



Adoption Subsidy Title IV-E Eligibility/Screening Worksheet

Worker: _____ Agency: _____ Date: _____

Child's Adopted Name (if finalized): _____ Child's ID: _____ SSN _____

Child's Date of Birth: _____

Child's Biological Name: _____ Date Completed: _____

COMPLETE THIS SECTION AFTER ELIGIBILITY SCREENING IS COMPLETED.

Is child eligible (or potentially eligible) for Title IV-E adoption subsidy? Yes No

If no, why is child ineligible? _____

What corrective action, if any, can be taken to make the child eligible? _____

Instructions: Check "Yes" or "No" in the box beside each question below and attach a copy of requested documentation, as appropriate. If the answer to a question is "Yes" but documentation is not available, mark the answer "Yes" and make a notation that needed documentation will be gathered as soon as possible. Complete **Section 1** to determine if the child meets the entry-level criteria for Title IV-E adoption assistance. If "Yes" is the response for each question in Section 1, proceed to the following six sections and fully complete the one that most appropriately fits the child's situation. Do not screen a child as "ineligible" until EVERY effort is made to obtain missing documents.

SECTION 1: UNIVERSAL TITLE IV-E ELIGIBILITY REQUIREMENTS

A. Is the child under 18 years of age and never emancipated? Yes No

B. Has a court-ordered termination of parental rights (TPR) occurred? Yes No

Date of court order for TPR: _____

C. Is there a factor or condition that makes the child difficult to place for adoption without provision of subsidy? Yes No

If yes, check all that apply to the child:

- Black or of racially mixed heritage (one parent must be Black)
- Eight years of age or older
- Siblings placed together for adoption
- Mental Retardation
- Emotional handicap
- Physical disability
- Other clinically diagnosed disability

D. Have efforts been made to place without subsidy? Yes No

List efforts: _____ OR

N/A; child has significant emotional ties to a foster parent or relative caretaker

E. At the time of the placement in the adoptive home, did the child have \$10,000 or less in total combined, countable or accessible assets? (Do not count funds in the master trust account or funds that the child cannot access on his/her own.) Yes No

Total amount of countable or child-accessible assets: \$ _____

NOTE: If this form is being completed prior to the adoption placement, questions F and G must be addressed after placement. If the adoption assistance agreement is not signed and dated by all parties prior to adoption finalization, the child is ineligible for IV-E adoption assistance.

F. Is the initial adoption assistance agreement present in the file? Yes No

Date of initial agreement: _____

Comment [KKB1]: Worker from the Child Information Group Box

Comment [KKB2]: Agency of the Worker from the Child Information Group Box

Comment [KJ3]: Effective Date of the IV-E Adoption Subsidy

Comment [KKB4]: Adoptive Name from the Child Information Group Box

Comment [KKB5]: Person ID from the Child Information Group Box

Comment [KKB6]: SSN from the Child Information Group Box

Comment [KKB7]: DOB from the Child Information Group Box

Comment [KKB8]: Birth Name from the Child Information Group Box

Comment [KKB9]: Approval Date.

Comment [KKB10]: IV-E Adoption Eligibility Status- from the Child Information Group Box

Comment [KKB11]: Question 1A on the Adoption Eligibility page.

Comment [KKB12]: Question 1B on the Adoption Eligibility page.

Comment [KKB13]: Date of Court Order for TPR from the IV-E Adoption Determination question 1B

Comment [KKB14]: Question 1C on the Adoption Eligibility page. Check all that apply

Comment [KKB15]: Question 1D on the Adoption Eligibility page.

Comment [KKB16]: Prefills with the text entered in 'List Efforts' from Question 1D.

Comment [KKB17]: If 'N/A' is selected from Question 1D on the Adoption Eligibility page.

Comment [KKB18]: Question 1E on the Adoption Eligibility page. Along with the Total Amount.

Comment [KKB19]: Question 1F on the Adoption Eligibility page. Date of Initial Agreement from Question 1F



G. Is the initial adoption assistance agreement completed, signed and dated by **both** the adoptive parent(s) **and** a department employee? ___Yes ___No

Comment [KKB20]: Question 1G on the Adoption Eligibility page.

SECTION 2: SUPPLEMENTAL SECURITY INCOME (SSI) RECIPIENTS

Was the child receiving SSI at the time of placement for adoption or at the time the adoption petition was filed? ___Yes ___No

Comment [KJ21]: Question 2 on the Adoption Eligibility page

Documentation of SSI eligibility from the Social Security Office must be in the case file. Obtain documentation if it is not present in the case record. **If you answered "Yes" to the question above and to all of the questions in Section 1, the child is *potentially* Title IV-E eligible; submit screening worksheet to designated department employee. If you answered "No" to the question above, proceed to Section 3.**

If all questions in section 1 and If Yes, STOP – do not populate any more
If No continue

SECTION 3: CHILD ELIGIBLE DUE TO PRIOR TITLE IV-E ADOPTION ASSISTANCE

NOTE: *This section applies to children subsequently adopted after 10-1-97.*

A. Was the child previously determined eligible for and had Title IV-E adoption assistance been paid on his/her behalf? ___Yes ___No

If you answered "Yes" to question 3A, answer question 3B. If you answered "No," proceed to Section 4.

