



Course Structure

Four-day class; two-day session followed by a break and another two-day session

3-hour classes

Transfer-of-Learning (TOL) after class

Survey completed at the end of class

Learner Materials



<https://fusion.dss.virginia.gov/tol/LTD-Home>

Learner Resources

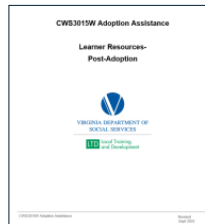
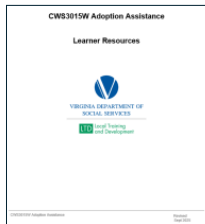


Table of Contents



Agenda

- Introduction and Overview
- Adoption Assistance Purpose and Framework
- Types of Adoption Assistance
- Adoption Assistance Processes and Forms
- Case Scenario



Learning Objectives



- Understand the purpose and philosophy of Virginia's adoption assistance program.
- Identify the steps of the adoption assistance process.
- Define the responsible parties and the roles in the adoption assistance process.
- Identify forms necessary to complete the adoption assistance process.

Learning Objectives



Prepare foster adoptive families for the adoption assistance process.
Enter adoption assistance funding information into the adoption assistance case record in OASIS.
Understand post adoption services available to youth that were adopted and their adoptive families.

Child and Family Services Review:

Children will have permanency and stability in their living situations.
Increase the percentage of children adopted based on all children in foster care who have the goal of adoption and a final order terminating parental rights.
Increase the timeliness of adoptions.

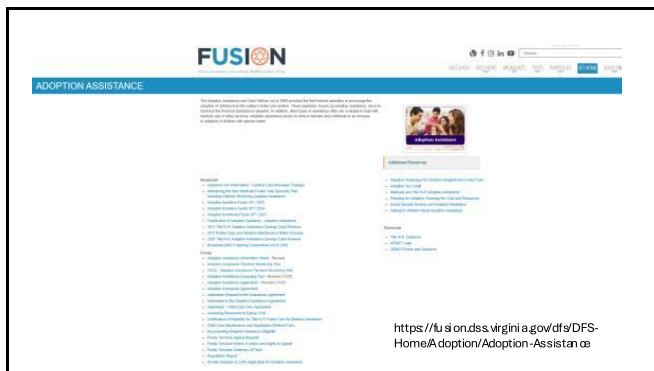
Guidance Manual (Adoption)

- Portfolio -Family Services
 - DFS Home – Click Adoption
 - Main Navigation – Click Guidance
- Adoption Guidance July 2022



Guidance Manual (Foster Care)

- Portfolio -Family Services
 - DFS Home – Click Foster Care
 - Main Navigation – Click Guidance
- Foster Care Guidance Sept 2024
Section 9: Achieving Permanency Goal Adoption



<https://fusion.dss.virginia.gov/DFS-Home/Adoption/Adoption-Assistance>

Adoption Program Contacts



Assistance Negotiators

Central:

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Eastern:

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Piedmont:

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Adoption Assistance

Purpose and Philosophy

The purpose of adoption assistance is to facilitate adoptive placements and ensure permanency for children with special needs.

Children with special needs often have experienced abuse and neglect as well as significant losses and disruptions in their lives.

Adoption Assistance Factsheet

"Adoption Assistance for
Children Adopted from Foster
Care"

The Children's Bureau



Handout #1

IV-E and State funded adoption assistance

Title IV-E is the federal program that provides financial support to
adoptive parents of children with special needs.

Some children are eligible for federal support, while others'
services are funded from state assistance.

Definitions

Section 1 Foster Care Overview

U.S. Department of Health and Human Services
Child and Family Services Manual
Part 100
E. Foster Care

FOSTER CARE OVERVIEW	
1	
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Section 1 Adoption Overview

U.S. Department of Health and Human Services
Child and Family Services Manual
Part 100
F. Adoption

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INFORMATION ON VIRGINIA'S ADOPTION ASSISTANCE PROGRAMS

New information sheet 08/25



Handout #2

Video: All children deserve a family

Excerpts from the Virginia Children's Services Practice Model provide guiding principles relevant to the goal of adoption:

- We believe that all children and youth need and deserve a permanent family AND
- Permanency is best achieved through a legal relationship such as parental custody, adoption, kinship care, or guardianship.

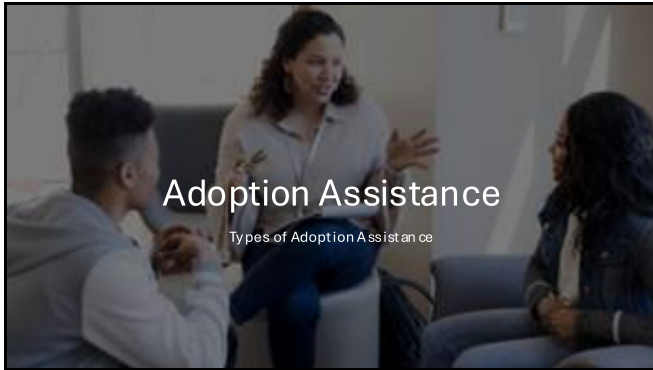


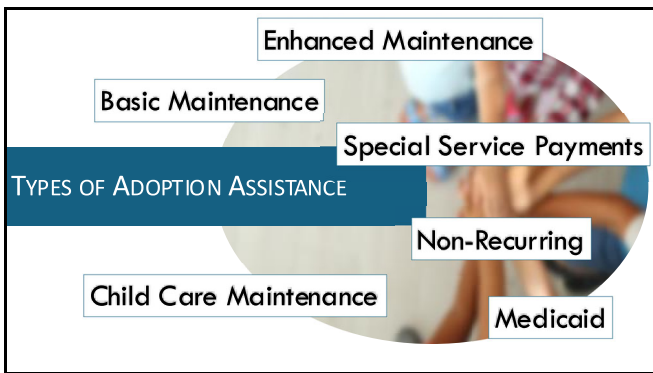
<https://americaskidsbelong.org/project/omyra-and-di/>

"Adoption assistance serves to remove barriers and contribute to an increase in adoption of children with special needs."

-Child Welfare Information Gateway







Basic Maintenance

New rates effective July 1, 2025

- 0 thru 4 years old = \$580
- 5 thru 9 years old = \$677
- 13 and over = \$861

To assist the adoptive parents in meeting the child's basic needs for housing, food, clothing, transportation, and personal incidentals.

Section 2.6.2

Enhanced Maintenance

- The Local Department of Social Services and adoptive parents should access the child's needs for additional daily supervision and support when appropriate for the child.
- An enhanced maintenance payment may be paid when the child requires additional daily supervision and support from the adoptive parents to ensure the child's safety and well-being.

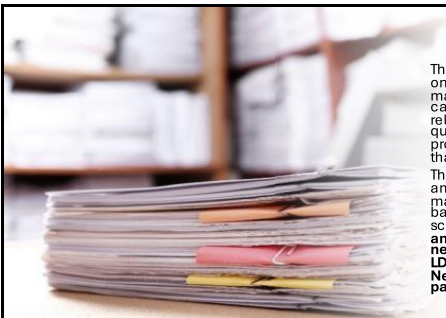
Section 2.6.3

VEMAT

Virginia Enhanced Maintenance Assessment Tool (VEMAT)

- If the child has been receiving a VEMAT in Foster Care,
- A VEMAT must not be administered if the Adoption Assistance agreement will be signed within six months of a prior VEMAT assessment.

Section 2.6.3



The Assistance Negotiator must only approve enhanced maintenance payments that can be supported through relevant documentation from qualified licensed professionals, that are no more than one year old.

The maximum allowable amount for enhanced maintenance payments is based on the child's VEMAT score. **The final payment amount is based on negotiations between the LDSS, the Assistance Negotiator, and the adoptive parent.**

Special Services

A special service payment is a payment that is used to meet a service need that a child has that cannot be met by the adoptive parents and is not covered under any other program or benefit for which the child would qualify.

