



549 NW Lake Whitney Pl, Suite 204, Port St. Lucie, FL 34986  
www.cckids.net

**Series** 1000: Funding and Fiscal Management

**Policy Name:** **Adoption Eligibility**

**Policy Number:** 1012

**Origination Date:** November 1, 2013

**Revision Date:** May 23, 2024

**Regulation:** DCF CFOP 170-15 Chapter 5 – Maintenance Adoption Subsidy  
Rules 65C-16.001-16.021, Florida Administrative Code (F.A.C.)

**Policy:** To ensure capitalization of federal funding for Adoption Subsidies through eligibility determination for all children placed in adoption placements.

#### Procedure

Communities Connected for Kids, Inc (CCKids) Revenue Maximization Staff (RevMax) will follow the process detailed in the Florida Department of Children and Families' CFOP 170-15 Chapter 5, to ensure an accurate and full determination is conducted. The subcontracted adoption agency will submit the following documentation to the CCKids RevMax department for consideration of Maintenance Adoption Subsidy (MAS).

#### REVMAX Subsidy Approval Checklist.

For the preliminary funding eligibility determination, no more than the following documents may be required for submission to RevMax for subsidy eligibility approval:

#### SUBSIDY INFORMATION

1. Memorandum of Agreement (CF-FSP 5072) – Uploaded to CCWIS Adoption File Cabinet labeled "Memorandum of Agreement to Adopt"
2. Adoption Information CCWIS Page Completed
3. Child Study – Uploaded to CCWIS File Cabinet labeled "Adoption Documents Other".
4. Physical Exam (within 12 months of placement) – Uploaded to CCWIS File Cabinet labeled "Adoption Documents Other".
5. CBHA/Psychological, if applicable – Uploaded to CCWIS File Cabinet labeled "Adoption Documents Other".
6. Adoption Home Study - must confirm uploaded into CCWIS Provider File Cabinet

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7. Adoption Application Review Committee Report, if applicable
8. Adoption Application (must be signed) (CF-FSP 5071) – Uploaded to CCWIS Provider File Cabinet

#### ELIGIBILITY INFORMATION:

1. Foster Care Eligibility related information including AFDC
  - a. Shelter Petition - Uploaded in CCWIS file cabinet as Legal Document
  - b. Shelter Order – Uploaded in CCWIS file cabinet as Legal Document
  - c. Birth Certificate (with birth name)
  - d. Social Security Card (print out from person page) (optional)
2. SSI verification award letter/Social Security documentation, if applicable
3. TPR Petition - Uploaded in CCWIS file cabinet as a Legal Document
4. TPR Order - Uploaded in CCWIS file cabinet as a Legal Document
5. Surrenders, if applicable - Uploaded in CCWIS as Legal Document
6. TANF-MAS-Specific documentation: State of Residence and child income supporting documentation

#### BACKGROUND CHECKS

1. National/Federal Background checks
2. State Background checks
3. Local Background checks
4. Florida Abuse Registry Checks
5. Department of Juvenile Justice (DJJ) checks
6. Abuse Registry (Adam Walsh) checks in all other relevant states (placements after 10-1-2006)

#### SUBSIDY INFORMATION

Upon execution of the Adoption Assistance Agreement and for payment to be issued the following are required for submission to RevMax:

1. Initial Adoption Assistance Agreement (CF-FSP 5079) (fully signed) – Uploaded to CCWIS File Cabinet
2. Maintenance Adoption Subsidy Approval (CF-FSP 5077) (fully signed) – Uploaded to CCIS File Cabinet
3. Upon adoption finalization, the Final Decree Order must be provided to RevMax to process Medicaid updates.

Upon receipt of the Adoption Packet, CCKids RevMax staff will use the CCWIS Adoption Eligibility Module to determine the accurate funding source for MAS payments.

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Approved: DocuSigned by:  
*Carol Deloach*  
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Carol Deloach, CEO

**May 23, 2024**

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