

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

JUNE 10, 2014

## M E M O R A N D U M

**What's Inside:**New Adoption  
Function in  
FACES.

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND  
CHILDREN'S DIVISION STAFF

FROM: TIM DECKER, DIRECTOR

SUBJECT: NEW ADOPTION FUNCTION IN FACES

## DISCUSSION:

This memorandum is to introduce the new Adoption Function in FACES. This function will be available to staff through the Case Management Function Area in FACES. Staff can now find the *Adoption Assistance (AD) Information* link under *Function Information* on the *Functional Area: Case Management* screen. The Adoption Function is a clear way to distinguish the child's time spent in alternative care from their time spent in adoption.

PowerPoint training has been developed and is on the ELC. Training is required for all Alternative Care and Adoption staff. A highlight of the changes associated with the new Adoption Function is bulleted out below.

When a child transitions from alternative care to adoption, a new adoption function will automatically be created. The new function allows for:

- Information to be carried over from the alternative care case
- Payments to be made to the primary placement (adoptive parents), as well as the temporary or secondary placement (ex. residential care)
- The option to use an existing case # as the new AD case # if the adoptive parents have an active FCS case or have previously adopted another child
- An active AD and AC function to co-exist with the same case # for the AD child
- The continuation of subsidy payment to adoptive parents after the adoption has disrupted and the child goes back to LS1

Features also include:

- The ability to split, transfer or merge an AD case from one to another. This option is available on the *General Functions* screen under the new *AD Function Transfer, Split or Merge* link. With the new Transfer/Split option, staff will be able to transfer one AD case to another or split an AD case into two separate AD case numbers if the adoptive parents divorce. A Merge option will also be available to

- staff to merge two existing AD cases together should two AD parents who have adopted separately decide to marry.
- A new link, *Interstate Compact on Adoption and Medical Assistance (ICAMA)*, has been established on the *Case Intake screen* which will be available *only* to the Central Office ICPC unit
  - Contracted agencies supervising AD function will need to notify the CD Liaison if an adoption disruption occurs bringing the child(ren) back into LS1
  - The IV-E eligibility will be stored with the new AD function
  - IV-E Eligibility Specialists will have the ability to correct the Adoption Subsidy Determination even when the AC function is closed
  - The *Call/Case Prior History Search screen* will now have an *AD Function creation* button which can be used once certain criteria have been met
  - When choosing a call case number for an AD Function case, staff should avoid using the biological families call case numbers and only choose the call case number associated with the adoptive family (ex. They have already adopted one child)
  - New Worker Alerts were created for:
    - Contract/Service to expire in 120 days
    - Supervisor approval/denial closing of the AD case
    - Legal status has been changed
    - Adoption Subsidy Determination needs to be completed
    - Adoption Finalization Hearing can be entered

Critical Points:

- For Eligibility to create the Adoption fund code the AC case must have four requirements:
  - Adoption Contract
  - Petition Date
  - TPR Information
  - Adoption Placement (ADO, ADF or ADR)When all four requirements are met Eligibility then completes the Adoption Subsidy Determination so the case manager can add an Adoption Finalization Hearing with LS5
- A Reverse Adoption Transition button has been added for use only by Central Office. This is used when the court overturns the adoption

At the time of implementation, all active adoption cases will be converted to a new adoption function case number. These cases will have a begin date that corresponds to the LS5 begin date. This conversion does not include adoptions currently in disruption where the child is LS1. These cases will not convert to the new adoption function until the child is eventually returned back to the custody of the adoptive family. After implementation, adoption subsidy staff need to make note of the new case numbers for their adoption families.

These changes will be effective as of June 22<sup>nd</sup> and available to staff beginning June 23<sup>rd</sup>, 2014.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division staff.</li> <li>2. Review revised Child Welfare Manual chapters as indicated below.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b>	<b>PROGRAM MANAGER</b>
Sarah Bashore (573) 751-0311 <a href="mailto:Sarah.Bashore@dss.mo.gov">Sarah.Bashore@dss.mo.gov</a>	Amy Martin (573) 751-3171 <a href="mailto:Amy.L.Martin@dss.mo.gov">Amy.L.Martin@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b>	
N/A	
<b>FORMS AND INSTRUCTIONS</b>	
N/A	
<b>REFERENCE DOCUMENTS AND RESOURCES</b>	
ELC training available listed under <i>Adoption Assistance</i>	
<b>RELATED STATUTE</b>	
N/A	
<b>ADMINISTRATIVE RULE</b>	
N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b>	
N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b>	
N/A	
<b>PROTECTIVE FACTORS</b>	
N/A	
<b>FACES REQUIREMENTS</b>	
As noted in the memorandum.	