

ADOPTION SUBSIDY 18+ One Year AGREEMENT

PURPOSE:

To specify the terms and conditions under which an adoption subsidy is granted and to provide a mechanism for formally agreeing to an adoption subsidy plan with adoptive parent(s). When completed, it sets out, in the service section of the document, the basic subsidy plan, which include maintenance and MO HealthNet, as well as services based on the specific needs of the youth and the amounts to be paid for those services by the Children's Division.

The agreement must be reviewed with and interpreted for, as necessary, the adoptive parent(s). The adoptive parent(s) are to sign each section of the agreement after the review. The form is a contract and considered legally binding between the Children's Division and the adoptive parent(s).

The agreement is completed six months prior to the 18th birthday of a youth covered by an adoption subsidy CD-AD agreement and accompanied by documentation of the youth's physical, dental or mental health need from professionals, physicians or psychiatrist/psychologists involved in the youth's care.

Changes to the Agreement are permitted through the one year life of the Agreement. An amendment is submitted to add a new service to an agreement while a service on the service section of the agreement may be inactivated at the request of the adoptive parents at any time during the life of the Agreement.

The life of the agreement begins with the effective date and continues for a maximum of one year. If another agreement is necessary at the end of the one year agreement, negotiation should begin 3 months prior to the expiration of the agreement and another 18+ one year agreement must be approved.

Also see Section 4, Chapter 30 in the Child Welfare Manual and Instructions for the Alternative Client Information Record/SS-61 in FACES, CS-65, CS-67, CS-67A, and TPL-1.

NUMBER OF COPIES AND DISTRIBUTION:

The CD-AD is comprised of four (4) individual pages number 1-4, and is completed for each eligible youth covered by an adoption subsidy agreement or by a prior 18+ one year agreement (CD-AD18).

When completed, the Agreement (CD-AD18) and all supporting documents are placed together. The agreement should then be forwarded with the Subsidy

Clearance Form (CD-SCF) through normal supervisory channels and then to Contract Management for approval.

CMU will screen the forms for completion of all required items and submit them to the Division Director for his/her approval signature and date. After the Director's signature is affixed, a copy of the form will be sent back to the managing county.

At the time the agreement is first submitted a contract number is assigned and entered into the contract system.

INSTRUCTIONS FOR COMPLETION:

General Instructions:

This form is completed with adoptive parent(s) who have adopted an eligible youth who was covered under an adoption subsidy agreement or prior 18+ one year agreement. An amendment to the agreement is completed for the youth when services need to be added.

Entries must be typewritten or printed in black ink. Signatures and dates must be entered with black ink.

In the event that a requested service entered on the Agreement or any Amendment is not approved by the Division Director or the amount of payment is changed, or a correction needs to be made, the change may be handled by "crossing out" the item, writing in the change and requesting the adoptive parent(s) to initial the change and date their initials. If more than one change must be made on the Agreement or Amendment, a new Agreement or Amendment will need to be prepared and signatures obtained again.

CHANGES OF ANY KIND CANNOT BE MADE TO THE PRE-PRINTED TEMPLATE CONTENTS OF THE FOUR PAGES OF THE AGREEMENT (CD-AD18).

It will be necessary to add an additional page for the purpose of providing explanations for service addition or inactivation. The additional page should be referenced in the explanation section of the agreement.

The Amendment is used for the addition of services throughout the life of the one year agreement. However, whenever an amendment is completed it is added to the one year agreement and the complete agreement is forwarded to CMU. Amendments may be done anytime an adoptive parent, in relation to the youth's need, requests a service be added to the agreement.

Amendments do not need to be completed when the General Assembly authorizes an increase in the standard maintenance rate as each agreement should indicate

standard maintenance or above standard maintenance and not a dollar amount which will allow an automatic increase.

SPECIFIC INSTRUCTIONS:

ADOPTION SUBSIDY AGREEMENT (CD-AD18)

Managing County: Enter the county responsible for the adoption subsidy case.

Residence County: Enter the county of residence of the adoptive parent.

Vendor Number: Enter the adoptive parent(s) vendor number

Contract Number: **This space does not require an entry by the worker. The number is assigned and entered by CMU.**

Adoptive Parent(s) Name: Enter the first name, middle initial and last name of the adoptive parent(s) as follows: John D. and Jane P. Smith. If a single adoptive parent is the applicant for the subsidy, enter the first name, middle initial and last name for that single parent.

Youth's Name: Enter the youth's name as know to the Alternative Care Tracking System (ACTS).

DOB: Enter the youth's date of birth.

DCN: Enter the youth's Departmental Client Number (DCN) for the youth as assigned in the ACTS system.

Effective beginning: Enter the first day of the month following the youth's 18th birthday. Payment for services may not begin until the Division Director has approved the agreement.

Service Description, Code, Payment Frequency, Maximum Amount, Approval Time Period:

Each of these items will require an entry for every service for which payment will be authorized as part of the Agreement. Specific instructions follow for each of these items:

MO HealthNet: Requires no entry in any of the boxes and will remain in effect until the agreement terminates. However, if the agreement is a MO HealthNet only agreement the effective dates must be completed.

Maintenance: Requires the code of MAIN or SMAS and a frequency code of M-monthly and the approval time period should be for one year for MAIN and SMAS

Inactive Date, Adoptive Parent(s) initials:

These sections are to be completed anytime a parent indicates that a service is no longer needed. The date of inactivity is to be indicated and the adoptive parents are to initial in the boxes provided.

Signature(s): the adoptive parent(s) are to sign and date the agreement and fill in their current address.

County Office Address for Notification: Enter the county office address of the managing county so the parents will have an address for notification of changes to the agreement.

Memoranda History:

[CD08-17](#)