

### ADOPTION ASSISTANCE CASE RECORD CHECKLIST

*Please submit your packets in the order noted below. When submitting packets for a group of siblings, a separate packet is required for each child. All of the original signatures should preferably be in blue ink.*

Child's Foster Care Name: \_\_\_\_\_ CYCIS ID#: \_\_\_\_\_  
SACWIS ID#: \_\_\_\_\_

Child's Adoption Case Name: \_\_\_\_\_ CYCIS ID#: \_\_\_\_\_

#### **SUBSIDY PAPERWORK (3 SETS):**

- CFS 1800-A-A Adoption Assistance Eligibility Determination. **OR**  
CFS 1800-A-1 Adoption Assistance Eligibility Determination for children not under legal (3 original signatures)
- CFS 1800-B-A Adoption Assistance Application, signed and dated by parent (3 original signatures)
- CFS 1800-C-A Adoption Assistance Agreement, signed and dated by adoptive parents and Caseworker Supervisor prior to Final Judgment (3 original signatures)
- CFS 1800 D (1 original and 2 copies)
- CFS 470-H Affidavit (1 original and 2 copies)
- CFS 1800-P Verification of Ongoing Monthly Subsidy Payment Amount (3 copies)
- CFS 1800-SC, Post Permanency Sibling Contact Agreement, when applicable. (3 copies)
- Email from *Benefit Check Subsidies* mailbox verifying whether the child is receiving any social security benefits. (3 copies)

#### **For the remaining documents, only 1 copy is needed of each item:**

- CFS 1800-PAGS, Post Adoption & Guardianship Services Acknowledgement (1 copy)
- Initial and Final Reports of Investigation for Adoption CFS 411-A (the final report must be completed within the last 4 months), including the Back-Up Plan (1 copy)
- Results from the background checks dated within the appropriate timeframes as follows (1 copy):
  - Licensed Providers**
    - Household members age 13 through 17 – CANTS/SOR dated within 2 years of the subsidy approval
    - Household members age 18 and older – CANTS/SOR/ISP/FBI dated within 2 years of the subsidy approval
  - Unlicensed Providers**
    - Household members age 13 through 17 – CANTS/SOR/LEADS dated within 6 months of the subsidy approval
    - Household members age 18 and older – CANTS/SOR/LEADS dated within 6 months of the subsidy approval and ISP/FBI dated within 2 years of the subsidy approval
- New CFS 2000 Part 1 and II, Day Care Application, signed and dated by all when requesting for Employment Related Day Care for Children Under Age 3 (1 copy)
- CFS 1800-U, 60+ Subsidy Checklist; including the CFS 604 (1 copy)

- ICWA documentation if child of Native American heritage (1 copy)
- CFS 458-B Relative Resources and Positive Supports Worksheet (1 copy)
- CFS 484 Adoption/Guardianship Tracking Form (1 copy)
- Prior subsidy packet, if applicable. Packet should include subsidy paperwork, special needs documentation, financial documentation and legal documents – POST ADOPT only

**SPECIAL NEEDS DOCUMENTATION:** Must have all three (1 copy each)

- 1. Copy of all relevant termination order(s) and/or surrender(s) and/or consents or death certificate(s) for mother and all legal father(s). For putative fathers, must provide proof of TPR or rule out by the court. For expedited adoptions without termination of parental rights on both parents, will need a case note indicating termination will be part of final judgment of adoption. The worker must acquire a copy of the order terminating parental rights from the adoption hearing and submit it upon the finalization of the adoption.
- 2.  Verification child is age one or older, must include **Birth Certificate; and**  
 Professional documentation [e.g., psychological report(s), medical report(s) and other medical records];
- 3. **Must Provide A, B & C together or only D.**
  - A.  ALS – 1 Child Registration Form; **and**
  - B.  Case Notes or Case Plan that the caseworker was searching for adoptive placement resources or checking waiting lists of adoptive parents; **and**
  - C.  Documentation caseworker was asking if prospective adoptive parents are willing to adopt without a subsidy (Adoptive Home Study, Conversion Home Study and CFS 1800 B-A signed on page 7); **OR**
  - D.  Documentation that it was against the best interest of a child to be placed without a subsidy due to significant emotional attachment (Investigatory Report or Adoption Conversion Summary)

**FINANCIAL DOCUMENTATION:**

Must have one of the four categories: AFDC, SSI, Prior Adoption, or Child of a minor IV-E Ward (1 copy)

- AFDC eligibility** (must be documented at the time of the court-ordered removal or voluntary placement agreement) **requires a Court Order removing the child with a contrary to the welfare finding. MUST provide Temporary Custody, Adjudication and Guardianship Orders, or Voluntary Placement Agreement signed and dated by both a parent and caseworker (CFS 444); **OR****
- Documentation from **Social Security** Administration that the child is eligible for SSI at the time the adoption petition was filed **OR**
- Copy of CM07 and CM24 (**provided by Adoption liaison**) to show child was **previously adopted** and subsidized with Title IV-E funds **OR**
- Copy of **minor parent's** CM24, CM08 and CR08 (**provided by Adoption liaison**) to document this is a child of a IV-E eligible minor parent who received foster care maintenance payments, which included money for the child

**LEGAL DOCUMENTS FOR ADOPTION COORDINATOR** (1 original)

- Consent by Agency to Adoption-CFS 436-1-A (termination) or CFS 436-A (surrenders/consents)
- Entry of Appearance (CFS 436-2)
- Affidavit of Agency (CFS 427)
- Special Needs Certification (CFS 482-B)
- Petition for Discharge from Guardianship (CFS 440) as applies to regional court practice
- Order for Discharge – for the Judge to sign at hearing (CFS 440-1) as applies to regional court practice
- Interstate compact approval, if applicable

I have reviewed the attached documentation and attest that all required documents are included in the packet.

**Caseworker Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Supervisor's Printed Name \_\_\_\_\_

Agency name and address: \_\_\_\_\_

Phone number: \_\_\_\_\_

**The subsidy and case record content has been reviewed by:**

Adoption Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Quality Control Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SEND THE FOLLOWING TO POST ADOPTION UPON FINALIZATION OF ADOPTION:**

**Foster Care Case Closing Documentation (if applicable):**

- CFS 1425 Change of Status showing case closure
- CFS 906-E - Final Living Arrangement showing child's biological case is closed
- ACR notification to cancel subsequent reviews
- Close Juvenile Court Case to allow for Post Adopt to open the assistance case

**Adoption Case Opening Forms:**

- Final Judgment (clerk stamped)
- CFS 1410-PA Case Registration/Case Opening-completed on Adoptive family
- CFS 906-E Adoption Assistance Opening