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CHAPTER 38

ADOPTION SUPPORT

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CHAPTER 38
ADOPTION SUPPORT

38.00 PROGRAM AUTHORITY

State: RCW 74.13.100 - 74.13.145 and RCW 26.32.115.
WAC 388-70-510 - 388-70-590.
Federal: PL 96-272

38.10 POLICY

38.11 Purpose of Service

The purpose of Adoption Support is to encourage and facilitate the adoption of the hard-to-place child. If support payments were not available, the child might otherwise remain in foster care and be without the security and stability of a permanent adoptive home.

38.12 Service Description

Adoption Support provides financial support after adoption to families who adopt hard-to-place children. Payment may be in three general areas: monthly maintenance, legal services related to the adoption and/or medical services. Medical services include corrective-rehabilitative services, psychological services, physical therapy, prosthesis, speech and hearing therapy, major and cosmetic surgery and orthodontics.

38.13 General Policies Related to this Service

A. Adoption Support facilitates the adoption of hard-to-place children by eliminating financial barriers to the adoption.

B. Adoption Support may be provided to children placed by public and voluntary child-placing agencies. The children to be involved are already fully or partially supported by state funds.

C. An agreement between adoptive parents and DSHS Adoption Support that provides for the type and amount of financial support must be made prior to the granting of the final Decree of Adoption.

D. All other financial and medical resources available to the child and family must be explored prior to completing DSHS 10-63, Adoption Support Agreement, for adoption support.

E. Pre-existing medical conditions of the child must be documented at the time of registration with Adoption Support.

F. Requests for orthodontics, extensive dental work, surgery and psychiatric treatment must be preauthorized by Adoption Support staff in State Office (SO).

G. The needs of a child, both financial and medical, adopted through Adoption Support should be met by the program. Therefore, if there is a major decrease in the adoptive family's financial circumstances, the family may apply for an additional amount of support payment up to the full rate of foster care payment.

H. In the case of adoptive parents who receive or apply for financial assistance grants, consideration should be given to the best overall outcome for the family from the following options:

1. The child may be left out of the assistance unit

   a. Adoption support payments are not deducted as income since there is no duplication of assistance payments.

   b. The adopted child has the same financial relationship to the assistance grant as a foster child.

2. The child may be terminated from adoption support and the child added to the AFDC grant.

I. The state will meet the financial obligation that is specified in the Agreement for Adoption Support. The termination of the law or a decision by the state or federal government to discontinue or reduce general funding will not change the state's specific obligations to support such adoptions. (See RCW 74.13.124 and WAC 388-70-570).

38.14 Priorities Related to this Service

This program has no specific priorities of population or service. Those who meet the eligibility requirements are given service.

38.15 Eligibility

A. For complete eligibility requirements, see Chapter 03, Social Service Eligibility.

B. Any child eligible for Adoption Support services on the basis of criteria outlined in 38.15 C-F will be provided those services. Funding sources for Adoption Support will differ according to the funding source available to the child while in foster care and according to the service(s) to be provided.

1. Federal matching for maintenance and Title XX services shall be available to children who, prior to adoptive placement, were receiving federal funding through AFDC, AFDC-FC, or SSI.

2. Federal matching for Title XIX services shall be available to all children in Adoption Support.

3. State-only monies shall be available for those children who are not eligible for federally matched funds and for those agreed-to services which are not matched by federal funds.

C. A child considered for Adoption Support must be registered with the Adoption Support Program prior to the adoption.

D. A child must meet the following criteria for registration:

1. Is residing in a foster home or a child-caring institution or is likely to be placed in either a foster home or a child-caring institution.

2. Is legally free for adoption.

3. Is under 18 years of age at the time the Agreement is signed.

4. Adoption is the most appropriate plan. For clarification see Chapter 36.

5. Is hard to place for adoption (i.e., there are no available, approved and appropriate adoptive families waiting) because of, but not limited to, one or more of the following:

a. Physical or mental handicap,
b. Emotional disturbance,
c. Ethnic background, including race, color or language,
d. Age,
e. Member of a large sibling group,

6. A nonsubsidized resource is unavailable to the child as demonstrated by three months registration with:

a. The DSHS adoption exchange or the Washington Adoption Resource Exchange (WARE); and

b. The Northwest Adoption Exchange (NWAE).