Special service payments provide financial assistance for services and treatments directly related to special needs existing before the child's adoption.

Section 2.6.3

Special Service Eligibility Criteria

All children who were:

- In the custody of an LDSS, LCPA, or tribe at the time of application; and
- Found eligible to receive ongoing title IV-E or state adoption assistance are eligible to receive funding for special services.

And

- The adoptive parents are cable of providing the permanent family relationships needed by the child in all respects except financial.

Special Service Payments

- Time limited
- Adoption Assistance agreement negotiation
- Other sources of funding

Important to note:

*Funding for basic maintenance, enhanced maintenance, and special service payments **must be directly related to the child's special need**, as identified on the original Adoption Assistance Agreement or Addendum to the Adoption Assistance Agreement forms.*



Non-recurring payment reimbursement

- To be eligible for reimbursement of non-recurring adoption expenses, the child must have met the criteria of Special Needs Determination.
- If yes, the child is eligible to receive reimbursement for non-recurring expenses

Non-recurring payments

- Maximum of \$2,000 per child per adoption
- Non-reimbursable expenses
- Payment can be made directly to providers

Section 2.5.1

Virginia State Medicaid Assistance

When the child is eligible for adoption assistance payments solely using state funds and the child has a special need documented on the Adoption Assistance Agreement, meeting Medicaid's definition of special medical needs (listed below), the child is eligible for Medicaid under the Special Medical Needs covered group.

The adoptive family must submit a Medicaid Application and a copy of the State funded Adoption Assistance Agreement that specifies the child's special medical or rehabilitative need. In accordance with Medicaid policy, a child with special medical needs is defined as a child who was determined unlikely to be adopted because of:

- A physical, mental, or emotional condition that existed before adoption; or
- A hereditary tendency, genetic defect, congenital problem, or birth injury leading to a substantial risk of future disability

Virginia DSS Medicaid Eligibility Manual

When the child is eligible for adoption assistance using state funds only, and the agreement does not document that the child has a special medical or rehabilitative need, the child is not eligible for Medicaid as a part of the Adoption Assistance Agreement.

The family may apply for Medicaid and qualify under a different category outside of the adoption assistance process. Medicaid will terminate when the adoption assistance case is closed.

All adoptive parents should be advised to add their adopted child to their private health insurance within 30 days of the adoption finalization.

Child Care

There are two childcare funding categories, maintenance, and special services.

Maintenance funded childcare assistance is based on both the child and the adoptive parent's needs, while special service funded childcare is based solely on the child's needs.

Maintenance Funded Child Care

To be eligible for maintenance funded child care, all of the following must be met:

- The child is 0-12 years of age.
- Both adoptive parents must be working or enrolled in and attending an education or training program when the adopted child is not in school.

The monthly supplemental payment rate cannot exceed \$600 (six or more hours of child care each day) for children ages 0 – 6 years old or until enrolled in any kindergarten program, whichever occurs first.

The monthly supplemental payment rate cannot exceed \$300 for children 7 – 12 years of age.

Child care payments are negotiated and agreed upon on the Adoption Assistance Agreement for up to one year. The child care payments must be negotiated annually to evaluate the need for child care and the child's continued eligibility.

The amount of maintenance funded child care will be included in the monthly amount for the support and care of the child.

Special Services Child Care

Eligibility for special services child care occurs when the child care directly addresses severe cases of documented emotional disturbances, blindness, motor impairment, and health conditions such as insulin dependent diabetes. Because of the special need, the child requires special health surveillance, interventions, technologies, or facilities provided by a licensed therapeutic child day program.

Special Services child care can continue until the youth's 18th birthday.

The child care facility selected by the adoptive parents must be licensed as a therapeutic child day program and specialize in serving children with severe documented medical and behavioral health needs related to the child's special need.

For licensed therapeutic child day programs, the following must occur:
 o The child day program's director and primary staff responsible for plan implementation must develop an individual service, education, or treatment plan for each child, and the plan must be implemented within 60 days after the first day of the child's attendance; and the child's service, education, or treatment plan must be developed, reviewed, and revised every three months and rewritten annually by the director and primary staff responsible for plan implementation in partnership with the parent.

A copy of the initial and subsequent plans is given to the child's parent.
 A copy of the child's service, education, or treatment plan must be maintained in the child's adoption assistance record.

Exception

If the child is between 0-12 years old and there is no provider available who is licensed as a therapeutic childcare provider (or the provider cannot meet the needs of the child due to age restrictions), then child can be approved to receive a maintenance funded childcare payment.

Knowledge Check

Participate in polls to...

- Test your knowledge
- Review new material
- Engage in class
- Participate in group discussion







Supportive Services



Federal Adoption Tax Credit

Adoptive parents may be eligible for a federal adoption tax credit when adopting a child from foster care.

Section 2.10

SSI Payments

The LDSS should inform the adoptive parents that they may apply for Supplemental Security Insurance (SSI) payments for an eligible child and receive adoption assistance maintenance payments concurrently or obtain payments solely from one program.

Section 2.8

Post Secondary Education and Training

The Education Training Voucher Program provides federal and state funding to help eligible youth with expenses associated with college and postsecondary vocational training programs.

Each eligible youth can receive funding of up to \$5,000 per year or the total cost of attendance per year, whichever is less. The ETV program can provide services to youth up to the age of 25.

ETV funds can be used to pay for things like tuition and fees, room and board, computers, software, computer accessories, books, and transportation.

Section 4.7

Chafee Services

Chafee provides support for those youth whose adoptions were finalized at age 16 or older

Chafee provided services are primarily education and training oriented and are intended to keep youth in school. At the same time, youth obtain life skills and participate in other life preparation activities and plans to promote a successful transition to adulthood.

Independent Living Services

Youth adopted from the foster care system at age 16 years and older are eligible for IL services; to include any IL program, clinic, or classes offered by VDSS, the LDSS, or Project Life.

Section 4.7.3

Great Expectations

Youth who were adopted with specials needs and have earned a high school diploma or GED qualify for the **Great Expectations program**. The grant can be used for earning a degree or for non-credit workforce programs.

<https://greatexpectations.vcs.edu/>

Other Resources to Defray Cost of College

- Foster Care to Success
- Federal Student Aid
- Smart Student Guide to Financial Aid



<https://fusiondss.virginia.gov/dfs/DFS-Home/Foster-Care/Services-for-Older-Youth>

Section 4.7.3

Older Youth Adoptions



Post Adoption Services

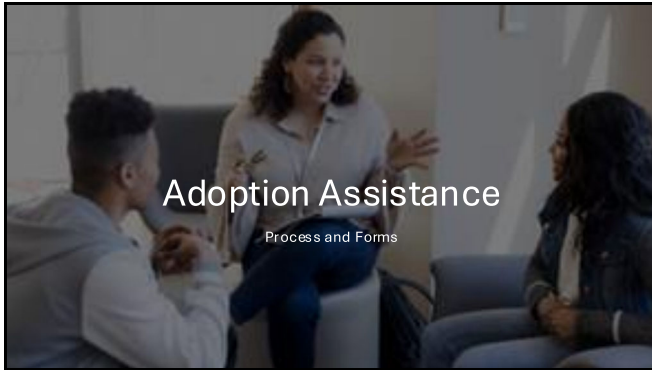
All youth adopted from Virginia's foster care system, age 16 or older, with a special need identified on an Adoption Assistance Agreement must be provided the Proof of Foster Care – Special Needs Adoption form.

