



# Practice Alert

## Adoption Subsidy

The purpose of this practice alert is to remind staff of two of the requirements in adoption subsidy cases.

Adoption decrees are to be kept in the adoption subsidy record as required by the Child Welfare Policy Manual section 5.1.1.14.

Adoption subsidy agreements must be signed by the adoptive parents, approved by the Division Director and entered into the contracting system prior to an adoption finalization as required by Section 4.30.4 of the Child Welfare Policy Manual.

Both the adoption decree and the approved adoption subsidy agreement are necessary in determining eligibility for Federal funding in adoption subsidy cases.