

5101:2-33-20

**Administration of the Title IV-E adoption assistance program.**

(A) The public children services agency (PCSA) shall be responsible for the administration of the Title IV-E adoption assistance (AA) program. Administrative expenditures can be claimed for reimbursement only if Title IV-E AA is a direct responsibility of the PCSA. The PCSA shall be responsible for:

(1) Ensuring the proper administration of funds, allocated or reimbursed.

(2) Determining initial and continuing eligibility for AA program services.

(3) Maintaining a separate AA case record for each program eligible child for whom a PCSA has entered into an AA agreement.

(4) Service planning and provision of services under the AA program. Service planning and provision of services shall include but are not limited to:

(a) Encouraging and increasing the opportunities for adoption of special needs children who are free for adoption.

(b) Ensuring that all possibilities for an adoptive home without the assistance of AA are explored.

(c) AA case management.

(d) Pre-finalization and the provision or referral for post-finalization adoption services.

(B) Upon completion of a homestudy and the match of a special needs child with an adoptive family, the PCSA or the private child placing agency (PCPA) shall inform the adoptive parent(s) of the availability of AA. Application may be made before or after the adoptive placement.

(C) The PCSA shall not consider the race, color, or national origin of an adoptive family or of the child for whom a family has indicated an interest in adopting when negotiating the AA agreement.

(D) The PCSA shall complete the JFS 01451A, "Title IV-E Adoption Assistance Eligibility Determination" (10/2006) within thirty working days after a completed application and all required documentation are provided to the PCSA.

(E) The AA payment shall be entered on the statewide automated child welfare information system. The payment shall be in the form of a warrant or electronic fund transfer (EFT) made to the adoptive parent(s).

(F) The amount of the monthly AA payment shall be determined by a written agreement negotiated between the adoptive parent(s) and the PCSA based on the child's needs and the family's circumstances.

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Effective:

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Certification

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Date

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