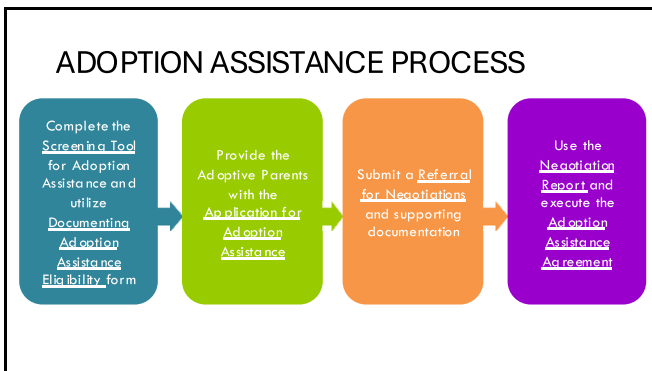
In addition to providing information about post-adoption services, the LDSS must also provide contact information for the agency representative that will be able to assist families with future needs that may arise.

Supportive Services

Post-adoption services and supports can support the family and prevent adoption disruptions or dissolutions







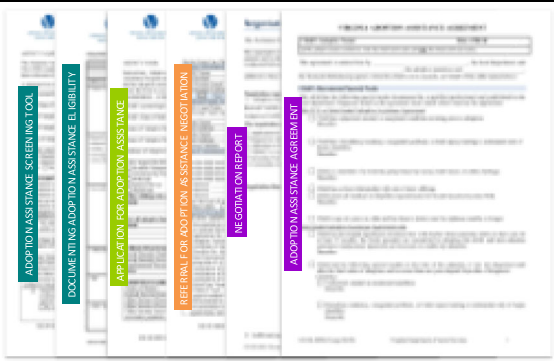
Gather documentation that supports any additional daily support and supervision needs the child may have that are payable through enhanced maintenance and for all special service requests. Supporting documentation must be current within **one year of the date of application**, except for psychological assessments, which may be within two years of the date of application.

Case File Documentation



- Order records immediately
- Prioritize completing Full Disclosure
- Identify ways to ease transition to adoption worker; consider secondary workers

Adoption Assistance Forms Overview



Knowledge Check

Participate in polls to...

- Test your knowledge
- Review new material
- Engage in class
- Participate in group discussion





SCENARIO

Mr. and Mrs. Walsh have been fostering three Caucasian siblings, Kelly Taylor, age nine, and four-year-old twins, Benjamin and Brandon Taylor. Kelly was placed in their home first on 10/1/2023 after an involuntary removal order. The court order showed reasonable efforts were made and the box was checked on the court order and the order contained language that the continuation in the removal home would be "contrary to the welfare" of the child and placement in foster care resulted. Kelly screened as IV-E eligible for this foster care episode and a copy of the Initial Notice of Action was received from the Benefits Specialist.


The twins share the same mother and father as Kelly. They entered care on 1/25/2024 from an involuntary removal order stating reasonable efforts to prevent removal were made and contrary to the child's welfare was also checked.

The agency tried to reunite the siblings with their birth family, but rights were terminated on biological mother and biological father on 5/5/2025. There were no subsequent appeals.

The children were registered on AREVA 5/18/2025 by their adoption FSS, Donna Martin. Kelly, Benjamin, and Brandon are now legally free for adoption. Mr. and Mrs. Walsh were asked if they are able to adopt without adoption assistance and they stated that they are not able to adopt without the financial assistance and support. They are interested in applying for Virginia Adoption Assistance and have requested an Application for Adoption Assistance.

SCENARIO

Kelly was born substance exposed to methamphetamines. She has been diagnosed with ADHD. She attends biweekly counseling with an LPC and bimonthly medication management with a child psychiatrist. She is currently taking Vyvanse to manage her ADHD symptoms and behaviors. Kelly also has had chronic ear infections and has had tubes put in her ears twice. She has an ear infection even now, after the second set of tubes was placed. She has difficulty hearing sometimes and complains of her ears feeling "clogged." She has partial hearing loss. She was prenatally exposed to methamphetamines, which was confirmed at birth through drug test results of mom and baby. Kelly sees an ENT otolaryngologist Specialist every three months and consults with the Roanoke Valley Speech and Hearing Center biannually. The physicians have documented the office visits, surgeries, and medications used to manage Kelly's ear infections.



What do we know about Kelly?

Demographics?


Placement?

Court determination?

Medical needs? Diagnosis?


What documents do we have for documentation of these things?


Transfer-of-Learning TOL



- 1). Complete the Matching assignment for Adoption Assistance forms
- 2). Read the Kelly Taylor case scenario

Return TOL Day 1 to your trainer






Thank you

Thank you for learning about the adoption assistance program to provide support to families adopting children from foster care with special needs.



Agenda


- Review
- Screening for Adoption Assistance: Special Needs Determination
- Screening for Adoption Assistance: Title IV-E and screening and State screening
- Eligibility for payments and services



Review TOL

1. _____ Mr. and Mrs. Jones are considering becoming adoptive parents, possibly to a sibling group.

e. Information Sheet on the VA Adoption Assistance Program



Review TOL

2. Wayne's birth father is an alcoholic and his birth mother has bipolar disorder. Wayne, age 3, is about to be placed for adoption but has not displayed any mental or physical problems. A meeting has been convened to determine his eligibility for Adoption Assistance.

f. VA Adoption Assistance Screening Tool

The image shows the top portion of a form titled 'ADOPTION ASSISTANCE SCREENING TOOL'. It includes a header with the VA logo and a section for 'ADOPTION ASSISTANCE SCREENING TOOL' with a 'YES' or 'NO' selection box. Below this are several sections with checkboxes and text boxes for recording information, including 'Child's Name', 'Date of Birth', 'Sex', 'Race', 'Ethnicity', 'Religion', 'Marital Status', 'Employment Status', 'Income', 'Assets', 'Liabilities', 'Insurance', 'Medical History', 'Mental Health History', 'Substance Use History', 'Criminal History', 'Domestic Violence History', 'Child Abuse History', 'Child Neglect History', 'Child Maltreatment History', 'Child's Current Placement', 'Child's Current Caregiver', 'Child's Current Caregiver's Relationship to Child', 'Child's Current Caregiver's Employment Status', 'Child's Current Caregiver's Income', 'Child's Current Caregiver's Assets', 'Child's Current Caregiver's Liabilities', 'Child's Current Caregiver's Insurance', 'Child's Current Caregiver's Medical History', 'Child's Current Caregiver's Mental Health History', 'Child's Current Caregiver's Substance Use History', 'Child's Current Caregiver's Criminal History', 'Child's Current Caregiver's Domestic Violence History', 'Child's Current Caregiver's Child Abuse History', 'Child's Current Caregiver's Child Neglect History', 'Child's Current Caregiver's Child Maltreatment History', 'Child's Current Caregiver's Child's Current Placement', 'Child's Current Caregiver's Child's Current Caregiver', 'Child's Current Caregiver's Child's Current Caregiver's Relationship to Child', 'Child's Current Caregiver's Child's Current Caregiver's Employment Status', 'Child's Current Caregiver's Child's Current Caregiver's Income', 'Child's Current Caregiver's Child's Current Caregiver's Assets', 'Child's Current Caregiver's Child's Current Caregiver's Liabilities', 'Child's Current Caregiver's Child's Current Caregiver's Insurance', 'Child's Current Caregiver's Child's Current Caregiver's Medical History', 'Child's Current Caregiver's Child's Current Caregiver's Mental Health History', 'Child's Current Caregiver's Child's Current Caregiver's Substance Use History', 'Child's Current Caregiver's Child's Current Caregiver's Criminal History', 'Child's Current Caregiver's Child's Current Caregiver's Domestic Violence History', 'Child's Current Caregiver's Child's Current Caregiver's Child Abuse History', 'Child's Current Caregiver's Child's Current Caregiver's Child Neglect History', 'Child's Current Caregiver's Child's Current Caregiver's Child Maltreatment History'.

