

5101:2-44-03

**Public children services agency (PCSA) administration of the state adoption subsidy program.**

(A) The PCSA is responsible for the administration and determination of eligibility for state adoption subsidies. Administration of the state adoption program requires the PCSA to do the following:

(1) Provide a JFS 01613, "Application for State Adoption Subsidy" to any adoptive or prospective adoptive parent of a child in the custody of the PCSA or PCPA or upon request.

(2) Determine the eligibility status within forty-five days of receipt of a complete state adoption application packet. A complete packet will contain a JFS 01613, "State Adoption Subsidy Application," JFS 01654, "Adoptive Placement Agreement," if applicable, and a JFS 01685, "Child Study Inventory." Any other information that may help in determining the special needs and resource needs of the child may be included in the packet.

(3) Notify the applicant of the approval or denial of the state subsidy application within fifty days of receipt of a complete state adoption application packet with the JFS 01615 "Approval for State Adoption Subsidy" or the JFS 07334 "Notice of Denial of Your Application for Assistance." Whenever possible, the application shall be approved or denied prior to the finalization of the adoption.

(B) The PCSA in the county in which a private child placing agency (PCPA) is located will be responsible for the administration of a state adoption subsidy for a child in the permanent custody of the PCPA who is eligible pursuant to rule 5101:2-44-06 of the Administrative Code.

(C) The PCSA shall establish and maintain procedures governing its state adoption subsidy program pursuant to section 5153.163 of the Revised Code. Such policy and procedures shall be consistent with Chapter 5101:2-44 of the Administrative Code and must be part of the agency adoption policy prepared pursuant to rule 5101:2-48-05 of the Administrative Code.

(D) The PCSA shall document in the agency's adoption policy, a description of the opportunity for a state hearing pursuant to section 5101.35 of the Revised Code and division level designation 5101:6 of the Administrative Code.

(E) A state adoption subsidy shall continue if the adoptive parent moves to another county, state or country unless the PCSA that approved the subsidy determines that the adoptive parent and the child are no longer eligible pursuant to rules 5101:2-44-06 and 5101:2-44-08 of the Administrative Code.

(F) The PCSA shall make an annual redetermination of eligibility for the state adoption subsidy pursuant to rule 5101:2-44-08 of the Administrative Code, unless the state adoption subsidy is suspended pursuant to rule 5101:2-44-10 of the Administrative

Code.

- (1) The PCSA's approvals, amendments and modifications of a state adoption subsidy must be documented on the JFS 01615 "Approval for State Adoption Subsidy."
  - (2) The PCSA's denials must be documented on the JFS 07334 "Notice of Denial of Your Application for Assistance."
- (G) The PCSA shall provide approved applicants eligible for state adoption maintenance subsidy and/or state adoption special services subsidy the following forms with explanations and/or instructions:
- (1) JFS 01615 "Approval of State Adoption Subsidy"
  - (2) JFS 01449 "Determination of Special Needs for Medical, Mental Health or Rehabilitative Care"
  - (3) JFS 07100 "Application for Income, Medical and Food Assistance."
- (H) Pursuant to rules 5101:2-44-08 to 5101:2-44-11 the PCSA or adoptive parents may request amendment, modification, suspension or termination of a state adoption subsidy at anytime.
- (I) The PCSA shall assist adoptive families in exploring sources of assistance, support, and services before and after the final decree of adoption.
- (J) The PCSA shall make copies of its adoption subsidy policy available to adoptive applicants and the public upon request. Applicants shall receive notices and copies of all materials related to state hearings as do other applicants/recipients of assistance pursuant to section 5101.35 of the Revised Code.

Replaces: 5101:2-44-02, 5101:2-44-03, 5101:2-44-04.

Effective: 05/01/2003

R.C. 119.032 review dates: 06/01/2006

CERTIFIED ELECTRONICALLY

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Certification

04/01/2003

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Date

Promulgated Under: 119.03  
Statutory Authority: 5101.14, 5153.16, 5153.163  
Rule Amplifies: 5101.14, 5153.16, 5153.163  
Prior Effective Dates: 10/2/1980, 7/1/1990,  
2/13/1998(Emer.), 5/14/1998,  
7/1/2000