

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 16, 2003

MEMORANDUM

TO: AREA EXECUTIVE STAFF, COUNTY DIRECTORS, AND CHILDRENS SERVICES STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: ADOPTION SUBSIDY CHILD WELFARE POLICY MANUAL UPDATES

SECTION 4: OUT-OF-HOME CARE, CHAPTER 30: SUBSIDIZING AN ADOPTION/LEGAL GUARDIANSHIP

SECTION 4 CHAPTER 30 ATTACHMENT A: – SUBSIDY COVERAGE LIMITATIONS

SECTION 4 CHAPTER 30 ATTACHMENT B: –INTER-STATE PLACEMENTS

SECTION 4 CHAPTER 30 ATTACHMENT C: – OTHER AGENCY USE OF ADOPTION SUBSIDY

SECTION 4 CHAPTER 30 ATTACHMENT D: – NONRECURRING ADOPTION EXPENSE FOR SPECIAL NEEDS CHILDREN NOT ELIGIBLE FOR THE MISSOURI ADOPTION SUBSIDY

SECTION 4 CHAPTER 30 ATTACHMENT E: – OVERPAYMENT OF ADOPTION SUBSIDY

SECTION 4 CHAPTER 30 ATTACHMENT F: – MISSOURI SPECIAL NEEDS ADOPTION TAX CREDIT

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to announce the updating of the Adoption Subsidy policy in the Child Welfare Manual, Section 4, Chapter 30 and Attachments A-F. These updates follow changes in policy first introduced to you in CS02-18, dated July 8, 2002.

In addition to the changes in policy outlined in the above-referenced memorandum, some additional changes to the policy and policy clarifications have been made in this policy manual update. The following is a brief review of the additional changes reflected in the manual update.

**Deletion of the Adoption Subsidy/Subsidized Guardianship Plan (CS-SA-1A/CS-LG-1A):**

Effective with this memorandum, the Adoption Subsidy/Subsidized Guardianship Plan is no longer a required form to complete when developing a subsidy with either adoptive or kinship families. This plan has been a source of confusion for families when future services were needed, with the family believing that services discussed in this plan were approved for any future need. Staff is to review with the family the anticipated future needs of the child in order to prepare the family for what lies ahead. These needs are to be documented in the subsidy file's narrative section. The family is to be made aware that although future services are being discussed, these services may or may not be available to them at the time of their request. Only those services available in policy at the time of the request may be approved if supportive documentation is present.

### **Reimbursement for Services Paid Using a CS-65:**

Any time a CS-65 is used to reimburse services approved on a subsidy agreement, whether entered locally or by Central Office, it is required that a copy of the subsidy attachment with the approved service and the receipt be attached to the CS-65 prior to entry. If the service being requested for reimbursement is not on an approved subsidy attachment, the service will not be reimbursed.

### **Other Changes to Look for in the Manual:**

- Orthodontics: Specific guidelines for approving orthodontics when they are medically necessary and no Medicaid provider is available (Section 4, Chapter 30, Attachment A, Basic Subsidy Limitations C. Medical and Dental Care.)
- Changing Fund Codes and Placement Types: Instructions regarding the timing for changing the fund code and placement type in an adoption subsidy case are located in Section 4, Chapter 30.4.I General Policy.
- Day Treatment: Considerations for Day Treatment exceptions is available in Section 4, Chapter 30, Attachment A, Additional Services C., #16.
- Home Schooling past age 18: Considerations for funding subsidy past age 18 for children being home schooled is located in Section 4, Chapter 30, Attachment A, Additional Services H.
- Nonrecurring Expenses: Requirements for nonrecurring expenses such as legal fees and pre-placement visits are located in Section 4, Chapter 30, Attachment A, Basic Subsidy Limitations, E.
- Appeals: Additional, clarifying information regarding the appeal process is located in Section 4, Chapter 30.12 .1 Appeals.
- Legal Fees: Attorney fees and limitations are defined for adoptions. These are located in Section 4, Chapter 30, Attachment A, Basic Subsidy Limitations, E.
- Guardianships: A copy of the court order giving the Children's Division, DYS, DMH or the private agency custody, as well as the guardianship order, must be included in the subsidy paperwork to ensure the child meets the eligibility guidelines.

### **NECESSARY ACTION:**

1. Share this memorandum with all Children's Division staff.

2. Destroy all copies of the Adoption Subsidy/Subsidized Guardianship Plan (CS-SA-1A/CS-LG-1A) forms and discontinue their use.
3. Policy changes reflected in this manual change are effective with the date of this memorandum.
4. Route any questions or concerns regarding this memorandum and the policy manual updates through normal supervisory channels.

FMS/JN:js

Attachments