Review TOL

3. The Walsh family will complete information about their family and resources. They will include their request for adoption assistance or deny adoption assistance.

a. Application for Adoption Assistance

The image shows the top portion of a form titled 'ADOPTION ASSISTANCE APPLICATION'. It includes a header with the VA logo and a section for 'ADOPTION ASSISTANCE APPLICATION' with a 'YES' or 'NO' selection box. Below this are several sections with checkboxes and text boxes for recording information, including 'Child's Name', 'Date of Birth', 'Sex', 'Race', 'Ethnicity', 'Religion', 'Marital Status', 'Employment Status', 'Income', 'Assets', 'Liabilities', 'Insurance', 'Medical History', 'Mental Health History', 'Substance Use History', 'Criminal History', 'Domestic Violence History', 'Child Abuse History', 'Child Neglect History', 'Child Maltreatment History', 'Child's Current Placement', 'Child's Current Caregiver', 'Child's Current Caregiver's Relationship to Child', 'Child's Current Caregiver's Employment Status', 'Child's Current Caregiver's Income', 'Child's Current Caregiver's Assets', 'Child's Current Caregiver's Liabilities', 'Child's Current Caregiver's Insurance', 'Child's Current Caregiver's Medical History', 'Child's Current Caregiver's Mental Health History', 'Child's Current Caregiver's Substance Use History', 'Child's Current Caregiver's Criminal History', 'Child's Current Caregiver's Domestic Violence History', 'Child's Current Caregiver's Child Abuse History', 'Child's Current Caregiver's Child Neglect History', 'Child's Current Caregiver's Child Maltreatment History'.

Review TOL

4. Kelly Taylor's caseworker will utilize this form with the screening tool to document the verification for each section.

b. Documenting Adoption Assistance Eligibility

The image shows the top portion of a form titled 'ADOPTION ASSISTANCE ELIGIBILITY'. It includes a header with the VA logo and a section for 'ADOPTION ASSISTANCE ELIGIBILITY' with a 'YES' or 'NO' selection box. Below this are several sections with checkboxes and text boxes for recording information, including 'Child's Name', 'Date of Birth', 'Sex', 'Race', 'Ethnicity', 'Religion', 'Marital Status', 'Employment Status', 'Income', 'Assets', 'Liabilities', 'Insurance', 'Medical History', 'Mental Health History', 'Substance Use History', 'Criminal History', 'Domestic Violence History', 'Child Abuse History', 'Child Neglect History', 'Child Maltreatment History', 'Child's Current Placement', 'Child's Current Caregiver', 'Child's Current Caregiver's Relationship to Child', 'Child's Current Caregiver's Employment Status', 'Child's Current Caregiver's Income', 'Child's Current Caregiver's Assets', 'Child's Current Caregiver's Liabilities', 'Child's Current Caregiver's Insurance', 'Child's Current Caregiver's Medical History', 'Child's Current Caregiver's Mental Health History', 'Child's Current Caregiver's Substance Use History', 'Child's Current Caregiver's Criminal History', 'Child's Current Caregiver's Domestic Violence History', 'Child's Current Caregiver's Child Abuse History', 'Child's Current Caregiver's Child Neglect History', 'Child's Current Caregiver's Child Maltreatment History'.

Review TOL

5. ____ Janessa, age 10, is being adopted by the Smith family. They went through negotiation and agreed to terms with the negotiator and the local agency. They are meeting to review and sign forms to proceed with the adoption.

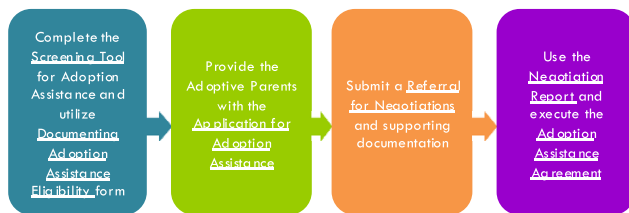
c. Adoption Assistance Agreement

Review TOL

6. ____ Carrie, the adoption caseworker, received this report that includes the payments and services for Sally and the Turner adoptive family.


d. Negotiation Report

ADOPTION ASSISTANCE PROCESS



Gather documentation that supports any additional daily support and supervision needs the child may have that are payable through enhanced maintenance and for all special service requests. Supporting documentation must be current within **one year of the date of application**, except for psychological assessments, which may be within two years of the date of application.

Case File Documentation



Adoption Assistance Eligibility: Use of the Screening Tool (Section 2.5)

Adoption Assistance begins with a screening of the child to determine whether the child has special needs and is eligible for adoption assistance.

New form- released *November 2025*

New job aid- **Completing the Adoption Assistance Screening Tool** released *November 2025*

Handout 3 and Job Aid*

THE ADOPTION ASSISTANCE SCREENING TOOL IS FOUND ON FUSION UNDER ADOPTION PROGRAM FORMS

The Adoption Assistance Screening Tool is used to determine a child's eligibility for adoption assistance, Title IV-E or state.

The tool is designed to screen for basic and enhanced maintenance payments, Medicaid, special service payments, and non-reoccurring expenses.

<http://fusion.virginia.gov/DFS-Home/Adoption/Adoption-Program-Forms>

[illegible][illegible][illegible]

[illegible][illegible][illegible]

Documentation Permitted:

Citizenship

Qualified Non-Citizen

- Permanent Resident Card (I-551)
- Temporary I-551 stamp in a foreign passport or on (I-94)
- Asylum approval letter (I-730)
- Refugee Travel Document (I-571)
- Iraqi or Afghan passport with immigrant visa stamp (SI1, 2, or 3; SQ1, 2, or 3)
- Ukrainian citizen or national (I-94, foreign passport with DHS/CBP admission stamp)
- Survivors of Human Trafficking (certification letter, eligibility letter, or interim assistance letter from the U.S. Department of HHS)

CITIZENSHIP CRITERIA – The child must meet one of the following criteria.

☒ The child is a United States Citizen

☐ The child is a qualified alien whose adoptive parents are U.S. Citizens or qualified aliens


☐ The child is a qualified alien, who has resided in the U.S. for a minimum of five years, and their adoptive parents are non-qualified aliens. Date child received a qualifying status:

☐ The child is not a U.S. Citizen and has been determined to be a non-qualified alien. This child is not eligible for adoption assistance.




Kelly Taylor, age 9

[illegible][illegible][illegible]




Section III: Three-Part Special Needs Determination

B. Adoption placement without financial assistance is unlikely due to...




Adoption Assistance Screening Tool, page 1 & 2




Section III: Three-Part Special Needs Determination

C. Reasonable Efforts Criteria




Adoption Assistance Screening Tool, page 1 and 2



Section III: Three-Part Special Needs Determination

Summary



Adoption Assistance Screening Tool, page 2

Documentation Permitted: Special Needs Determination

Cannot or should not return home

- Termination of Parental Rights
- Temporary Entrustment Agreement & IV-E Foster Care Payment
- Permanent Entrustment Agreement: petition filed within 6 months and a subsequent order containing contrary to child's welfare language

Documentation Permitted: Special Needs Determination

Physical, mental, or emotional condition, hereditary tendency, congenital problem, birth injury, race, age, sibling relationship

- Medical documentation indicating physical, mental, emotional disability or condition
- Birth Records
- Parents' medical records or diagnosis
- Physician documentation within 1 year

Important to note:

If hereditary tendency, congenital problem, or birth injury is the only factor noted in this section, **the agreement will be zero at this time** but it will be important to note if the child develops medical problems in the future based on the eligibility determination.

Documentation Permitted:
Special Needs Determination

Age

- Birth Certificate
- Baptismal Certificate
- Hospital Records
- U.S. Passport
- Naturalization Certificate



Documentation Permitted:
Special Needs Determination

Sibling

- Siblings Birth Certificate
- Adoptive Parent's Notarized Intent to Adopt
- Adoptive Placement Agreement



Documentation Permitted:
Special Needs Determination

Reasonable Efforts

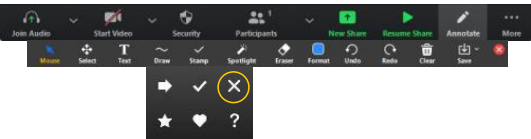
- Documentation of agency asking and family stating they cannot adopt without assistance
- AREVA Registration within 60days of Termination of Parental Rights TPR
- Referral to a Specialized Adoption Agency
- Placement with adoptive family as a foster child for 12 months minimal Foster Care Placement Agreement



Documentation for Kelly Taylor
Special Needs Determination:

Termination of Parent Rights TPR court order
Physician documentation within one year
AREVA registration
Birth certificate



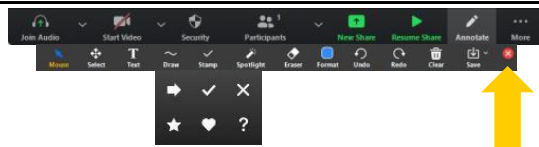


Let's practice stamping...



