

5101:2-44-12

**State adoption subsidy records.**

- (A) The public children services agency (PCSA) shall establish a state adoption subsidy record for each application for a state adoption subsidy.
- (B) The state adoption subsidy record shall contain all information applicable to the adoption subsidy including, but not limited to, the following, ~~as applicable~~:
- (1) ~~ODHS 1654~~ JFS 01654 "Adoptive Placement Agreement;"
  - (2) ~~ODHS 1613~~ JFS 01613 "Application for State Adoption Subsidy;"
  - (3) Documentation ~~of~~ noting parent(s) application for Title IV-E adoption assistance and ~~approval or denial of status of the child's~~ eligibility;
  - (4) Documentation of child's special needs;
  - (5) Verification of financial need at initial application and redeterminations;
  - (6) Documentation of special services requested;
  - (7) ~~ODHS 1615~~ JFS 01615 "Approval for State Adoption Subsidy;"
  - (8) Any ~~notifications regarding denial, redetermination, suspension and termination of the subsidy~~ JFS 04065 "Prior Notice of the Right to a State Hearing" or JFS 07334 "Notice of Denial of Your Application for Assistance," as applicable;
  - (9) ~~Documentation of Title XIX medical coverage~~ JFS 01499 "Determination of Special Needs for Medical, Mental Health or Rehabilitative Care," and potential for medical coverage;
  - (10) Copy of the final decree of adoption;
  - (11) Case notes and dictations concerning the activities of the subsidy case; ~~and~~
  - (12) Requests for and findings of any ~~reviews~~ state hearings or administrative appeals conducted pursuant to ~~rule 5101:2-33-04~~ section 5101.35 of the Revised Code and division level designation 5101:6 of the Administrative Code;
  - (13) Child Study Inventory and JFS 01616, "Social and Medical History"; and

(14) Adoptive homestudy.

~~(C) The adoptive family case record shall contain a notation regarding the existence of a state adoption subsidy record, if applicable.~~

Effective: 05/01/2003

R.C. 119.032 review dates: 11/27/2002 and 06/01/2006

CERTIFIED ELECTRONICALLY

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Certification

04/01/2003

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Date

Promulgated Under: 119.03  
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5153.163.  
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