Comment [KKB22]: Question 3A on the Adoption Eligibility page.

B. Was the date of subsequent adoption after 10-1-97? If no, child is not eligible based on previous IV-E adoption assistance eligibility. ___Yes ___No

Comment [KKB23]: Question 3B on the Adoption Eligibility page.

C. Documentation of Title IV-E eligibility in a previous adoption includes: previous Child in Care Notice of Case Action, previous Adoption Assistance Agreement that indicates IV-E eligibility, adoption assistance payment history document that indicates that IV-E payments were made on behalf of child or any other form of documentation that substantiates prior IV-E eligibility for and receipt of Title IV-E adoption assistance.

If you answered "Yes" to question 3B, and to all of the questions in Section 1, the child is *potentially* Title IV-E eligible; submit screening worksheet to designated department employee. If you answered "No" to question 3B, proceed to Section 4.

Comment [KJ24]: If all questions in section 1 and all questions in section 3 are yes STOP

If No continue

SECTION 4: ELIGIBILITY BASED ON BEING CHILD OF MINOR PARENT

Was child's minor parent in foster care and were Title IV-E foster care maintenance payments made that covered both the minor parent and child at the time the adoption petition was filed? ___Yes ___No

Subsidy file must include documentation that shows that child's cost of care was covered under the Title IV-E foster care payments of the minor parent.

Comment [KKB25]: Question 4 on the IV-E Adoption Page

If you answered "Yes" to the question above, and to all of the questions in Section 1, the child is *potentially* Title IV-E eligible; submit screening worksheet to designated department employee. If you answered "No" to the question, proceed to Section 5, 6 or 7 below. Sections 5, 6 and 7 pertain to AFDC-related eligibility criteria. The Child in Care Medicaid and Title IV-E Application must be completed and submitted to the CIC-ESS for a final determination of IV-E eligibility.

Comment [KJ26]: If all questions in section 1 and all questions in section 4 are Yes – STOP

If no continue

SECTION 5: INVOLUNTARY (Judicial) REMOVAL

A. At the time of the latest removal, was the child living with and removed from the home of a specified relative? ___Yes ___No

If yes, specify the degree of relationship: _____

B. Does the first order removing the child contain "contrary to the welfare" language? (The court order must also be signed and dated.) ___Yes ___No

Comment [KJ27]: Section 5, 6 and 7 are mutually exclusive. Based on question 4B in the adoption eligibility record determines which of the three is populated.

Comment [KJ28]: 5A on the adoption eligibility

[NOTE: (1) For removals prior to 3-27-00, see CFOP 175-71, paragraphs 3-2b(3) and (4). (2) "Contrary to the welfare" is a concept. The exact wording does not have to be stated in the order, as long as the removal order states that the child cannot safely remain in the home or that there is no relative that can provide care for the child. (3) "Reasonable efforts" language is not a requirement for Title IV-E adoption assistance.]

Comment [KJ29]: 5B on the Adoption Eligibility

C. At the time of the child's most recent removal, was there deprivation of parental support or care? ___Yes ___No

Describe the family/household structure or living arrangements (i.e., who lived in the household/relationship of household members to the child)? _____



D. At the time of the child's most recent removal, were the resources available to the family below \$10,000? ___ Yes ___ No

Comment [KJ31]: 5D on the Adoption Eligibility

E. At the time of the child's most recent removal, was the family income less than the CNS for the family size? ___ Yes ___ No

Comment [KJ32]: 5E on the Adoption Eligibility.

F. At the time of the child's most recent removal, was the child's income less than 185% of the standard foster care board rate? ___ Yes ___ No

If you answered "Yes" to all questions in Section 5, and to all of the questions in Section 1, submit screening worksheet to designated department employee for determination of "special needs" criteria. Then the Child in Care Medicaid and Title IV-E Application (2626A) or a Child in Care Eligibility Review and Communication Worksheet (2694) must be submitted to the ESS CIC unit for the determination of IV-E eligibility.

