

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 25, 2004

MEMORANDUM

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND  
CHILDREN'S DIVISION STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: ADOPTION SUBSIDY AND SUBSIDIZED GUARDIANSHIP FORM  
REVISIONS  
UPDATING SUBSIDY CONTRACTS  
DIVORCING ADOPTIVE PARENTS/GUARDIANS

MANUAL REVISIONS:

SECTION 4, CHAPTER 30.4: GENERAL POLICY  
SECTION 4, CHAPTER 30.7: APPLICATION PROCESS  
SECTION 4, CHAPTER 30.9: MAINTENANCE OF THE AGREEMENT  
SECTION 4, CHAPTER 30.10: REVIEW PROCESS  
SECTION 4, CHAPTER 30.11: TERMINATION OF THE SUBSIDY  
AGREEMENT  
SECTION 4, CHAPTER 30.12.3: DIVORCING ADOPTIVE PARENTS  
OR GUARDIANS

CS FORMS MANUAL: CS-SA-1 APPLICATION FOR ADOPTION  
SUBSIDY  
CS-SA-2: ADOPTION SUBSIDY AGREEMENT  
CS-SA-2 ATT: ADOPTION SUBSIDY AGREEMENT ATTACHMENT  
CS-LG-1: APPLICATION FOR SUBSIDIZED GUARDIANSHIP  
CS-LG-2: SUBSIDIZED GUARDIANSHIP AGREEMENT  
CS-LG-2 ATT: SUBSIDIZED GUARDIANSHIP AGREEMENT  
ATTACHMENT

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to introduce you to updates made to the policy and forms related to developing a child specific adoption subsidy or subsidized guardianship agreement with a family. The following forms have been updated and revised and are now available online via One Form: CS-SA-1, CS-SA-2, CS-SA-2 ATT; CS-LG-1, CS-LG-2, and CS-LG-2 ATT. The Forms Manual instructions have also been updated with regard to these forms. Some other

policy revisions include steps to take when an adoptive parent or guardian family go through a divorce and express concern over receiving their subsidy checks, when to change the child's placement type, when to begin developing a guardianship subsidy, and times which might require a new subsidy contract.

With the change and update in the subsidy forms, a change in protocol will also take place. One set of forms is to be completed for each child being adopted or placed under subsidized guardianship. Each child will be on a contract separately from other subsidized children within the same family. This is a change in current protocol, where the CS-SA-1/CS-LG-1 and CS-SA-2/CS-LG-2 includes all children under the same contract.

For families who already have a subsidy contract with more than one child listed on it, workers are to switch these cases over to the child specific contract system as they make changes in contracts or attachments for this family. For example:

The Jones family has five children listed on one contract. The oldest Jones daughter turns 18 and graduates from high school, so it becomes necessary to make a change in their contract. At this point, the worker is to complete a separate contract and attachment with the Jones family for each of the remaining children in the home. Upon doing this, each of the children in the home will have a child specific contract; or

The Jones family has five children listed on one contract. One of the children needs to enter residential care; therefore, a new attachment is needed. At this point, the worker is to complete a separate contract and attachments with the Jones family for each of the children in the home, which will make each child's contract child specific.

### **CS-SA-1: Application for Adoption Subsidy and CS-LG-1: Application for Subsidized Guardianship**

The above mentioned forms and their instructions have been updated to reflect changes within the Division. The other minor change for these forms instructs the form to be completed for one child only so that they will be child specific.

### **CS-SA-2: Adoption Subsidy Agreement and CS-LG-2: Subsidized Guardianship Agreement**

The above mentioned forms and their instructions have been updated to reflect changes within the Division. Other major changes in the form include:

- The form is child specific – complete one form per child. Each child's subsidy will have their own contract number.
- Strengthens language within the agreement.
- Part I, #B.4: Reimbursement for services within six months of service being provided.
- Part I, #B.4.2: Legal fees not to exceed the maximums in policy.
- Part III, #E: Private insurance – makes it clear that the family is not required to have it, but it's their choice.
- Part III, #G: Paid receipts provided within six months of the service being provided.
- Part III, #J: Updated reasons for notifying the agency regarding a change in circumstance.
- Part III, #K: Included language regarding recoupment of overpayments.
- Part IV, #F: Corrected language regarding fair hearings.