E. Registration with adoption exchanges shall not be necessary when foster parents desire to adopt a child who has been in their foster home for at least six months prior to the application to the department for adoption support. In cases of adoption by foster parents, the following eligibility criteria must be met:

1. The child must be hard-to-place by virtue of eligibility defined in 38.15 D.5., and

2. The child must have close emotional ties to the current foster family which, if severed, could cause emotional damage to the child, and

3. The foster family must have been identified as the adoptive family of choice by the agency or CSO having custody of the child.

4. In cases of adoption of Indian children, procedures in Chapter 36.35 (Adoptions) must be followed.

F. Not all adoptions of children with special needs should be subsidized. All financial and medical resources need to be explored prior to completion of the DSHS 10-63 (for example, SSI, Crippled Children's Services, family's medical insurance.) If a family can adopt a child without adoption support, they are expected to do so.

38.16 Payment Rates

A. The specific type and amount of adoption suport to be requested in the application shall be based on a financial/social determination arrived at between the family and their service worker. The Adoption Support payment should represent the difference between the cost of the child's needs and the family and community resources already available to meet those needs.

B. Monthly maintenance payments cannot exceed the monthly cost of foster care established for regular or specialized department foster homes.

C. If other financial resources, such as SSI or SSA, are available to the family, the amount of this resource shall be deducted from the maximum monthly maintenance payment.

D. A minimum of one dollar per month monthly maintenance must be paid to families who adopt children eligible for federal matching funds in order to trigger eligibility for Title XIX and Title XX services.

E. Adoption Support will pay a maximum of $200 plus court costs per child or family unit for the finalization of an adoption. If a higher fee is indicated by unusual legal issues, such fee must be requested in writing and approved by program manager in advance of the finalization. The total fee for the legal services in adoption is determined by the Superior Court Judge hearing the adoption.

F. Payment for medical services is made directly to the vendor according to the department fee schedule. Payment for atypical procedures may be authorized on an exception basis through Adoption Support in SO.

G. IRS ruling on taxable income

1. According to Internal Revenue Service rules, Adoption Support payments are not taxable income.

2. In order to claim the adopted child as a deduction for income tax, parents must be prepared to prove that they contributed from their own resources more than 50% of the child's support in excess of adoption support payments.

38.21 Program Expectations

A. Within 30 days of the receipt of all the necessary information at SO Adoption Support, a DSHS 10-63, Agreement, will be initiated. (See 38.31 and 38.32).

B. The DSHS 10-63 specifying the type and amount of payment and the conditions for continuation of the agreement will be signed by the prospective adoptive parents, the program manager and the Secretary's designee. (See 38.34).

C. SO Adoption Support is expected to make timely payments of monthly maintenance medical bills and legal fees.

D. The SO will conduct an annual review of each child's situation upon the anniversary date of the original DSHS 10-63. (See RCW 74.13.118 and 74.13.121).

38.22 Program Outcomes

The measurable outcome is the adoption of hard-to-place children.

38.30 SERVICE PROCEDURES

38.31 Registration of a Child

A. The child must be registered with SO Adoption Support prior to the adoption. DSHS 10-61(X), Child's Registration, is a summary of information about the child and the reasons for which Adoption Support is needed. Any pre-existing medical condition, including anticipated medical needs and prognosis, must be documented and attached to the DSHS 10-61(X). Send two copies to SO Adoption Support, MS OB-41C. Retain one copy for the service file.

B. Registration material must include an indication of the child's eligibility for federal matching while in foster care prior to the adoptive placement.

   1. If the child has been eligible for AFDC-FC, a copy of the DSHS 14-05(X) must be included.

   2. If the child has been receiving SSI, a copy of the SSA-L8165-61 must be included.

C. If the plan is for adoption by a family registered with an adoption exchange in which DSHS participates, the DSHS 10-61(X) may be submitted after the 90-day registration period, and either prior to, or subsequent to, finding an appropriate family.

