SUBSIDY "HAVE I DONE EVERYTHING" CHECKLIST

- Confirmed that SS-60 (licensure/certificate) for AD or LG has been entered in the system. Copy of ZVPF attached DO NOT SEND PAPERWORK IF FAMILY IS NOT LICENSED
- □ Completed paperwork on current/correct subsidy form:

Adoption (CD-AD) 12/14 Subsidized Guardianship (CD-SG) 05/16

- $\hfill\square$ Managing County name and code is included.
- \Box Residence County name and code is included.
- \Box Vendor number is included.
- □ Adoptive Parent/Guardians name(s) are included and same as on license (Check FACES/PROD)
- □ Child's Name, DOB and DCN are included and correct for the specified child
- □ Agreement effective date is included and same as service begin dates.
- \Box No services are backdated.
- □ Code, frequency, maximum amount and approval time period is included for all services.
- □ Declination statement is included if declining a basic subsidy service: MoHealth Net, maintenance or daycare or basic legal. Any basic service not requested initially must be addressed in the explanation section.
- □ SMAS (if requested)– documentation is included and written for the appropriate time period.
- □ Childcare Required statements are included in the explanation section and childcare is addressed on all subsidies for children 13 and under.
- □ Legal fees Required statements are included in the explanation section. If contested rate, required documentation is attached.
- □ Residential Email from RCST Coordinator is included giving approval for service
- □ Guardianship Family relationship to the child is stated in Explanation Section.
- □ A successor guardian has been named or addressed in the Explanation Section if not named initially.
- □ Parent/Guardian(s) have signed and dated all pages of Agreement with full legal names as they are shown in FACES.
- \Box Parent/Guardian(s) address is included.
- □ Managing County Office / Contractor/ Private child placing agency's Name and address is included.
- □ SS-60 and Subsidy Agreement Cover Sheet for PBC Agencies is included with contact information.
- □ Subsidy Clearance Form is included with all necessary supervisory approvals. All above standard subsidies must have CD regional review/signature. This includes those from contractors and private child placing agencies.
- Child summary is included and contains no identifying information on biological parents and is signed AD parents or LG.
- □ If this is an Amendment to the new CD-AD contract, a copy of the original Agreement and all previous amendments are included.
- □ Worker completing this subsidy paperwork and this checklist has kept a complete copy of <u>everything</u> sending to CMU for their file.