

PLEASE RETURN THIS CHECKLIST WHEN SENDING CORRECTED SUBSIDY

FROM: Beth McQuaide, Program Development Unit
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County/Contractor/Agency: _____

Date: _____

18+ Adoption Subsidy One Year Agreement Checklist

Policy regarding adoption subsidy is contained in the Child Welfare Manual – Section 4 Chapter 30 and Attachments A through F.

DELIVERY OF SERVICES AND PAYMENT FOR SERVICES INCLUDED IN THE AGREEMENT MAY NOT BEGIN UNTIL THE DIVISION DIRECTOR HAS SIGNED THE AGREEMENT. NO BACKDATING OF SERVICES.

- This Agreement is to be completed 6 months prior to the 18th birthday of a youth covered by an Adoption Subsidy Agreement (CD-AD) and accompanied by documentation of the youth's physical, dental or mental health need from professionals, physicians or psychiatrist/psychologist involved in the youth's care. 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.
- Use CURRENT version of the forms: 18+ Adoption Subsidy Agreement/1 Year Agreement (CD-AD18): 11/09

We cannot accept previous versions of the forms that may have put the Division Director's signature on a page by itself. You will need to delete any forms you have on your computer and download the latest version from the CD E-forms page.

- No changes of any kind can be made to the pre-printed template contents of this Agreement or Amendment.
- Because these documents are contracts and are legally binding, NO pencil, white out, or other alterations may be made in the Agreement. This includes any changes or additions made in handwriting when all other information is typewritten on the form. Changes 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 any Agreement or Attachment, a new Agreement or Attachment will need to be prepared and signatures obtained again.
- Fill out the contract completely. Don't skip boxes. (i.e. Managing/Residence County, DVN, parent's address, County Office/Contractor/Private Child Placing Agency address)
- Send paperwork separated by child. If have documentation and it's for more than one child, you MUST send separate paperwork for EACH CHILD – not one copy for all. CMU does not make additional copies of the documentation.
- On initial contracts send ALL 4 pages of the Agreement. This applies for faxes/scans also. Don't forget the backside of pages. Also, make sure that the CD Director's signature lines are at the bottom of page 1, not pushed to a second page because of printing. These will not be accepted.
- On contracts where additional services are being added after the initial Agreement, send all 4 pages of the Agreement AND the Amendment page. The Agreement must be sent along with the Amendment each time you submit subsidy paperwork. This applies for faxes also. Each time a new Amendment page is completed, the Agreement and all previous Amendments must be sent as this is what constitutes a complete contract.
- ***EACH TIME A CONTRACT OR CONTRACT AND AMENDMENT ARE SENT TO CENTRAL OFFICE A COPY IS TO BE RETAINED IN THE LOCAL OFFICE.***
- Faxing/scanning paperwork is to be done only in extreme emergency situations, such as immediate residential placement and short notice of court hearing. **CMU needs to be contacted for prior approval before faxing/scanning.** All documentation, if necessary, must be faxed with contract for review. If you fax/scan a copy, the original MUST BE IDENTICAL TO FAX! You must promptly follow-up with sending the original to CMU.
- Managing County must be completed. Please put County name and code, not just code. Copies of approved subsidies will be returned to the Managing County.
- Residence County must be completed. Please put County name and code, not just code. Subsidy paperwork is entered in the contracting system and then filed by the family's residence county. Be sure the address on the forms and in both the PROD and FACES systems are current.
- Parent(s) Name: Make sure that if the marital status has changed that all changes have been made in both PROD and FACES systems (systems and contract need to be the same.). Also provide us with documentation regarding change of name, removal or addition of person from the subsidy – marriage certificate, order of protection or custody order, divorce decree, death certificate.
- Make sure the name of the child, DCN, and date of birth is for the same child (not name of one child and DCN/DOB for another).
- Effective date will be the first day of the month following the youth's 18th birthday. The Effective date and service begin dates should be the same. End date cannot exceed 12 months from effective date.

Services

Services: Basic subsidy includes: MO Health Net (Medicaid) to end of month of 19th birthday
Standard maintenance to end of month of 19th birthday

Above basic subsidy includes: Special Maintenance
Residential Treatment
Respite
Other services over and above basic services

Services must be requested monthly, yearly or one-time only. Computer will not accept daily.

Make sure that the very last day of month is written for services, not day short in those months that have 31 days. (Thirty days hath September, April, June and November; all the rest have thirty-one, except February, which has twenty-eight, or twenty-nine in leap year.)

NEW subsidy start dates for all services **MUST** be the same. Service begin dates cannot be prior to Agreement Effective Date. (Make sure year end dates are correct – not that end date is prior to begin date!)

AMENDMENT: You must include the initial 4 page Agreement when completing and sending an Amendment. If prior Amendments have been completed, each previous Amendment must also be included. Please number the Amendment in space at top prior to “Amendment to Initial Subsidy”.