SECTION 6: VOLUNTARY PLACEMENT IN FOSTER CARE (Temporary)

A. Is there a signed and dated Voluntary Placement Agreement in the case file? (The Voluntary Placement Agreement initiating the child's most recent removal from his/her home must be in the file.) ___ Yes ___ No
Date of Voluntary Placement Agreement: _____

Comment [KJ33]: 6A on the adoption eligibility

B. Is there a signed court order dated within 180 days of placement which contains "contrary to the welfare" language? N/A if Item B not applicable because child in out of home care less than 180 days. ___ Yes ___ No ___ N/A
Date of court order with "contrary to the welfare" language: _____

Comment [KJ34]: 6B on the adoption eligibility

C. At the time of the voluntary placement in foster care, was there deprivation of parental support or care? ___ Yes ___ No
Describe the family/household structure or living arrangements (i.e., who lived in the household/relationship of household members to the child)? _____

Comment [KJ35]: 6C on the adoption eligibility

D. At the time of the child's most recent removal, were the resources available to the family below \$10,000? ___ Yes ___ No

Comment [KJ36]: 6D on the adoption eligibility

E. At the time of the child's most recent removal, was the family income less than the CNS for the family size? ___ Yes ___ No

Comment [KJ37]: 6E on the adoption eligibility

F. At the time of the child's most recent removal, was the child's income less than 185% of the standard foster care board rate? ___ Yes ___ No

If you answered "Yes" to all questions in Section 6 and to all of the questions in Section 1, submit screening worksheet to designated department employee for determination of "special needs" criteria. Then the Child in Care Medicaid and Title IV-E Application (2626A) or a Child in Care Eligibility Review and Communication Worksheet (2694) must be submitted to the ESS CIC unit for a final determination of IV-E eligibility.

SECTION 7: VOLUNTARY RELINQUISHMENT OR SURRENDER TO THE DEPARTMENT OR PRIVATE AGENCY FOR ADOPTION (Permanent)

Child was voluntarily relinquished to: ___ Department ___ Private Agency

Comment [KJ38]: Section 7 on – unlabeled question on the adoption eligibility

A. Was there a petition filed within six months of the voluntary relinquishment agreement for adoption to judicially remove the child from the home? ___ Yes ___ No
Date of Petition: _____

Comment [KJ39]: 7A on the adoption eligibility



B. Was the petition followed up with a judicial determination (court order) to the effect that remaining in the home was contrary to the child's welfare? Yes No

Comment [KJ40]: 7B on the adoption eligibility

C. At the time of relinquishment for adoption, was there deprivation of parental support or care? Yes No

Describe the family/household structure or living arrangements (i.e., who lived in the household/relationship of household members to the child)?

Comment [KJ41]: 7C on the adoption eligibility

D. At the time of the child's most recent removal, were the resources available to the family below \$10,000? Yes No

Comment [KJ42]: 7D on the adoption eligibility

E. At the time of the child's most recent removal, was the family income less than the CNS for the family size? Yes No

Comment [KJ43]: 7E on the adoption eligibility

F. At the time of the child's most recent removal, was the child's income less than 185% of the standard foster care board rate? Yes No

If you answered "Yes" to all questions in Section 7, and to all of the questions in Section 1, submit screening worksheet to designated department employee for determination of "special needs" criteria. Then the Child in Care Medicaid and Title IV-E Application (2626A) or a Child in Care Eligibility Review and Communication Worksheet (2694) to the ESS CIC unit for a determination of IV-E eligibility.

SECTION 8: ELIGIBILITY DETERMINATIONS

A. If the child's eligibility for IV-E adoption assistance is based on the criteria in sections 2 through 4 and you answered "Yes" to all questions in Section 1, the child is potentially eligible for Title IV-E adoption assistance. If you answered "No" to any question, the child is ineligible for Title IV-E adoption subsidy. If the child's eligibility for IV-E adoption assistance is based on criteria in sections 5 through 7, the child is potentially eligible for Title IV-E adoption assistance; a final eligibility determination must be made by the Economic Self-Sufficiency Child in Care (ESS CIC) specialist. The CIC Notice(s) of Case Action must be in the file as documentation of the child's eligibility.

Worker Signature

Date

Supervisor's Signature

Date

B. DCF Determination(s). This section must be completed and signed by an employee of the Department of Children and Families. Check all that apply.

_____ is a child with "special needs" Yes No

Comment [KKB44]: Birth Name from the Child Information group box

Child is eligible for Title IV-E adoption assistance based on. Yes No

Comment [KKB45]: If yes to question 1C from the Adoption Page.

(check applicable criteria):

SSI eligibility

Comment [KKB46]: Yes if one of the following three are marked.

Title IV-E Eligible in a prior adoption

Child of a minor parent

Comment [KKB47]: From Question 2

Child is potentially eligible for Title IV-E adoption assistance based on Yes No

Comment [KKB48]: Question 3A

_____ AFDC criteria (Section 5). Submit form 2626A to Child in Care Unit for final eligibility determination. (check if applicable)

Comment [KKB49]: Question 4

Comment [KKB50]: Status from the Adoption Eligibility

Print Name

Position/Title



Signature

Date