D. If the plan is foster parent adoption, DSHS 10-61(X) may be submitted when the child is legally free, has been in the foster home for at least twelve months, and at the time of the foster parent application for adoption support. (For Indian children, see Chapter 36.33 and 36.35 C.4.a.)

E. Exceptions to policy may be made to waive the above time requirements. (See Chapter 01, Social Service Policies and Administration.)

38.32 Family Application

A. The prospective adoptive family must apply to SO Adoption Support for adoption support for the child prior to the granting of the adoption decree.

B. In foster parent adoptions the registration of a child and the application by the family for adoption support should occur simultaneously.

C. DSHS 10-62(X), Application (one for each child), will be jointly completed by the prospective adoptive parents and CSO or voluntary agency with which the family is working. The type and amount of adoption support requested shall be mutually determined by the family and the service worker. The Adoption Support requested should represent the difference between the costs of proviing for the needs of the child and the family and community resources already available to provide for those costs.

D. A copy of the family's most recent Federal Income Tax Return, IRS 1040, must accompany the application for adoption support.

1. If the family is not required to file a Federal Income Tax Return, they must submit a financial statement reporting all income as follows:

   a. Gross yearly income.
   b. Source of the income.
   c. Who receives the income.

2. The statement should be signed by the adoptive parents and dated. It does not need to be notarized.

E. In the case of a foster parent adoption, a copy of the CSO staffing report will accompany the application. (See 36.35 C. 4.)

38.33 Determining Amount of Payment

A. Adoption support payment may be in three areas; monthly maintenance, medical services and legal services. A family may receive payment in one or any combinations of these three. The following factors will be considered in setting the amount of any payment(s):

1. The size of the family including the adoptive child;

2. The usual living expenses of the family;

3. The special needs of any family member including his educational needs;

4. The family income;

5. The family resources and plan for savings;

6. The medical care and hospitalization needed by the family and the family's means of purchasing or otherwise obtaining the care;

7. Any other expense likely to be needed by the child to be adopted.

B. The specific amount of support will be established as the result of an individual, realistic social evaluation of the difference between the costs associated with the child's needs and the family's and community's resources available to meet those needs.

C. If changes occur in the family's economic circumstances or in the needs of the child, support payments may be modified or discontinued and later resumed. The monthly maintenance may increase as a child reaches different foster care age payment categories, but the increase must be requested by the adoptive family.

D. Monthly maintenance payments must not exceed the monthly cost of foster care established for DSHS foster homes. This includes all regular maintenance costs, or specialized foster care payments where indicated. If specialized rates are requested, the need for this must be documented. Documentation should include extra costs incurred by the family because of the child's special needs, such as transportation to therapy, special food, specialized child care, etc.

E. A monthly maintenance payment of at least one dollar per month must be paid to trigger Title XIX and Title XX Eligibility for those children who are eligible for federal reimbursement.

F. If the family is eligible to receive income on behalf of the child from sources other than Adoption Support, such as SSI or SSA, the amount the family receives from those other sources shall be deducted from the maximum monthly maintenance for which the family would otherwise be eligible.

G. Attorney fees and court costs, all or a part, may be paid by Adoption Support when prospective adoptive parents cannot pay the costs of an adoption proceeding. The maximum amount to be paid by Adoption Support is $200 plus court costs per child or family unit unless another amount is authorized by the program manager prior to the finalization of the adoption. The Superior Court ruling on the adoption will determine the court costs and a reasonable attorney fee, and will include this determination in the adoption decree.

H. If requested by the adoptive parent, the medical, dental, and psychiatric needs of a child may be provided through Adoption Support.

1. A child's pre-existing medical condition, including anticipated medical needs and prognosis, must be documented at the time of registration with Adoption Support.

2. SO staff will submit the child's medical information for review to the Office of Personal Health Services, MS LK-11, prior to a DSHS 10-63, Agreement, being signed with the prospective adoptive parents.

3. Medical requests cannot include items that can be, or are covered, by the adopting family's medical insurance, Crippled Children's Services, or any other resource. If a prospective adoptive family has medical insurance, they are expected to explore their medical coverage for the child they are adopting. The name of the insurance carrier, the adopted child's eligibility, and the parameters of the coverage should be included in the family's application.

4. In some cases, medical (corrective-rehabilitative) services will be needed by the child in future years.

a. Agreements for corrective-rehabilitative needs must be made prior to the adoption, and information updated on the DSHS 10-83, Medical Review.

b. The service must be performed before the age of 18 or, in the case of a physically or mentally disabled person, before the age of 21.

c. The need for the service must be reviewed by the Adoption Support office and the service pre-authorized immediately prior to the provision of service.

38.34 Agreement

A. The application must be made prior to finalization of the adoption.

B. When the application is accepted, four copies of DSHS 10-63, Agreement, will be prepared by SO Adoption Support office and forwarded to the prospective adoptive family.

C. The family signs DSHS 10-63 and returns it to SO Adoption Support, MS OB-41C, for necessary signatures. DSHS 10-63 becomes a binding contract only when it contains the signatures of the prospective adoptive parents, program manager and Secretary's designee.

D. After a DSHS 10-63 signed by all parties is received by the family and CSO, the CSO service worker will contact the family's attorney for finalization of the adoption.

E. The CSO service worker will file a copy of the adoption support agreement with the court prior to the date of the adoption hearing.

1. The Superior Court shall consider any agreement made between DSHS and the prospective parents when a petition, a modification or a vacation of a Decree of Adoption is being reviewed.

2. If the court finds the agreement is inadequate, it may recommend a change. However, the court is not empowered to direct the department to make any change in payment.

F. If Adoption Support is to pay attorney fees and court costs, SO staff sends the attorney a letter clarifying procedures for payment of legal fees. The family and referring agency receive copies of the letter. If the attorney believes the legal services provided warrant, a fee in excess of the $200 approved fee, prior to the court hearing an itemized statement of those fees should be sent to Adoption Support. The Program Manager must approve a higher fee before it can be paid.

38.35 Adoption Support Payment

A. Adoption support payment is for the month of issuance, not a post payment as in foster care.

B. Foster parent adoption

1. As soon as the DSHS 10-63 is signed and the Decree of Adoption is granted, the CSO worker will:

a. Terminate foster care payment and medical on the DSHS 14-159, Change of Service Authorization, effective the last day of the month in which the adoption took place.

b. Send a copy of this DSHS 14-159 immediately to SO Adoption Support so that adoption support payments may be initiated. (If near end of month, a telephone call to SO program staff should also be made to insure prompt payment.)

c. Coordinate, carefully, the closing of regular foster care payment and medical services, and the opening of the adoption support payment to avoid duplication or lack of payment.

2. SO Adoption Support will voucher the monthly maintenance payment beginning on the first day of the month following the granting of the decree.

3. Initially the family will receive two checks in one month from DSHS; one will be a post payment for foster care and the other will be pre-payment from Adoption Support.

C. Regular adoption

1. Adoption support may begin at the time of placement or on the first day of the month following the granting of the Decree of Adoption.

2. The SO program manager should be contacted by the CSO service worker to discuss the options and decide on method of payment.

3. The CSO worker terminates foster care payment for the child effective the date of placement with the adoptive family.

4. Follow procedure in B. 1. b. and c. above noting on the form in the "Special Instructions" when the effective date of payment begins according to the decision made. (See C. 2.)

D. The monthly maintenance checks should be delivered to the family in the first 10 days of the month.

E. If there are problems concerning payment (e.g., lost checks or incorrect amount of payment), the family or CSO worker should report it to Adoption Support.

F. Payment of attorney fees

1. If Adoption Support is to pay for all or part of the attorney fees and court costs, the Clerk of the Court must furnish the program coordinator with a certified copy of the Decree of Adoption containing the amount of the attorney's fee as determined by the Superior Court Judge.

2. When the certified copy of the Decree of Adoption and the itemized statement from the attorney are received, payment will be made directly to the attorney. When payment is made, the family will be informed by letter.

38.36 Medical Procedures

A. After the review and approval of the corrective-rehabilitative needs of the child by the Office of Personal Health Services and subsequent signing of DSHS 10-63, medical services will be coordinated through Adoption Support.

B. As long as there is no other resource available, all medical services requested by the adoptive parent and within the scope of medical services provided by the department will be approved during the effective period of the DSHS 10-63.

C. Due to changes in the child's medical situation, the DSHS 10-63 may be modified to include necessary additional medical care.

D. A DSHS 13-229, Medical Certification Card, will be issued to the adoptive parent(s) in the child's new name to indicate eligibility for medical care.

1. The card authorizes medical services.

2. The card provides vendors with billing instructions.

3. The eligibility period corresponds to the dates on the current DSHS 10-63.

4. No medical coupons are issued.

E. Payment for costs of medical services is made directly to the physician or professional providing the service.

F. Requests for major surgery, orthodontics, psychiatric care, physical therapy, appliances and extensive dental work may be submitted to Adoption Support when all other resources for payment have been explored/exhausted, i.e., family's medical insurance, Crippled Children's Services (CCS), community mental health agencies or other available community resources.

1. Professional providers must submit a request for approval for payment prior to providing services which states:

a. Reason(s) treatment needed;
b. Plan for treatment;
c. Frequency/duration of treatment;
d. Prognosis;
e. Background information, when appropriate;
f. Any other pertinent information; and
g. Estimated cost.

2. SO staff will notify the family/provider when the request is approved or denied.

G. Glasses and refractions

No prior approval is needed for the purchase of refractions and eyeglasses; however, glasses must be purchased through the DSHS contract with Western Optical. Local vendors are familiar with this contract which also purchases refractions/glasses for medical coupon clients.

H. Billing Instructions for Vendors

1. Adoption Support Program medical billings require special handling. The billing address and procedures are different than regular DSHS medical.

2. The family should tell the medical provider the correct address for billing is:

   Department of Social and Health Services
   Accounting Services, Disbursements MS OB-24B
   Olympia, Washington 98504

3. Billing instructions are on the back of the DSHS 13-229, Medical Identification Card.

4. All Adoption Support Program medical billing is handled through Accounting Services rather than Office of Provider Services. If the billing is sent to Office of Provider Services, or if the child's DSHS 14-154(X) or 14-159 is closed, it will not be paid. If the billing is refused, the family or worker should contact Adoption Support, rather than assuming the service is not provided.

38.37 Review of Adoption Support Agreement

A. At the time of the annual review (see RCW 74.13.118) or when there is a change of circumstances (including variations in medical opinions, prognosis, and costs), appropriate adjustments may be made in the type and amount of Adoption Support payments.

B. The family is required to submit their Federal Income Tax Return (IRS 1040) to Adoption Support no later than two weeks after filing with the United States Government.

   1. If the family is exempt from filing a Federal Income Tax Return, they must submit a signed financial statement. (See 38.32 D.)

   2. The financial information shall be marked and held confidential at all times.

   3. The financial information will be considered during any review of the adoption support agreements.

C. DSHS 10-82, Annual Review, will be mailed by SO the the adoptive family each year at least 60 days prior to the anniversary of the DSHS 10-63. The review updates information on the child's ongoing needs and the family's social situation. The family must complete the form and return it to SO within 30 days.

D. If the adoptive family does not return the DSHS 10-82, Annual Review to SO within 30 days, a reminder letter will be sent to them. If the family does not then send the DSHS 10-82, Annual Review, to SO within the next 30 days, they may be permanently terminated from Adoption Support.

E. DSHS 10-83, Medical Review, will be sent with the DSHS 10-82 to update information on the child's medical situation, including current diagnosis, prognosis, treatment and duration of treatment.

1. This information is essential if the child has a pre-existing physical or medical condition and/or the department is covering the cost of medical care.

2. It is the adoptive parents' responsibility to have their physician or other professional complete this information and forward it directly to SO Adoption Support.

F. At any time, a parent may request in writing a review of the type and amount of any payment provided in the DSHS 10-63.

1. The review must be initiated within 30 days from the receipt of the request by Adoption Support.

2. Any adjustment may be made retroactive to the date the request was received by SO Adoption Support.

3. If no action is taken within 30 days, the parent may ask for a fair hearing.

G. During any review of the agreement, adjustments to the payment amount may be made based on changes in the needs of the child or in the adoptive parents' income, resources or expenses. When making adjustments, the intent of the original agreement is considered.

H. Any modification in the support payment will result in a new DSHS 10-63 signed by the parents, SO Adoption Support staff, and the Secretary of DSHS.

38.38 Transfer/Termination of Payment

A. Families served by the department who move within Washington State will have their Adoption Support files transferred to the CSO which serves their new geographical area.

B. Families served by a voluntary agency who move within Washington State will have their program files transferred to their nearest branch office of that voluntary agency, or the voluntary agency may refer the family to the CSO which serves their new address.

C. Adoption support payments may be continued when the family moves to another state or country.

1. For eligible children, Title XIX services shall continue to be the responsibility of Washington State regardless of the state of residence.

2. For eligible children, Title XX services shall become the responsibility of the new state of residence.

3. If a family receiving adoption support payments resides in another state or foreign jurisdiction, the family's original agency will continue to be responsible for contact.

4. If there is a need for direct contact with a family living out of state, American Public Welfare Association Guidelines (see Public Welfare Directory) for interstate service on child welfare cases will be followed.

5. When a family moves from one state to another prior to the finalization of adoption, the rules of Interstate Compact will be followed (see Chapter 30, Interstate Compact on Placement of Children.)

D. Payment may be terminated by mutual agreement of the department and family. Request for termination must be in writing.

E. Termination from Adoption Support shall be final.

F. If child is temporarily out of the home, or if the family wants Adoption Support to discontinue for a temporary period of time, the family should request a voluntary suspension from Adoption Support.

1. Voluntary suspension stops all payments and other services, but maintains a child on an inactive status.

2. Unless the family requests a reinstatement, children in voluntary suspension status will be automatically terminated from Adoption Support after one year.

a. Reinstatement can be either into continuing voluntary suspension or into active status.

b. Reinstatement shall be based upon needs as defined in the original program registration.

G. Adoption Support will not continue beyond the child's 18th birthday (or 21st birthday with the Secretary's approval) if either of the following apply:

1. The child has not yet completed high school or its equivalent and is a full-time student.

2. The child is physically or mentally handicapped such that continued assistance is warranted and no other assistance is available.

H. Application should be made by the adoptive family to determine SSI eligibility for disabled persons who are 18 years of age and who require continuing assistance.

I. State-only funding will be utilized for nondisabled persons over the age of 18 who are still enrolled full time in high school or its equivalent.

J. Prior to the child's 18th birthday, Adoption Support will be terminated under the following circumstances:

1. The child is no longer the legal responsibility of the family.

2. The child no longer continues to receive support from the family.

38.39 Appeal Procedure

A. Denial of an initial request for support payments and social decisions based on the appropriateness of the individual(s) to adopt a child shall not be subject to any review or hearing (see WAC 388-70-590(4)).

B. Change in support payments based on a pre-existing agreement or failure to act on a request for a review within 30 days may be appealed (see RCW 74.13.118).

1. If the department requests the change and the family does not agree, the department must notify the family by certified mail or personal service and state the grounds upon which the department proposes the change.

2. Within 90 days from the receipt of the notice or failure of the department to act on a request for review, the adoptive family may ask the Program Manager of Adoption Support for a hearing. The request must be written and sent by certified mail.

3. Upon receiving a request for hearing, the Program Manager must fix a hearing date, which must not be later than 35 days from the receipt of the request for hearing. The date of the hearing will be mutually agreed upon by all involved parties.

4. The Program Manager will also notify the Bureau of Children's Services Advisory Committee of the filing of the request not less than 25 days before the hearing date. If the adoptive parent agrees, a member of this committee may attend the hearing.

5. The Program Manager will notify the family of the decision within 30 days after the date of the hearing.

C. Appeal proceedings shall be conducted by the department in accordance with RCW 74.08.070. The adoptive parent shall have a right to appeal as provided in RCW 74.08.080.

D. If the decision of the Secretary or the Superior Court is made in favor of the adoptive family, adoption support shall be paid from the date of the change (see RCW 74.13.137).

38.40 Adoption Support Files

A. Following the granting of the adoption decree, the CSO's adoption file on the child who is receiving support payments is prepared for archives as other adoption files (see Chapter 36.46).

B. The family's file will be maintained in the CSO serving the family and will contain the adoption support information.

C. Confidentiality should be maintained.

D. The record should include copies of:

1. DSHS 10-61(X), Child's Registration

a. Documentation of special need

b. Documentation of eligibility for federal reimbursement

(1) DSHS 14-05(X) to document AFDC-FC eligibility

(2) SSA-L8165-61 to document SSI eligibility.

2. DSHS 10-62(X), Application

3. DSHS 10-63, Agreement

4. DSHS 10-09(X), Foster Parent/Relative Adoption, when applicable.

5. Pertinent correspondence regarding adoption support.

E. Case recording is found in the child's archived record and should not be part of this file.

F. These files shall be in inactive status and maintained by one designated supervisor in each office. If direct contact becomes necessary, the supervisor would assign the case to appropriate staff. The CSO should inform Adoption Support of the designated supervisor.

38.60 INTERFACE WITH OTHER DSHS SERVICES

A. Adoption Support is one component of the overall adoption services offered by DSHS and as such interfaces with all other adoption services/resources. (See Chapter 36, Adoption Services.)

B. This program is directly related to foster care in that all children who receive adoption support have been in foster care prior to adoption or are adopted by their foster parents.

C. Adoption Support receives referrals from Developmentally Disabled Case Services.

D. Adoption Support refers cases requesting medical payment and procedures to the DSHS Office of Personal Health Services for consultation and authorization of major medical procedures and psychiatric treatment.

38.70 INTERFACE WITH NON-DSHS SERVICES

A. Adoption Support interfaces with the adoption exchanges, i.e., WARE, and NWAE for family referrals for hard-to-place children.

B. Adoption Support receives referrals from other child-placing agencies such as Catholic Family and Child Service, Children's Home Society of Washington, etc.

C. Adoption Support relies on community medical/mental health services and other medical resources such as Crippled Children's Services for consultation, medical procedures and psychiatric treatment.

38.80 REQUIRED FORMS AND INSTRUCTIONS

A. See Chapter 99, Forms, for instructions on these forms:

DSHS 2-305(X)	Service Episode Record (10/78)
DSHS 2-306(X)	Communication/Referral (9/78)
DSHS 2-306A(X)	Communication/Referral page 2 (9/78)
DSHS 10-61(X)	Adoption Support - Child's Registration (Rev. 5/81)
DSHS 10-62(X)	Adoption Support - Application (Rev. 5/81)
*DSHS 10-63(X)	Adoption Support Agreement (Rev. 5/81)
*DSHS 10-82	Annual Review (Rev. 6/77)
*DSHS 10-83	Medical Review (Rev. 1/76)
*DSHS 13-229	Medical Identification Card (Rev. 6/77)
DSHS 14-24(X)	Face Sheet (Rev. 9/78)
DSHS 14-139(X)	Social Services Application (Rev. 12/79)

*These forms are included for information only. They are initiated by SO staff.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Olympia, Washington

TO: HOLDERS OF MANUAL G

NOTICE NO: G-101
Issued: February 8, 1982

FROM: COMMUNITY SERVICES ADMINISTRATION
Bruce Ferguson, Assistant Secretary

FOR INFORMATION CALL:
Nancy Roberts-Brown,
SCAN 234-2178 or
Non-SCAN 753-2178

IF NOT DELIVERABLE, RETURN TO MANUAL PRODUCTION UNIT MS OB-16

SUBJECT: INCOME ELIGIBILITY FOR ADOPTION SUPPORT PROGRAM LEGAL SERVICES AND NEW GREEN NOTICE CONTROL SHEET

Place this notice in front of Chapter 38, Manual G, and note on Green Notice Control Sheet the date Notice No. G-101 was entered.

I. Section 38.33 - Determining Amount of Payment

Effective February 1, 1982, this section shall be modified by adding a new sentence (underlined):

G. Attorney fees and court costs, all or a part, may be paid by Adoption Support when prospective adoptive parents cannot pay the costs of an adoption proceeding. This service is only available to families whose annual income is $16,000 or less.

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