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 everything sending to CMU for their file.

12/2019