



ADOPTION ASSISTANCE REFERRAL FOR NEGOTIATION

OASIS Case ID: _____
Client ID: _____
Date: _____

Has the Foster Care Placement Status been updated to Adopt: Pre-Adoption? [] YES [] NO

Agency Information
LDSS Name:
FSS Worker:
FSS Worker Email:
FSS Worker Contact Number:
[] New Assistance Agreement [] Addendum to an Existing Agreement
Child and Family Information
Child's Legal Name: D.O.B.
For Pre-Adopt - Child's Adopted Name if Known:
Parent Name:
Email Address: Phone:
Physical Address:
Type of Assistance Requested
Does the child receive a Basic Maintenance Payment? Yes No \$
Does the child receive an Enhanced Maintenance Payment? Yes No \$
Does the child have childcare expenses, covered the LDSS? Yes No \$
Does the child receive any special services paid for through CSA? Yes No \$
List Service: Date Service Began: Cost of Service: \$
Check the type of service being requested:
[] Basic Main. [] Enhanced Main. [] Medicaid [] Special Service [] Child Care [] Non-Recurring Expenses
Required Documentation
FOR NEW ADOPTION ASSISTANCE AGREEMENTS: Submit the following documentation with this referral form. All documentation must be received by the Adoption Compliance Consultant before negotiations can begin. Check the box to indicate the documentation has been included in the referral.
[] Application for Assistance
[] Adoption Assistance Screening Tool
[] Certificate of Approval
[] Checklist for Approval/Reapproval (LDSS Homes)
[] Non-Conviction Letter (for TFC Homes)
[] Initial title IV-E Foster Care Determination
[] Verification of Child's School Enrollment
[] Verification of Parent School Enrollment / Employment
[] Verification of Child Care Attendance
[] Child Care Vendor's license, registration, or religious exemption
[] VEMAT Tool - attach all the documentation used to support the score, including the additional supervision and support needed from the adoptive parents
[] Documentation supporting the child's special need - from qualified licensed professionals. Supporting documentation includes assessments, IEP, 504, psychological evaluations, case management/FAPT notes, foster parent notes, service providers, recommendations from qualified professionals, etc.



Enter any notes or information here for the Adoption Compliance Consultant to consider.

Four horizontal lines for entering notes or information.

For Existing Agreements – Note: Use the Child Care Maintenance Request and Negotiation Referral Form for child care addendums.

Check the reason for the addendum request:

- This addendum request is to modify the maintenance payment because the family accepted less than the maximum amount they could receive during previous negotiations.
- This addendum request is to update a VEMAT score and corresponding payment to the agreement. – Attach all the documentation used to support the score, including the additional supervision and support needed from the adoptive parents.
- This addendum request is to add a new special service. Service: _____
Has adoption assistance ever funded this service? Yes No
If yes, when did the service begin? _____ When did the service end? _____
- This addendum request is to extend a special service currently in place. Service: _____
Date current service began: _____ Date current service is scheduled to end: _____
- This addendum request is to extend adoption assistance beyond the youth’s 18th birthday.
Date child turn(ed) 18? _____
This addendum request is to add a new special need to the agreement.

Document and attach supporting documentation:

Documentation supporting the child’s special need – from qualified licensed professionals. Supporting documentation includes assessments, IEP, 504, psychological evaluations, recommendations from qualified professionals, etc.

For new VEMATs - attach all the documentation used to support the score, including the additional supervision and support needed from adoptive parents.

Four horizontal lines for attaching supporting documentation.

Send the completed form and supporting documentation to your assigned [Regional Adoption Compliance Consultant](#).