We will use our stamps to complete sections of the Adoption Assistance Screening Tool for Kelly Taylor, based on the information we have in the scenario.

When you are instructed, you'll stamp your answer with an X for the appropriate question/statement.



When we are finished with the stamping activity, Please exit out by clicking on the X in the red circle.

Stamp the correct response(s) for Kelly's situation.

DEFINITION OF SPECIAL NEEDS – The child must meet Virginia's definition of special needs.		
1. The child can no longer return home based on one of the identified conditions. Answer for both the child's mother and father.		
	MOTHER	FATHER
Death of Birth Parent	<input type="checkbox"/> Date:	<input type="checkbox"/> Date:
Termination of Parental Rights	<input type="checkbox"/> Date:	<input type="checkbox"/> Date:
	Unknown Father:	
Temporary Entrustment Agreement	<input type="checkbox"/> Evidence of a foster care payment received.	
Permanent Entrustment Agreement – a petition was filed and a subsequent court order was obtained within 180 days of the child's removal from the home stating it was contrary to child's welfare to remain in the home.	<input type="checkbox"/> Date of Removal:	<input type="checkbox"/> Date of Removal:
	<input type="checkbox"/> Date of Subsequent Order:	<input type="checkbox"/> Date of Subsequent Order:

The accurate response is:

DEFINITION OF SPECIAL NEEDS – The child must meet Virginia's definition of special needs.		
1. The child can no longer return home based on one of the identified conditions. Answer for both the child's mother and father.		
	MOTHER	FATHER
Death of Birth Parent	<input type="checkbox"/> Date:	<input type="checkbox"/> Date:
Termination of Parental Rights	<input checked="" type="checkbox"/> Date: 05/05/2025	<input checked="" type="checkbox"/> Date: 05/05/2025
	Unknown Father: <input type="checkbox"/> Date:	
Temporary Entrustment Agreement	<input type="checkbox"/> Evidence of a foster care payment received.	
Permanent Entrustment Agreement – a petition was filed and a subsequent court order was obtained within 180 days of the child's removal from the home stating it was contrary to child's welfare to remain in the home.	<input type="checkbox"/> Date of Removal: Date of Subsequent Order:	<input type="checkbox"/> Date of Removal: Date of Subsequent Order:

Stamp the correct response(s) for Kelly's situation.

2. Adoptive Placement without financial assistance is unlikely due to one of the following factors or conditions being present prior to the adoption. Its presence makes placement without financial assistance unlikely. More than one can apply, but at least one must be checked.

☐ Physical Disability:

☐ Mental Disability:

☐ Behavioral/Emotional Condition:

☐ Age six or older and in foster care for 18+ months. Age: Date Entered Care:

☐ Member of a Sibling Group placed within the same federal fiscal year (10-1-0-30). Siblings:

☐ Member of a Minority Group:

☐ Child is SSI Eligible

☐ Child has a Hereditary Tendency, Congenital Problem, or Birth Injury Leading to a Future Disability:

*If this is the only factor selected in this section, no payment will be included in the agreement. A monetary payment may be requested later if a qualifying condition becomes evident.

The accurate response is:

2. Adoptive Placement without financial assistance is unlikely due to one of the following factors or conditions being present prior to the adoption. Its presence makes placement without financial assistance unlikely. More than one can apply, but at least one must be checked.

☒ Physical Disability: chronic ear infections; multiple surgeries for tube placement; hearing loss

☐ Mental Disability:

☒ Behavioral/Emotional Condition: Kelly has been diagnosed with ADHD and takes medication to control symptoms

☒ Age six or older and in foster care for 18+ months. Age: 9 Date Entered Care: 10/1/2023

☒ Member of a Sibling Group placed within the same federal fiscal year (10-1-0-30). Siblings: Benjamin Taylor and Jonathan Taylor

☐ Member of a Minority Group:

☒ Child is SSI Eligible

☒ Child has a Hereditary Tendency, Congenital Problem, or Birth Injury Leading to a Future Disability: Kelly was prenatally exposed to methamphetamine and was born testing positive for methamphetamine as confirmed by birth records.

*If this is the only factor selected in this section, no payment will be included in the agreement. A monetary payment may be requested later if a qualifying condition becomes evident.

Stamp the correct response(s) for Kelly's situation.

3. Reasonable Efforts Criteria – Reasonable efforts must be made to place the child without adoption assistance. At least one must be checked.

- ☐ The child was registered on AREVA within 60 days of terminating parental rights
 Date of TPR: Date of Registration:
- ☐ Child was referred to and featured by other adoption exchanges, i.e. VKB, ATCP Recruitment
- ☐ Recruitment requirements were waived due to the existence of significant emotional ties with the foster family formed while in their care as a foster child for at least 18 months.
 Date of Placement:
- ☐ The adoptive family has indicated they cannot adopt without adoption assistance.

The accurate response is:

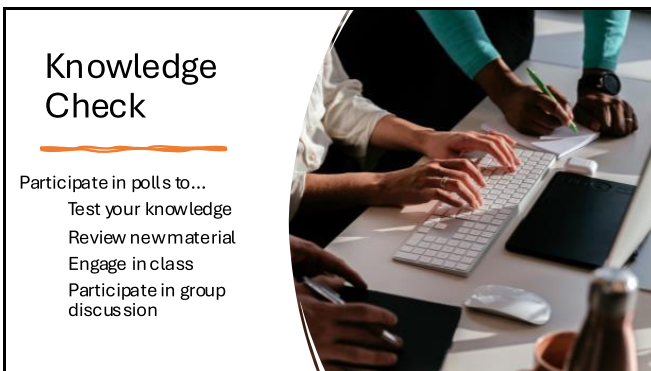
3. Reasonable Efforts Criteria – Reasonable efforts must be made to place the child without adoption assistance. At least one must be checked.

- ☒ The child was registered on AREVA within 60 days of terminating parental rights
 Date of TPR: 04/01/2025 Date of Registration: 04/01/2025
- ☐ Child was referred to and featured by other adoption exchanges, i.e. VKB, ATCP Recruitment
- ☒ Recruitment requirements were waived due to the existence of significant emotional ties with the foster family formed while in their care as a foster child for at least 18 months.
 Date of Placement: 10/01/2023
- ☒ The adoptive family has indicated they cannot adopt without adoption assistance.


The summary:

Summary: The child must meet a condition in each of the above three sections to meet Virginia's definition of special needs. If the child meets the definition, screen the child for title IV-E adoption assistance.

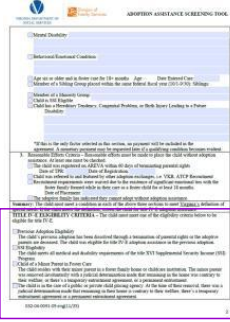








Section IV: Title IV-E Eligibility Criteria




Adoption Assistance Screening Tool, page 2

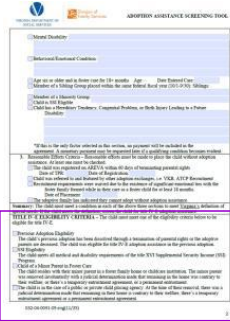
TITLE IV-E ELIGIBILITY

Based on Broadcast 6/5/2024

Effective July 1, 2024, all new Adoption Assistance Agreements will meet the applicable child criteria. Screen the child to determine if they meet the definition of a child of special needs and one of the four title IV-E eligibility criteria.



