



State of Florida
Department of Children and Families

Charlie Crist
Governor

Robert A. Butterworth
Secretary

DATE: March 20, 2007

TO: District/Region Administrators,
Community-Based Care CEOs

THROUGH: George Sheldon, Assistant Secretary for Operations
David Fairbanks, Director of Provider Relations

FROM: Patricia Badland, Director of Office of Family Safety

SUBJECT: Program Improvement Plan for Maintenance Adoption Subsidies & Related Issues

Purpose: The purpose of this memorandum is to explain the tasks that must be completed for the recently approved Program Improvement Plan (PIP) for maintenance adoption subsidies (Attachment 1) and to provide clarification of issues related to eligibility and negotiation of maintenance adoption subsidies.

Action Required: Task IV of the Program Improvement Plan (PIP) for maintenance adoption subsidies requires that we ensure adoptive parents receive appropriate reimbursement of adoption subsidies consistent with federal law. To accomplish this, we have to first determine if children approved and receiving maintenance adoption subsidies had their adoption subsidies subsequently reduced or terminated without concurrence of the adoptive parents.

Only Task IV requires a progress report from the District Administrators or their designees. The deadline for completing Task IV is June 1. The Department must provide the Administration for Children and Families with periodic progress reports. In order to meet the deadline, the progress report on Task IV is due by May 15 from each district. Please provide the progress reports to Kathleen_waters@dcf.state.fl.us.

An ad hoc report (January 1, 2004 to October 31, 2006) from the Integrated Child Welfare Services Information System was completed and a list of children with possible adoption subsidy reductions or terminations before age 18 (if a child returned to foster care, according to HomeSafenet, the child was removed from the list) was derived from the report. The list will be attached to a separate district-specific memorandum.

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

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Background: In August 2006 the Administration for Children and Families did not approve the Title IV-E Adoption Assistance section of Florida's Title IV-E state plan because Florida law, rule and operating procedures are inconsistent with the federal law related to maintenance adoption assistance. As a result, a Program Improvement Plan (PIP) was requested, developed and subsequently approved by the Administration for Children and Families.

We submitted a legislative proposal with changes to Chapter 409.166, F.S., for consideration by the Legislature. Administrative Rule 65C-16 and Operating Procedure 175-71, Title IV-E Foster Care and Adoption Subsidy, will be revised once the proposed statutory changes are enacted. In the interim, continue to follow the guidance from the September 1, 2006 memorandum on Maintenance Adoption Assistance. This memorandum provides directions to cease conducting annual renewals of maintenance adoption subsidy and that the adoptive parents must agree with any reduction or termination of adoption subsidies.

Related Issues: We created The Best Practice Guidelines for Adoption Assistance, Attachment 2, for staff to use as they work with adoptive families and to assist with explaining the maintenance adoption subsidy program.

Contact Information: Please contact Kathleen Waters, Adoption Program Manager, via email at Kathleen_waters@dcf.state.fl.us or by telephone at (850) 922-5055 or Suncom 292-5055.

Attachments