

## 2304.1 ADOPTION ASSISTANCE

### A. Adoption Assistance Overview

1. When a child is determined special needs, meets all other eligibility requirements for adoption assistance, and signs the Adoption Assistance Agreement, the adoptive parent may then be eligible for maintenance monthly adoption assistance.
2. Payment of the maintenance adoption assistance may be paid for the entire first month, even if the agreement is signed at a date other than the first of the month, unless the adoptive parents received a foster care per diem for the child(ren) that month.
3. For foster parent/adoptive placements, the signing of the Adoption Placement Agreement will be coordinated with the approval of the Adoption Placement Agreement, usually at the beginning of a month to ensure continuity of payment for the child.
4. Payments cannot be made simultaneously from Foster Care and Adoptive program areas.
5. In some cases the first month's maintenance adoption placement will be prorated, thus the parent would receive foster care per diem prior to the finalization of the adoption assistance for the date signed forward to the end of the month.
6. To determine the amount of Adoption Assistance to be paid for the month, subtract the amount of foster care paid for the month from the monthly assistance amount.
7. The maximum amount of Maintenance Adoption Assistance benefits an adoptive parent receives may never exceed the per-diem rate the child was receiving in FAMILY foster care at the time of the signing of the Adoptive Placement Agreement Form 33/37

**NOTE:** (Exception: Children who receive the base foster care per diem rate plus the director waived per diem of up to \$1.75 will receive increases at the same age levels that foster care increases.)

8. The Maintenance Adoption Assistance may be the same as the Level of Care received by the child; however, if the child's monthly adoption rate is based on a Level of Care, the child does not receive increase in rates due to age.
9. The County Director/Designee must concur with the negotiated amount and approve the amount of the adoption assistance prior to first payment.
10. Accounting should receive Form 402 or Form 403 prior to payment adoptive services. See attached Exhibit 1, Form 402 and Exhibit 2, Form 403.
11. If the adoption assistance rate is based in Level of Care, accounting should require a Level of Care Approval Letter.
12. Accounting should also request a copy of the Memo from Office of Adoptions indicating the child meets special needs requirements.

B. Types of monthly adoption supplements are:

1. Program 508 – Maintenance Monthly Adoption Assistance – State children and child is over 18
2. Program 509-IVE Children under age of 18