

# Practice Alert



Date: January 2021  
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PA #: PA20-AD-07

## AD CONTRACT DIVISION APPROVAL SIGNATURE LINE CHANGE

The purpose of this practice alert is to make staff aware that the signature line on ALL adoption subsidy agreements have been amended to the following: “**Authorized Signature of the Department of Social Services**”. This update has been made on the current AD contracts as well as prior contract versions, amendments and attachments which are still required to honor original contract terms. For example, when one parent is removed from a contract as a result of death or divorce, the version of the contract that was originally signed is to be used for the contract with the remaining parent. The rationale being that the remaining parent was subject to the original contract and its terms and continues to be subject to that contract as a single parent to the child.

The amended forms are to be accessed by downloading from E-Forms and must be used and signed by families as of February 1, 2021.