Section IV: Title IV-E Eligibility Criteria



Adoption Assistance Screening Tool, page 2

TITLE IV-E ELIGIBILITY

Eligible in a Prior Adoption

The child's previous adoption has been dissolved through termination of parental rights or the adoptive parents are deceased. The child was eligible for title IV-E adoption assistance in the previous adoption.

TITLE IV-E ELIGIBILITY

SSI Eligibility


The child meets all medical and disability requirements of XVI Supplemental Security Income (SSI).

TITLE IV-E ELIGIBILITY

Child of a Minor Parent

The child resides with their minor parent in a foster home or childcare institution. The minor parent was removed involuntarily containing a judicial determination contrary to the welfare or a temporary or permanent entrustment agreement and the foster parent is receiving Title IV-E foster care payment for the minor child and their child.

TITLE IV-E ELIGIBILITY	Judicial or Voluntary Removal Eligibility		
	Involuntary Removed Children	Temporary Entrustment Agreement	Permanent Entrustment Agreement




Kelly Taylor, age 9

Documentation for Kelly Taylor

Preliminary Removal Order from the Court hearing that included court ordered removal containing contrary to the welfare of a child language

Sibling's birth certificate



Stamp the correct response(s) for Kelly's situation.

TITLE IV-E ELIGIBILITY CRITERIA – The child must meet one of the eligibility criteria below to be eligible for title IV-E.

- ☐ Previous Adoption Eligibility
The child's previous adoption has been dissolved through a termination of parental rights or the adoptive parents are deceased. The child was eligible for title IV-E adoption assistance in the previous adoption.
- ☐ SSI Eligibility
The child meets all medical and disability requirements of the title XVI Supplemental Security Income (SSI) Program.
- ☐ Child of a Minor Parent in Foster Care
The child resides with their minor parent in a foster family home or childcare institution. The minor parent was removed involuntarily with a judicial determination made that remaining in the home was contrary to their welfare, or there's a temporary entrustment agreement, or a permanent entrustment.
- ☐ The child is in the care of a public or private child placing agency. At the time of their removal, there was a judicial determination made that remaining in their home is contrary to their welfare, there's a temporary entrustment agreement or a permanent entrustment agreement.

The accurate response is:

TITLE IV-E ELIGIBILITY CRITERIA – The child must meet one of the eligibility criteria below to be eligible for title IV-E.

- ☐ Previous Adoption Eligibility
The child's previous adoption has been dissolved through a termination of parental rights or the adoptive parents are deceased. The child was eligible for title IV-E adoption assistance in the previous adoption.
- ☐ SSI Eligibility
The child meets all medical and disability requirements of the title XVI Supplemental Security Income (SSI) Program.
- ☐ Child of a Minor Parent in Foster Care
The child resides with their minor parent in a foster family home or childcare institution. The minor parent was removed involuntarily with a judicial determination made that remaining in the home was contrary to their welfare, or there's a temporary entrustment agreement, or a permanent entrustment.
- ☒ The child is in the care of a public or private child placing agency. At the time of their removal, there was a judicial determination made that remaining in their home is contrary to their welfare, there's a temporary entrustment agreement or a permanent entrustment agreement.



Questions?

Adoption Assistance Screening Tool, page 3[illegible]

STATE ADOPTION ASSISTANCE – Only screen the child for State adoption assistance when they do not meet the title IV-E eligibility criteria. To be eligible, they must meet each of the following conditions.

- ☐ The child meets the age and citizenship requirements.
- ☐ The child meets Virginia's definition of special needs.
- ☐ The child is in the custody of a public or private child placing agency.
- ☐ The child has developed significant emotional ties with their foster parents while in their care for at least 12 months. The foster parents are committed to adopting the child, and State adoption assistance maintenance payments are necessary.

[illegible]

Applications Submitted After Final Order
For applications submitted after the final order of adoption, the child must meet each of the criteria below in addition to the above criteria.

☐ The child has a condition/disability that was present at the time of adoption.

☐ The child was first diagnosed with the condition/disability after the final order of adoption.

☐ The diagnosis was made within 12 months of the submission of the Adoption Assistance Application.

Date of the Adoption: _____ Date of the Diagnosis: _____

Diagnosis: _____

Verification used to corroborate presence at the time of the adoption: _____

[illegible]

[illegible][illegible][illegible]




Adoption
Screening
Tool




Knowledge Check

Participate in polls to...

- Test your knowledge
- Review new material
- Engage in class
- Participate in group discussion



Case scenarios

Walsh Case Scenario
Kelly Taylor's twin brothers:

- Benjamin, age 3
- Brandon, age 3

CW38100W Adoption Assistance Case Scenario

The Walsh Family Case Scenario scenario:

Mrs. and Mr. Walsh have been fostering three Caucasian Males, Kelly Taylor, age nine, and four-year-old twins, Benjamin and Brandon Taylor. Kelly was placed in their home first on 10/1/2023 after an involuntary removal order. The court order showed reasonable efforts were made and the box was checked on the court order and the order contained language that the contribution to the removal was related to "harm to the welfare" of the child and placement in foster care resulted. Kelly was placed as a 9/4 eligible for this foster care episode and a copy of the Initial Notice of Action was received from the Beneficiary Specialist.

The twins share the same mother and father as Kelly. They entered care on 1/25/2024 from an involuntary removal order stating reasonable efforts to prevent removal were made and custody to the child's mother was also checked.

The agency tried to reunite the siblings with their birth family, but rights were terminated on biological mother and biological father on 3/5/2025. There were no subsequent reports.

The children were registered on ARMS on 5/18/2025 by their adoptive parent, Donna Harris. Kelly, Benjamin, and Brandon are now legally free for adoption. Mr. and Mrs. Walsh were asked if they are able to adopt without adoption assistance and they stated that they are not able to adopt without the financial assistance and support. They are interested in applying for Virginia Adoption Assistance and have requested an Application for Adoption Assistance.

Kelly was born with a congenital heart defect, she has been diagnosed with ADHD. She attends biweekly counseling with an LPC and receives medication management with a Child Psychiatrist. She is currently taking Vyvanne to manage her ADHD symptoms and behavior. Kelly also has had chronic ear infections and has had tubes put in her ears twice. She has an ear infection every now and then after the second set of tubes was placed. She has difficulty hearing sometimes and complains of her ears being "clogged". She has gotten hearing tests. She was previously exposed to meningitis, which was confirmed at birth through drug tests of urine and blood. Kelly was an ENT meningitis specialist every three months and consults with the Tennessee Valley Speech and Hearing Center biweekly. The physicals have documented the office visits, hearing, and medications used to manage Kelly's ear infections.

SCENARIO

Mr. and Mrs. Walsh have been fostering three Caucasian siblings, Kelly Taylor, age nine, and four-year-old twins, Benjamin and Brandon Taylor. Kelly was placed in their home first on 10/1/2023 after an involuntary removal order. The court order showed reasonable efforts were made and the box was checked on the court order and the order contained language that the continuation in the removal home would be "contrary to the welfare" of the child and placement in foster care resulted. Kelly screened as IV-E eligible for this foster care episode and a copy of the Initial Notice of Action was received from the Benefits Specialist.

The twins share the same mother and father as Kelly. They entered care on 1/25/2024 from an involuntary removal order stating reasonable efforts to prevent removal were made and contrary to the child's welfare was also checked.

The agency tried to reunite the siblings with their birth family, but rights were terminated on biological mother and biological father on 5/5/2025. There were no subsequent appeals.

The children were registered on AREVA 5/18/2025 by their adoption FSS, Donna Martin. Kelly, Benjamin, and Brandon are now legally free for adoption. Mr. and Mrs. Walsh were asked if they are able to adopt without adoption assistance and they stated that they are not able to adopt without the financial assistance and support. They are interested in applying for Virginia Adoption Assistance and have requested an Application for Adoption Assistance.

