



Practice Alert

Subsidy – No Backdating

CD no longer has the ability to back date payments or pay for services that are not contracted; this includes new and existing adoption/guardianship payments.

To avoid lapses in payments or services staff are asked to negotiate and complete the subsidy paperwork with the family and submit the paperwork to Central Office for entry at least **30 to 45 days prior to the hearing granting adoption or legal guardianship or the expiration of an existing service.**

Staff are responsible for reviewing the adoption and guardianship subsidy contracts with families and making families aware that no payments will be made until the Director has approved the contract and as a result a lapse in payment will occur if a contract is not approved prior to finalization of an adoption or guardianship.

The Alternative Care worker has a responsibility to inform the subsidy worker when the case plan has changed to Guardianship or Adoption. Prompt notification will allow negotiation of the subsidy contract to begin immediately after the case goal has changed to adoption or guardianship.

The subsidy worker can then begin to negotiate the subsidy to ensure that it is completed and approved **prior** to the court hearing.

When contracts are received by the Contract Management Unit they are date stamped with the date they are received. Contract Management staff are using the original date stamped as the date of entry even if corrections must be made to the contract after that date. This is intended to prevent any further delays and alleviate any lapse in payment.

To utilize the original date, the original dated and corrected contract must be returned to central office with the corrected contract.

See [Memo CD08-17](#) as well as Child [Welfare Manual Section 4 Chapter 30.3](#)

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