, AA Subsidy Only, and AA Agreement Only.
- c) The Certificate of Special Needs must be completed by the caseworker in OR-Kids.
- d) A new IV-E eligibility determination must be completed in OR-Kids by the IV-E specialist and the supporting materials scanned into OR-Kids.

The updated CF 0450 and a tool to assist with naming conventions are [attached to this message](#).

Please note that applications are not assigned to an Adoption Assistance Coordinator for negotiation until all of the requirements listed on the CF 0450 have been met.

In addition, compliance with the following requirements will help speed the processing of applications:

- 1) Pre-adoptive families shall be notified by their caseworker prior to completing the Adoption Assistance Application that the amount of adoption assistance cannot exceed the amount of the foster care payment (inclusive of the base foster care rate and the level of care payment).
- 2) Families requesting an adoption assistance payment must clearly document their out-of-pocket expenses regarding the child on the application as adoption assistance must be negotiated based on the out-of-pocket expenses of the family.
- 3) Although the family lists all out-of-pocket expenses regarding the child to provide a comprehensive picture of the expenses, they should not request more than the maximum rate they may receive, and they should understand that adoption assistance is not intended to fully cover the costs of raising the child. Please make sure the adoptive family has read the entire adoption assistance application instructions which will further assist them in filling it out correctly.

Thank you for your assistance.

*If you have any questions about this information, contact:*

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