SCENARIO

Benjamin and Brandon were placed in this home after their premature birth at 35 weeks. They were prenatally exposed to methamphetamines and spent a total of five weeks in the NICU at a local hospital after being born. The Walsh family visited the infants in the hospital, attempting to bond with the babies. Brandon had RSV (Respiratory Syncytial Virus) when he was two months old. He has had almost constant respiratory infections since then and sees a Pulmonary Lung Specialist quarterly; due to his age he is not yet diagnosed with asthma, but he is treated as though he has it (nebulizer and inhaler treatments weekly). The doctor says that he may always be susceptible to lung infections and will need to continue to be monitored.

Benjamin has almost constant ear infections and sees an ENT (Ear, Nose, and Throat) Specialist quarterly. He also struggles with breathing issues, though not as severe as Brandon, he requires a nebulizer treatment weekly. He is scheduled to have tubes in his ears and is being assessed for speech delays. The twins are both four-years-old. Brandon has strabismus (misaligned eyes) and Benjamin amblyopia (lazy eye that required an eye patch for a few weeks a month). Both boys also have motor skills delays and have physical therapy three times a week.

What do we know about Benjamin and Brandon?


Demographics?

Placement?

Court determination?

Medical needs? Diagnosis?

What documents do we have for documentation of these things?



Transfer-of-Learning TOL#2

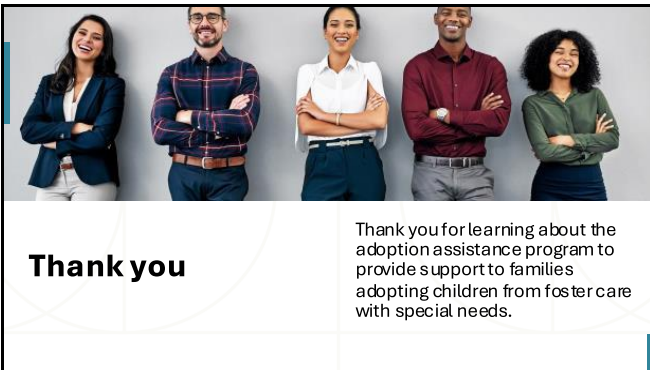
Review the Walsh Family Case Study again.

Utilize the Adoption Assistance Screening Tool example for Kelly Taylor from TOL#1, to complete a screening tool for both of Kelly's twin brothers.

Two blank Adoption Assistance Screening Tool forms are attached to this assignment. Practice completing one for Benjamin and one for Brandon.










Agenda


- Review
- Partnering with the Adoptive Families
- Applying for Adoption Assistance
- Adoption Assistance Negotiation
- Executing the Adoption Assistance Agreement



Transfer-of-Learning

Adoption Assistance Screening Tools

Benjamin, age 4
Brandon, age 4
Twins, placed with their sibling, Kelly Taylor in the Walsh Foster Home





- Complete the Adoption Assistance screening tool thoroughly and accurately
- Ensure documentation is current and attached
- Make recommended changes quickly if needed
- Utilize case examples and resources

"Consider the work you do in completing an adoption the foundation for the rest of the child's life. If you make mistakes now, the child and family could suffer the consequences years later. Set everyone up for success by doing things right from the start."

-Carrie Jo Karr Guzman
Rockbridge Family Services Supervisor



Partnering with Families

Activity: What would you need?

Tangible supports

Emotional supports

Common *Issues and Needs*

- Addressing **Separation and Loss**
- Addressing **The Effects of Trauma**
- Addressing **Children's Challenges and Needs**
- **Information, Training, and Ongoing Development of Parents**
- Addressing **Family Dynamics and Adoption Adjustment**
- Discuss **Openness, Search, and Connection**
- **Adoption by Relatives** if applicable
- **Financial and Material Needs**



www.childwelfare.gov

Addressing Separation and Loss

- Adoption-competent therapy, counseling, other therapeutic assistance, and peer support groups—can help children and youth deal with their emotions, mourn previous losses, and come to terms with their experiences and present circumstances.
- The same kind of services can also support adoptive parents in understanding and addressing issues related to their child's loss, separation, trauma, attachment, and identity.



Trauma-informed Services

- Trauma-informed services can help children learn new ways of thinking and responding when facing stress and perceived threats.
- Services can also help adoptive parents understand their children's behavior in the context of trauma, build parents' capacity to cope with challenges, and identify appropriate strategies to meet the children's needs and allow healing to occur.



Addressing Children's Challenges and Needs

Parents often need information and guidance on how best to respond to their children's needs and behaviors, and they may benefit from services that strengthen their coping skills.



Adoption

Information, Training, and Ongoing Development of Parents



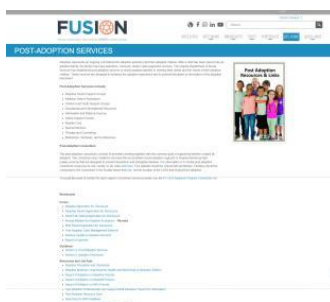
Family Dynamics and Adoption Adjustment





<https://www.youtube.com/watch?v=0Ita5dX0bWU>

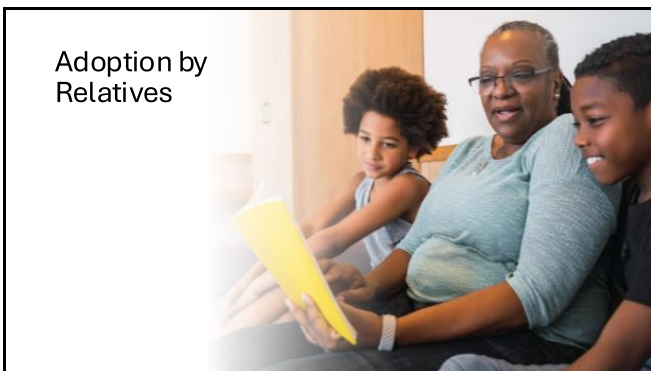
Regional Post Adoption Consortium Services, or RPACS, helps families thrive after an adoption has finalized.

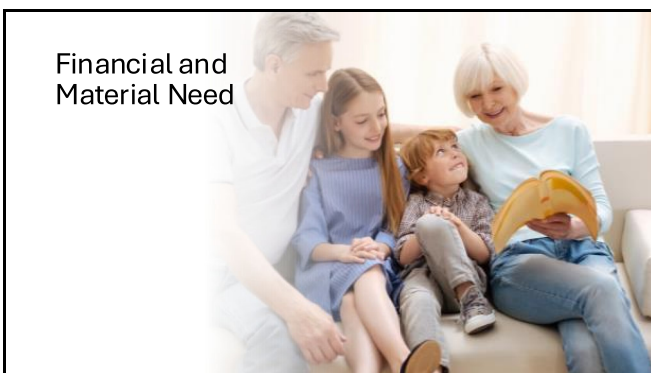


Resource- Post Adoption

<https://fusion.dss.virginia.gov/dfs/DFS-Home/Adoption/Post-Adoption-Services>







Job aid: Applying for Adoption Assistance



Handout 5

Job Aid: Applying for Adoption Assistance

- Unlike foster care payments, there is not a standard amount the family will receive for the adoption assistance agreement.
- The adoption assistance agreement is meant to combine with the family's income and resources to help subsidize expenses associated with meeting the child's needs.
- The adoption assistance agreement must be negotiated based on the family's out-of-pocket expenses incurred to meet the child's basic and special needs.
- The average monthly agreement is less than the foster care payment.

