

5101:2-44-12

**State adoption maintenance subsidy records.**

(A) The public children services agency (PCSA) shall establish a state adoption maintenance subsidy record for each child's application for a state adoption maintenance subsidy (SAMS).

(B) The state adoption maintenance subsidy record shall contain all information applicable to the adoption maintenance subsidy including, but not limited to the following:

(1) JFS 01654 "Adoptive Placement Agreement" (rev. ~~10/2001~~2/2017).

(2) JFS 01613 "Application for State Adoption Maintenance Subsidy" (rev. ~~7/2004~~4/2019).

(3) Copy of the Title IV-E adoption assistance denial to include the JFS 01451 "Title IV-E Adoption Assistance Application" (rev. ~~10/2006~~12/2015), ~~JFS 01451-A "Title IV-E Adoption Assistance Eligibility Determination" (rev. 4/2010)~~ JFS 01451-B "Title IV-E Adoption Assistance Annual Assurance of Legal Responsibility, School Attendance and Eligibility for Continued Medicaid Coverage" (rev. 12/2015) and the JFS 07334 "Notice of Denial of Your Application for Assistance" (rev. 9/2011).

(4) Documentation of the adoptive child's special needs.

(5) Verification of family's annual gross income at initial application and redeterminations.

(6) JFS 01615 "Approval for State Adoption Maintenance Subsidy Agreement" (rev. ~~4/2014~~4/2019).

(7) JFS 01614 "Redetermination or Amendment of a State Adoption Maintenance Subsidy" (~~4/2014~~4/2019).

~~(8) JFS 01618 "Redetermination/Amendment of State Adoption Special Services Subsidy" (rev. 7/2004), as applicable.~~

~~(9)~~(8) Any JFS 04065 "Prior Notice of the Right to a State Hearing" (rev. 5/2001) or JFS 07334 "~~Notice of Denial of Your Application for Assistance~~" (rev. 9/2011), if applicable.

~~(10)~~(9) -JFS 01449 "Determination of Special Needs for Medical, Mental Health or Rehabilitative Care" (rev. ~~7/2004~~7/2016) to determine whether the child has or does not have special needs for medical, mental health, or rehabilitative care.

~~(11)~~(10) Copy of the final decree of adoption.

- ~~(12)~~(11) Case notes and dictations concerning the activities of the state adoption maintenance subsidy case.
- ~~(13)~~(12) Requests for and findings of any state hearings or administrative appeals conducted pursuant to section 5101.35 of the Revised Code and division 5101:6 of the Administrative Code.
- ~~(14)~~(13) Child study inventory, ~~for PCPA applications.~~
- ~~(15)~~(14) -JFS 01616 "Social and Medical History" (rev. 6/2009).
- ~~(16)~~(15) JFS 01673 "Assessment for Child Placement (Homestudy)"(rev. ~~6/2011~~ 12/2014) or JFS 01692 "Application for Adoption of a Foster Child; or Sibling Group" (rev. ~~6/2009~~ 12/2014).

Effective:

Five Year Review (FYR) Dates: 4/10/2019

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Certification

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Date

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