- Part V, #A: Corrected language as to how long a subsidy shall continue – deleted the old part B of this section that stated the agency could close a subsidy because the family failed to cooperate with the Division in reviewing their subsidy plan or to submit necessary information requested.

### **CS-SA-2 ATT: Adoption Subsidy Agreement Attachment and CS-LG-2 ATT: Subsidized Guardianship Subsidy Agreement Attachment**

The above mentioned forms and their instructions have been updated to reflect changes within the Division. Other major changes within this form are:

- The date of birth for the child was added in order to assist Contract Management with reviewing updated attachments.
- The basic subsidy services are listed in separate boxes.
- Medicaid Provided Service box added to indicate whether the service requested could be provided through Medicaid, but is not available in the area.
- The approval time period has a begin date box and an end date box. Specific begin and end dates are to be entered in this section.
- Boxes for dates of signatures were added.

### **Child Welfare Policy Manual Section 4, Chapter 30 – Subsidizing An Adoption/Legal Guardianship**

The Child Welfare Policy Manual, Section 4, Chapter 30 has been updated to reflect changes within the agency, changes related to the subsidy forms, as well as the specific following issues:

- 30.4 – A complete set of subsidy forms are to be completed for each child being either adopted or placed under guardianship.
- 30.4.D.4 – In guardianships, court and attorney fees up to \$1,500.00 may be approved if the guardianship is contested or the attorney can show why it took longer.
  - This deletes the former sentence which stated “additional expenses such as publication and court costs may be approved if they are reasonable and customary.”
- 30.4.D.7 – Deletes section that includes “Other unique conditions of the child present at the child’s placement for adoption or legal guardianship that may require assistance via MASP” as a part of the “basic subsidy package.
- 30.4.F – Adds language that was deleted from 30.4.D.7, which allows the agency to make allowances for unique or extraordinary situations.
- 30.4.I.4 – Instructs workers that the placement type should be changed just before they send the referral to the Eligibility Specialist for subsidy funding determination.
- 30.4.I.4 - Instructs workers to complete a subsidized guardianship agreement and send it through for approval prior to the guardianship being granted as long as the goal is guardianship with the family that is signing the subsidy contract. The contract cannot go into effect, however, until the guardianship is ordered. The begin date on the child’s SS-61 shall be the date the guardianship was awarded.
- 30.7.4 – A complete set of subsidy forms are to be completed for each child being either adopted or placed under guardianship.
- 30.9.5 – Circumstances listed that may call for a new contract to be developed for the child, such as a change in adoptive parent name, step-parent adoption, divorce, and death of an adoptive parent.
- 30.10.4 – Deleted the section at the end that instructed workers to prepare new subsidy paperwork for multiple child adoptions to include only the remaining eligible children. This is no longer necessary when there are child specific agreements.

- 30.11 – Added language that instructs workers to document reasoning for closing a subsidy without the concurrence of the adoptive parent.
- 30.12.3 – Steps to take when adoptive parents or guardians are divorcing and seeking our assistance in obtaining a change in the subsidy agreement.

Necessary Action:

1. Review this memorandum, the updated policy and forms with all Children's Division staff.
2. Begin using the updated subsidy forms (CS-SA-1, CS-LG-1, CS-SA-2, CS-LG-2, CS-SA-2 ATT and CS-LG-2 ATT) immediately. The forms that were updated in 2-99 are to be destroyed and no longer used.
3. Replace pages out of the Children's Services Forms Manual to reflect the changes in the instructions of the following forms: CS-SA-1, CS-LG-1, CS-SA-2, CS-LG-2, CS-SA-2 ATT and CS-LG-2 ATT.
4. Any questions regarding the attached policy and form changes are to be routed through normal supervisory channels.

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Attachments