## 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
Managing County name and code is included.
Residence County name and code is included.
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.
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.
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.