



Policy: Private Adoption Subsidy Requests

ChildNet Number: CN 004.027

Original Approved Date: February 10, 2006

Policy Revised Date(s): March 6, 2006; November 29, 2006; March 28, 2008

Policy Sunset Date:

COA Standard(s): none

Statement of Policy:

It is the policy of ChildNet to assist families who adopt special needs children from private adoption agencies that meet the criteria for adoption subsidy.

Board Chair's Signature: _____

Date: _____

11-15-10



Procedure: Private Adoption Subsidy Requests

ChildNet Number: CN 004.027

Original Approved Date: February 10, 2006

Procedure Revised Date(s): March 6, 2006; November 29, 2006; March 28, 2008;
May 14, 2014

Procedure Sunset Date:

COA Standard(s): none

Definitions (If any):

Abuse Registry - The Department's single statewide toll-free telephone number established for the purpose of receiving reports of child abuse, abandonment or neglect.

Adoption Assistance - Payments and services provided to a special needs child and his or her adoptive family, as specified in the adoption assistance agreement. Such assistance may include maintenance subsidy, medical subsidy, Medicaid and reimbursement of non-recurring expenses associated with the legal adoption. College tuition exemption is also available. State employees may be eligible for an employee adoption benefit.

Adoption Exchange - A mechanism for linking adoptive family resources with children needing adoption placement. The Exchange serves all adoption and foster care staff, and the staff of licensed child placing agencies in Florida.

Adoption Home Study - A written evaluation of the adoptive parents' capacity for adoptive parenthood. The study assesses the applicants' home and living environment, their marriage, family and social activities and relationships.

Agency - Means "agency" as defined in F.S. 63.032(5)

District/Region - Geographic area through which the Department of Children and Families plans and administers its programs.

Placement - The act of physically moving a minor into the physical custody of the prospective adoptive parent, or in the case of adoption by a foster parent, relative, or other current caretaker, the date the placement agreement is signed.

Reasonable Efforts Documentation- Documentation demonstrating efforts to place a child in a home without subsidy

Special Needs Child (SNC) - Means "special needs child" as defined in F.S. 409.166(2). Eight years of age or older; Developmentally disabled; Physically or



emotionally handicapped; Of black or racially mixed parentage; A member of a sibling group of any age, provided that two or more members of the group remain together for the purpose of adoption

Subsidy Request Checklist – Check list of all documents to be included in the subsidy request packet submitted to ChildNet.

Suitability of Intended Placement - The fitness of the intended placement with primary consideration given to the welfare of the child and the fitness and capabilities of the adoptive parents for a particular child.

To Place - The process of giving up a child for adoption and the prospective parents' receiving and adopting the child including all actions by any person or agency participating in the process.

Statement of Procedure:

A. General - ChildNet requires the following procedures to be followed by private adoption agencies when requesting adoption subsidy for Special Needs Child(ren) (SNC):

1. Prior to placing a SNC in a prospective adoptive home the private adoption agency must:
 - a. Complete registration on the Adoption Exchange
 - b. Submit a request to ChildNet, the Department of Children and Families and Daniel Memorial for any families they may have who would accept SNC without subsidy
 - c. Complete the Reasonable Efforts Documentation form
2. The following information must be included in the subsidy packet:
 - a. Either a copy of a court order removing the child from his/her home or a final order of Termination of Parental Rights (TPR). Either order must include the following language:
 1. That it is contrary to the child's welfare to remain in the home and/or
 2. Reasonable efforts were made to allow the child to stay in the home and/or
 3. A finding of "manifest best interest" and/or

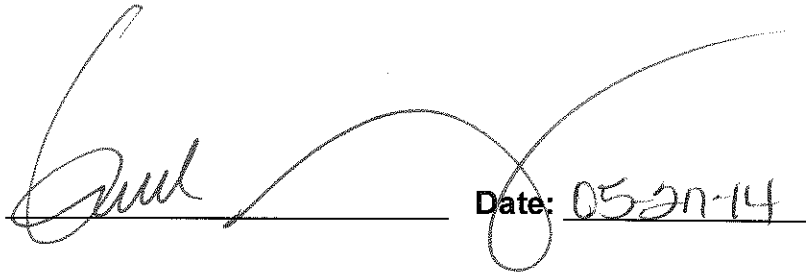


4. Child currently resides with the custodian, which is the most appropriate permanent placement for the child.
 - b. Completed Reasonable Efforts form
 - c. Completed and signed Subsidy Request Checklist
 - d. Copy of court orders pertaining to the child(ren) to include but not limited to: Petition for Termination of Parental Rights, Final Judgment of Termination of Parental Rights, Adoption Petition, and surrenders (if applicable)
 - e. Child's birth records and medical records, if needed to establish special needs.
 - f. Physician's report/physical within 6 months of placement/within 12 months if there is continuity in placement (Administrative Code Rule 65 C16.002).
 - g. Psychological Evaluation (Age 3+, within 1 year of placement if a history of mental health problems are known for the child or birth parents).
 - h. SSI/SSA documentation if applicable
 - i. Medical and social history of the birth parents
 - j. Copy of child(ren)'s birth certificate, insurance card and social security number
 - k. Copy of the approved adoption home study to include local, state, FBI and abuse registry checks.
 - l. Documentation that subsidy was discussed with the family at the time of placement.
 - m. Documentation that the child meets one or more of the SNC criteria.
 - n. Copy of Adoption Assistance Agreement
 - o. Copy of Memorandum of Agreement
3. The best interest of the child shall be the deciding factor in every case.
4. Authorization for subsidized adoption placement is to be granted only when all other resources available to place the child in question have been thoroughly explored and when it can be clearly established that this is the most acceptable plan for providing permanent placement for the child.



5. In the matter of interstate and intrastate cases for payment of adoption subsidy, ChildNet shall reserve determination of payment as would be consistent with ChildNet's Service Agreement with the Department.
6. ChildNet has 30 days from receipt of the subsidy packet to respond to the sending agency in writing.
7. If subsidy is approved it will be initiated from the date the adoptive family signs the Memorandum of Agreement.
8. If ChildNet is recommending a denial, a copy of the subsidy packet will be forwarded to District Legal for the Department of Children Families, District 10 for review.

President's Signature:



Date: 05-27-14