

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) JFS 01613 "Application for State Adoption Subsidy" (rev. 7/2004).
  - (3) Copy of the Title IV-E adoption assistance denial to include the JFS 01451 "Title IV-E Adoption Assistance Application" (rev. 10/2006), JFS 01451A "Title IV-E Adoption Assistance Eligibility Determination" (rev. 4/2010) and the JFS 07334 "Notice of Denial of Your Application" (rev. 9/2011).
  - ~~(3) Documentation noting the adoptive parent(s) application and denial for Title IV-E adoption assistance eligibility.~~
  - (4) Documentation of the adoptive child's special needs ~~for the purposes of the state adoption subsidy program.~~
  - (5) Verification of ~~financial need~~ family's annual gross income at initial application and redeterminations.
  - (6) JFS 01615 ~~"Approval for State Adoption Subsidy"~~ "State Adoption Maintenance Subsidy Agreement" (rev. ~~7/2004~~4/2014).
  - (7) JFS 01615R "Redetermination or Amendment of a State Adoption Maintenance Subsidy" (4/2014).
  - ~~(7)~~(8) JFS 01618 "Redetermination/Amendment of State Adoption Special Services Subsidy" (rev. 7/2004), as applicable.
  - ~~(8)~~(9) 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. 10/2007~~)(rev. 9/2011), ~~as if~~ applicable.
  - ~~(9)~~(10) JFS 01449 "Determination of Special Needs for Medical, Mental Health or Rehabilitative Care" (rev. 7/2004) to determine whether the child has or does

not have special needs for medical, mental health, or rehabilitative care.

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

~~(11)~~(12) Case notes and dictations concerning the activities of the state adoption subsidy case.

~~(12)~~(13) 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.

~~(13)~~(14) Child study inventory, for PCPA applications.

~~(14)~~(15) JFS 01616 "Social and Medical History" ~~(rev. 6/2006)~~(rev. 6/2009).

~~(15)~~(16) JFS 01673 "Assessment for Child Placement (Homestudy)" ~~(rev. 8/2005)~~(rev. 6/2011) or JFS 01692 "Application for Adoption of a Foster Child," (rev. 6/2009).

Effective:

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Certification

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Date

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