

Big Bend Community Based Care Policy & Procedure

Series: 400: Child Welfare Services

Policy Name: Adoption Subsidy Approval Process

Policy Number: 420

Origination Date: 03/09/2009 **Revised:** Board Meeting of 10/18/2018

Regulations: 100.152, F.S.
409.166(4)(a), F.S.
65C-16.012, F.A.C.
65C-16.014, F.A.C.
65C-16.015, F.A.C.
CFOP 175-71

Referenced Document:

400-420 x 1, BBCBC Subsidy File Checklist

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to assess the need for an adoption subsidy for families in order to alleviate financial burden and expedite permanency. The purpose of the adoption subsidy is to make available to prospective adoptive parents financial aid which could enable them to adopt a special needs child.

Procedure

A. Initial Adoption Subsidy Process.

1. Every adoptive family must be advised of the availability of adoption subsidy and the purpose for which it is intended.
2. The Adoption Provider must identify the child's and the family's need for subsidy must be determined prior to placement.
3. The initial determination of the monthly basic maintenance payment will be based on the DCF's published standard foster care board rates. This initial basic subsidy will be eighty percent (80%) of the standard foster care board rate at the time the payment determination is being made.
4. If an Adoption Provider determines that a child meets the requirements for Medical Subsidy (also referred to as Medical Assistance) which can only be used as prescribed in subsection 409.166(4)(c), F.S., they are to ensure that this is documented on the Adoption Assistance Agreement prior to adoptive finalization.

B. Supplemental Basic Maintenance Subsidy.

1. An additional supplemental amount may be added to the child's basic subsidy when a child has a specific and diagnosed physical, mental, emotional or behavioral problems which require care, supervision and structure beyond that ordinarily provided in a family setting.

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2. The total of the basic amount and the supplemental amount may not exceed the standard foster care board rate for which the child was eligible as a foster child.
3. No adoption subsidy may exceed the actual amount of the foster care board rate paid for the child. Any request for this policy exception must submit in writing to the Secretary of DCF. The request should come from the BBCBC CEO and DCF Regional Administrator.

C. Subsidy File.

1. The Adoption Provider will prepare an Initial Adoption Subsidy File and submit to the BBCBC Adoption Eligibility Specialist or designee for review and approval by BBCBC Chief Executive Officer or designee.
2. The initial Adoption Subsidy File will include, but not be limited to:
 - a. Shelter Petition;
 - b. Shelter Order;
 - c. Pre-Disposition Summary;
 - d. Termination Of Parental Rights (TPR) Petition;
 - e. TPR Order on all parents;
 - f. Surrenders if applicable;
 - g. Petition for Adoption (placed in file after finalization);
 - h. Adoption Finalization Order (placed in file after finalization);
 - i. Reasonable Efforts to Place without Subsidy (completed in FSFN on the Adoption Information page);
 - j. Memorandum of Agreement;
 - k. Initial Adoption Assistance Agreement (created in FSFN);
 - l. Adoption Information;
 - m. Subsidized Adoption Disposition Sheet;
 - n. Special Needs Criteria;
 - o. Title IV-E Eligibility Verification;
 - p. Birth certificate;
 - q. SSSI Verification/award letter if applicable;
 - r. Completed TANF Application, if applicable;
 - s. Child Study;
 - t. Adoptive Home Study;
 - u. Adoption Review Committee report, if applicable;
 - v. National/Federal Background Checks;
 - w. State Background Checks;
 - x. Local Background Checks;
 - y. Florida Abuse Registry Checks;

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- z. Abuse Registry (Adam Walsh) checks, if applicable
- 3. The file will be reviewed by the BBCBC Adoption Eligibility Specialist or designee using the BBCBC Subsidy File Checklist to ensure all required documents are present.
- 4. The BBCBC Adoption Eligibility Specialist or designee will complete the eligibility screens in FSFN.
- 5. The completed Adoption Subsidy File will be forwarded to BBCBC's CEO or designee for approval and signature.

D. Adoptive Placement.

- 1. Within two (2) business days of adoptive placement, the Adoptive Provider will send the BBCBC Communication Form and Disposition to the BBCBC Adoption Eligibility Specialist or designee.
- 2. The BBCBC Adoption Eligibility Specialist will complete the Medicaid documentation in FSFN and the BBCBC Vouchering Specialist will create the prefinalization placement in FSFN.
- 3. If the adoption placement disrupts or the child is not initially placed with the prospective adoptive family, the Adoption Provider must notify the BBCBC Vouchering Specialist within two (2) business days.

E. Adoption Finalization.

- 1. Within two (2) business days of adoption finalization, the Adoption Provider will email the BBCBC Communication Form (with the finalization date) to the BBCBC Adoption Eligibility Specialist or designee.
- 2. The BBCBC Adoption Eligibility Specialist or designee will complete a Medicaid change form in FSFN and send information to Voucher Specialist to end the prefinalization placement in FSFN.
- 3. The BBCBC Adoption Eligibility Specialist or designee will notify the Adoption Provider when the post-adoptive case can be created.
- 4. The Adoption Provider will create the post-adoptive case and provide the Vendor ID information to the BBCBC Vouchering Specialist.
- 5. Within five (5) business days of the Adoption Finalization, the Adoption Provider will ensure that the following documents are placed in the adoption subsidy file:
 - a. Adoption Petition;
 - b. Final judgement of adoption order;
 - c. Initial Adoption Assistance Agreement (signed by all parties).

F. Adoption without Subsidy.

- 1. If an adoptive family desires Medicaid benefits for an adoptive child being placed without subsidy, the Initial Adoption Subsidy Process must be followed, including:
 - a. Documenting the subsidy amount as Aero Dollars (\$0.00) with Medicaid requested; and
 - b. Assuring valid signatures from both the prospective adoptive parents and the Adoption Provider.
- 2. Families who previously adopted without a subsidy may later request an adoption subsidy by making a written request of BBCBC's Adoption Provider.

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- a.** Upon receipt of an adoption subsidy request from a previous adoptive family, the Adoption Provider is responsible for:
 - i.** Working with the family and BBCBC to determine the appropriate subsidy;
 - ii.** Updating the disposition and Adoption Assistance Agreement;
 - iii.** Preparing a written statement indicating the Adoption Provider's findings; and
 - iv.** Submitting the disposition, agreement and findings to the BBCBC Adoption Eligibility Specialist or designee.
- b.** BBCBC is then responsible for processing subsequent requests for adoption subsidies as provided in *Section C, subsections 3 through 5*, as stated in this Policy.