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) 11/09
  Subsidized Guardianship (CD-SG) 11/09
- ☐ 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 begin 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.
- ☐ SMAS – 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 above standard, required documentation is attached.
- ☐ Respite – letter from parent/guardian requesting service is included; letter of support from worker is included.
- ☐ Residential – Email from RCST Coordinator is included giving approval for service.
- ☐ Guardianship – Family relationship is stated in Explanation Section.
- ☐ Parent/Guardian(s) have signed and dated all pages of Agreement.
- ☐ Parent/Guardian(s) address is included.
- ☐ Managing County Office / Contractor/ Private child page 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 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.
- ☐ 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.