There must be begin and end dates for ALL services on Agreement and Amendment.

MO Health Net: Code: MEDI
Payment Frequency: Y (yearly)
Maximum Amount: Leave blank, no amount listed
Approval time period: One Year

Maintenance: Code: **MAIN** for standard maintenance
Payment Frequency: M (monthly)
Maximum Amount: “Base Rate” as preprinted on Agreement. These rates are:
As of July 1, 2008: \$313 for age 13-21
*NOTE: By stating “base rate”, a new amendment need not be completed as a child ages to update maintenance amounts or if there is a rate increase.
Approval time period: One Year

Code: **SMAS** for special maintenance (behavioral or medical)
Payment Frequency: M (monthly)
Maximum Amount: “Base Rate” as preprinted on Agreement if it is the rate of \$651 (prior to July 1, 2008) or \$671 (as of July 1, 2008). If it is any amount other than \$651 or \$671, that amount will need to be written on a separate line with appropriate coding. NOTE: By stating “base rate”, a new amendment need not be completed if there is a rate increase.
Approval time period: One Year
Documentation Required: CS-9 (Behavioral) or CS-10 (Medical) or
FST meeting recommendations / Staffing notes/form or
Email/memo from Regional Director or RCST Coordinator.

Documentation for SMAS must be no more than 60-90 days prior to service begin date.

For continued SMAS service submit documentation from family for continued need. Does not require BFC staffing. If need cannot be documented, but family refuses to agree/concur with reduction, document accordingly.

Residential Treatment: Code: ASRT
Payment Frequency: M (monthly)
Maximum Amount: Put specific amount
Approval time period: No more than 6 months at a time, however time period must match the RCST’s approval.
Documentation: Email/memo from RCST Coordinator

Documentation for residential services must be no more than 60-90 days PRIOR to service begin dates.

Respite Care: Code: RSCR
Payment Frequency: Y (yearly)
Maximum Amount: Standard maintenance – Maximum of \$240 (12 units at \$20 per unit)
Above standard maintenance – Maximum of \$399 (19 units at approx. \$21 per unit)
Approval time period: One Year
Documentation: Letter requesting service by adoptive or guardianship family, stating child’s need for respite. A letter supporting this need must also be completed by the worker.

Explanation: Complete explanation section for all services. If the explanation will not completely fit on the Agreement form, you can put it on a separate sheet, but it **MUST** be signed by the parents as it is now considered a separate page of the Agreement.

Inactivating Services: A reason for parental request to inactivate a service must be included in the Explanation Section. The date to inactivate the service must be listed in the table, along with the parent(s) initials acknowledging this request.

Signatures:

Each parent named in the Agreement needs to sign THEMSELVES. If one cannot sign due to deployment, medical reasons, etc., provide documentation explaining the absence or a signature or provide the Durable Power of Attorney giving spouse authority to sign.. Each page of the Agreement must be signed.

Parents need to include their current address. Part II. Responsibilities of the Parent (J) requires them to notify CD of address changes. Be sure the address on the forms and in the system are current.

County Office Address for Notification: Managing County/Contractor/Private Child Placing Agency office address should be included so the parents have an address for notification of changes to the agreement.

Reviewed By:

The Subsidy Clearance Form (CD-SCF-1) must be attached, containing necessary supervisory approvals, on all subsidies submitted to CMU.

Make sure that the worker's name is written legibly so we know who to contact if there are questions.

18+ Agreements and Amendments are considered above basic subsidies and require signatures of the parents, Children's Services worker, Circuit Manager (or Supervisor if a contracted agency) **AND** must have CD Regional Director's or designee's approval.

Make sure that the worker's name is written legibly so we know who to contract if there are questions. Contracted agencies must complete the SS-60 and Subsidy Agreement Cover Sheet for PBC Agencies so that we know where to return the copy of the subsidy. The County Office Name and address also needs to be included so that the approved copy can be returned to the appropriate office.

It is the responsibility of the worker completing the subsidy to keep a copy of all subsidy paperwork (documentation, etc.) that is sent to CMU. A copy of this information is NOT returned with the approved copy.

Approved Copies:

A copy of the Agreement/Amendment will be returned to the Managing County Office, contracted agency, or private child placing agency after signed by the Division Director. The Managing County Office/Contractor/Private Child Placing Agency should then forward a copy to the adoptive parent(s) with a cover letter as explained in Section 4 Chapter 30.6 Approval Process.

NOTES:

Please allow 30-45 days for processing subsidy paperwork. The 30 to 45 day limit is not the time that it is mailed out to the family for signatures; it is the date that all signatures have been obtained and it is ready to be submitted to CMU with 30 to 45 days until the start date. This means if you still have to mail something to the family for signature, your start date may need to be 60 to 75 days in the future to allow for the 30 to 45 days needed by CMU.

If you want to know if a subsidy has been entered in the system, please check PROD/Green Screen (ZCVR or ZCCN).

NOTES: