

**Van Buren Triple
Monitoring Assessment Tool – Title IV-E CFDA# 93.659
Adoption Assistance**

Background:

Authorization:

Social Security Act, Title IV-E, Section 470 et seq; as amended.

Objectives:

To provide Federal Financial Participation (FFP) to States, Indian Tribes, Tribal organizations and Tribal consortia (Tribes) in adoption subsidy costs for the adoption of children with special needs and who meet certain eligibility tests.

Uses and Use Restrictions:

All parents adopting special needs children are eligible for the nonrecurring cost of adoption. Federal subsidy may be used only in support of the adoption of children who meet the definition of special needs as specified in the Statute. States and Tribes may receive Federal Financial Participation (FFP) only if Title IV-E plans have been approved by the Secretary.

Eligibility Requirements

Applicant Eligibility:

Funds are available to States, the District of Columbia, and Puerto Rico, and to Tribes with approved Title IV-E plans.

Beneficiary Eligibility:

Beneficiaries are children who are: (1) in Title IV-E foster care, eligible for AFDC (as in effect July 16, 1996) although this requirement is being phased out between 2010 and 2018, SSI recipients, the minor child living with his/her parent who is in title IV-E Foster Care; or was previously adopted and eligible for adoption assistance but the adoption dissolved or the adoptive parents died and (2) have been determined by the State or Tribe to be special needs, e.g., a special factor or condition which makes it reasonable to conclude that they cannot be adopted without adoption assistance; a State or Tribe determination that the child cannot or should not be returned home; and a reasonable effort has been made to place the child without providing financial or medical assistance. FFP is available from the time of placement for adoption in accordance with State, local or Tribal law or final adoption decree to age 18 (21 if the State/Tribe finds that a disability means aid should continue) as long as the parent supports the child. No child adopted prior to the approval of the State or Tribal Title IV-E plan is eligible for FFP. No means test applies to adopting parents, but the amount of subsidy is agreed to by agency and parents and may be readjusted by joint agreement.

Credentials/Documentation:

**Van Buren Triple
Monitoring Assessment Tool – Title IV-E CFDA# 93.659
Adoption Assistance**

The State or Tribe must submit an application for approval by the Secretary of Health and Human Services. Costs will be determined in accordance with 45 CFR Part 92. OMB Circular No. A-87 applies to this program.

Objectives:

- To determine whether claimed Adoption Assistance costs are allowable and are charged appropriately;
- To determine whether claimed costs were for a child is eligible for Adoption Assistance subsidy payments; and
- To determine whether adequate documentation exists to support a federal claim.

Procedures:

	Program Step	Date/ Initials	Work Paper Reference
1.	Discuss Adoption Assistance payment procedures and controls and prepare narrative.		
2.	<p>Identify all payments claimed to Adoption Assistance during the last completed fiscal quarter from the State Disbursement ledger.</p> <p>From these subsidy payments, select a representative sample of Title IV-E Adoption Assistance cases from the listing, not to exceed 10% of the total population of Adoption Assistance (maximum 10) payments made during the review period.</p> <p>Complete a Sample Reference Documentation form outlining the sampling process.</p>		
3.	<p>For the sample items selected, determine the following:</p> <ul style="list-style-type: none"> • Payment was made at the appropriate rate (conforms to JFS 01453 Adoption Assistance Agreement approved amount); OAC - 5101:2-49-05 Determination of the adoption assistance payment amount. • The total amount disbursed to the adoptive parents (amount paid by the state plus any amount paid by the agency) agrees to the amount in FACSIS 338 event code under the adoption series or SACWIS Adoption Assistance Subsidy screen found under Financial/Eligibility/Adoption Subsidy • The agency has appropriate documentation to support the charge to the program <ul style="list-style-type: none"> ◊ JFS 01451 “Adoption Assistance Application” is maintained in the case file. 		

**Van Buren Triple
Monitoring Assessment Tool – Title IV-E CFDA# 93.659
Adoption Assistance**

	Program Step	Date/ Initials	Work Paper Reference
	<ul style="list-style-type: none"> ❖ JFS 01453 “Adoption Assistance Agreement” is maintained in the case file. • The cost was charged to an appropriate code, if a local portion was necessary; • The agency has documentation supporting the child's eligibility for Adoption Assistance subsidy payments. ❖ OAC - 5101:2-49-01 Adoption assistance criteria and application process. ❖ OAC - 5101:2-49-03 Special needs criteria for adoption assistance. ❖ OAC - 5101:2-49-04 Age requirement for adoption assistance. ❖ OAC - 5101:2-49-08 Beginning date of an adoption assistance payment. ❖ OAC - 5101:2-49-09 Title IV-E adoption assistance post-finalization application. ❖ OAC - 5101:2-49-13 Termination of adoption assistance. ❖ OAC - 5101:2-49-17 Case record requirements for adoption assistance. 		
4.	<p>Identify any non-stipend direct charges to the program. Select five charges and review the supporting documentation, if any, to determine whether:</p> <ul style="list-style-type: none"> • The cost in question is an allowable cost to the Adoption Assistance program; • The goods or service meet the program needs; and • The cost was charged to an appropriate code. <p>Complete a Sample Reference Documentation form outlining the sampling process.</p>		
5.	<p>Obtain a listing of Title IV-E Adoption Assistance Children with the date the children became eligible from the State Disbursement ledger. Compare the list to JFS 04281 report (most recent) for reasonableness. Inquire about any significant variance.</p>		
6.	<p>Conclusion: Consider whether a systemic problem or a lack of adequate internal control exists with regard to Adoption Assistance. If so, make an appropriate notation as an Issue in Auto Audit.</p>		

**Van Buren Triple
Monitoring Assessment Tool – Title IV-E CFDA# 93.659
Adoption Assistance**

	Program Step	Date/ Initials	Work Paper Reference
7.	Prepare a narrative summarizing work completed and results.		