



Practice Alert

The purpose of the Practice Alert is to serve as a reminder to staff that the only parties who are to sign a subsidy agreement are the adoptive parents or guardians and the Director or designee. Staff are also reminded we have a no backdating policy for submission of initial agreements as well as when a subsidy agreement/amendment is being submitted to add a new service to an existing subsidy.

Approval Process Subsidy Clearance Form

Policy was changed as of May 1, 2008 regarding backdating. At that time the Subsidy Clearance Form, CD SCF, was developed which is to accompany all subsidy contracts including initial agreements, amendments, and attachments through the review process. This form ensures that each individual in the supervisory chain has an opportunity to review the agreement for completeness and correctness and to acknowledge and agree with the services being included. This form is to be used for these reviews and replaces the signatures of multiple reviewers. This form must be completed every time a new subsidy is negotiated or a service is added, deleted, changed or deactivated via an amendment or attachment.

The elimination of the additional signatures ensures only the parties to the contract, the Director or designee and the adoptive parents or guardians are entering into the agreement; as these are the only parties with authority to do so.

An updated Subsidy Clearance form is available in E-Forms.

No Payment for Services before Agreement is Signed/No Backdating

As a reminder, the no backdating policy implemented in May of 2008 applies to the initial agreement as well as any added services to the agreement through amendment or attachment.

No payment will be made for services received prior to the agreement being signed by the parents and the Director or designee. There will be no backdating of agreements. In the event that a child has an immediate need for service such as residential care, approval is to be obtained prior to the child accessing the service and incurring expenses. In these situations, arrangements should be made with adoption subsidy staff in Central Office to obtain approval to submit the subsidy as an emergency and receive a signed copy of the amendment to the agreement.

Families should be advised that no payment will be made for services received prior to the agreement being signed by them as well as the Director or designee, and directed to that section in the contract.

Program Development Specialist Contact:
Vickie Stoneberger
Vickie.Stoneberger@dss.mo.gov