Job Aid: Applying for Adoption Assistance cont'd

- The agreement cannot exceed the Virginia foster care basic maintenance payment as determined by the child's age combined with the level of care payment as determined by the VEMAT assessment. The VEMAT payment is not automatically added to the assistance payment. The base rate and the VEMAT payment only set the maximum assistance amount allowed. The negotiated assistance amount is based on the family's actual out-of-pocket expenses for the child.
- Adoption assistance ends when the child turns 18, unless an extension is granted, and then it must end by 21.
- Complete the [Full Disclosure Checklist for Adoptive Families](#)

Full Disclosure Checklist

Meet with the prospective adoptive parent to indicate that each has been completed:



- Ensure the adoptive parents have received information on the lifelong process of adoption and its meaning, have been educated on the benefits and responsibilities of adoption, and provided information regarding adoption assistance and post-adoption services.
- The adoptive parents have received and signed the [Information Sheet on Virginia Assistance Programs](#), a copy must be placed in the adoption file and one provided to the adoptive parent;

Handout 6

Full Disclosure Checklist cont'd

- Reviewed, explained, and obtained the adoptive parent signature on the [Full Disclosure of Child Information form and Background Check Requirements forms](#);
- Review and explain the completed [Adoption Assistance Screening Tool; obtain the adoptive parents' signatures on the form](#);
- Provide the prospective adoptive parents with the [Application for Assistance](#).
- Adoptive parents must sign a copy of the [Full Disclosure Checklist](#) indicating they have completed the full disclosure process, and a copy of the form must be maintained in their Adoption Assistance Case file.



"Adoptions are so important for the child to get closure and have a finality to their case. Lives for everyone involved are in limbo until that final order being signed by the Judge.

For that child to be able to say that this is my **forever family** is such a big honor for them and should be taken as a priority for that child/family."

Susannah Wells, Clerk of the Court



Knowledge Check

Participate in polls to...

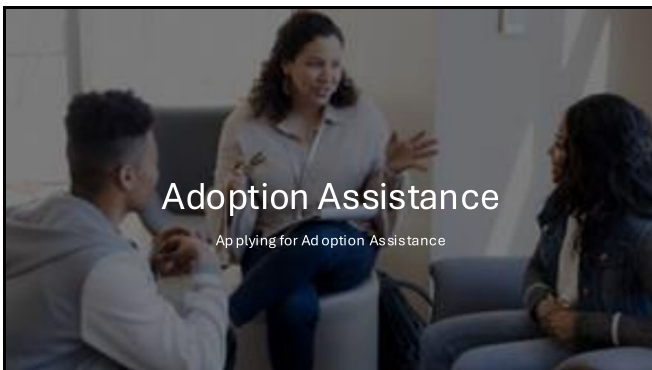
- Test your knowledge
- Review new material
- Engage in class
- Participate in group discussion

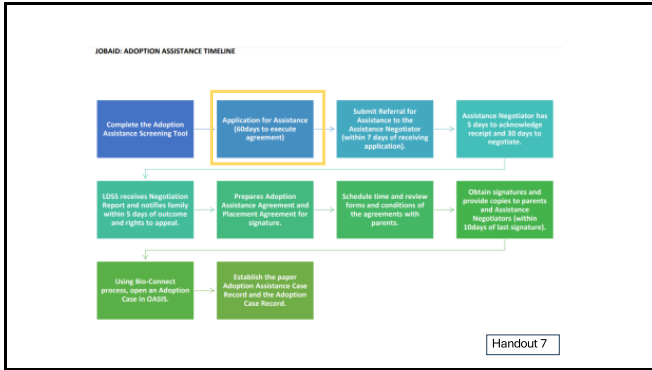




Adoption Assistance

Applying for Adoption Assistance





Next step: Adoptive Parents complete the Adoption Assistance Application

Handout 8: Revised Nov/25

Adoptive Parents complete Adoptive Parent Acknowledgement

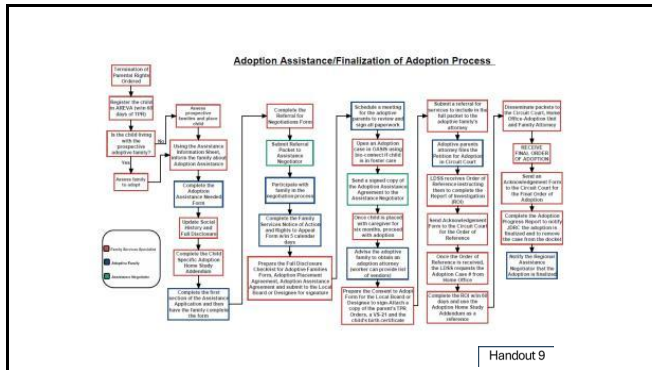
ADOPTIVE PARENT ACKNOWLEDGEMENT

- ☐ I warrant ☐ Applying for Adoption Assistance ☐ Declining Adoption Assistance
- ☐ We warrant we are unable to adopt the child without assistance.
- ☐ We understand that Virginia's laws will be used in determining adoption assistance payments, regardless of our state of residence.
- ☐ I warrant that any state into an Adoption Assistance Agreement with the LDS is the final Adoption Decision.
- ☐ I warrant that any changes that may affect adoption assistance funding must be reported to the LDS at the time they occur.
- ☐ I have received the Adoption Program Information Sheet.

Signature of Adoptive Parent: _____ Date: _____

Signature of Adoptive Parent: _____ Date: _____





If the application is denied:

- Used in cases where it is evident the child is not eligible for adoption assistance, per the screening tool.
- If the application is denied, the LDSS must send the adoptive parent the **Family Services Notice of Action and Right to Appeal** denying the adoption assistance application and indicating the specific reason for the denial.

Family Services Notice of Action and Right to Appeal

The following form shall be completed by the LDSS when notifying an individual of certain changes to his/her foster care or adoption services. The person requesting an appeal (applicant) for foster care cases must include a biological parent, foster parent, care taker, or guardian ad litem (22VAC40-201-11). For adoption cases, the applicant may be an applicant or recipient of adoption assistance including an adoptive parent (22VAC40-201-100).

Written notification shall be mailed to the applicant at least **ten days** before action is taken to change services.

Written notification shall be mailed to the both parents, caretakers, or youth at least **ten (10) days** before action is taken to change services.

Date of Mailing: _____

Name of LDSS:	
LDSS Contact Person:	
Phone:	Email:
Name of Child:	ADSS Case Number:
Name of person being notified:	

You are receiving this letter to notify you that _____ (if LDSS agency) is taking action in your Foster Care / Adoption case.

The following action(s) will take effect on: _____

Handout 10 and 11

If the application is complete:

- The notification must include the date the application was received. It must state that the LDSS and the adoptive parents have **60 calendar days to execute an Adoption Assistance Agreement from the date of application.**
- Once the LDSS receives the completed application and all required documentation, the LDSS must **submit a Referral for Negotiations** to the Assistance Negotiator.

Private Adoption and LCPA Application for Adoption Assistance

An LCPA that identifies a potentially eligible child and is handling the adoption may refer the child to the LDSS in the locality in which the adoptive family resides for an Application for Assistance.

The form is titled 'APPLICATION FOR ADOPTION ASSISTANCE' and 'PRIVATE AGENCY PLACEMENTS'. It includes sections for 'Date of Application', 'Type of Assistance Requested' (Monthly Maintenance, Special Services, Therapeutic Expenses), 'Child Information' (Birth Name, Adoptive Name, Date of Birth, Place of Birth, etc.), and 'Adoptive Parents' (Name, Address, etc.).

Handout 12



Copies of all forms signed by the adoptive parents must be placed in the child's Adoption Assistance Case file, and the adoptive parents must also be provided copies of signed forms.

Handout 13

The Walsh Adoption Assistance Application

The form is titled 'WALSH ADOPTION ASSISTANCE APPLICATION'. It includes sections for 'ADOPTIVE PARENTS' (Name, Address, etc.), 'CHILD INFORMATION' (Name, Date of Birth, etc.), 'ADOPTIVE PARENTS' (Name, Address, etc.), and 'ADOPTIVE PARENTS' (Name, Address, etc.).

The Walsh Adoption Assistance Application (part 2)

- The adoption worker completes Section II based on the approved Home Study and background checks.
- The background check results must be current within 18 months or will need to be repeated.

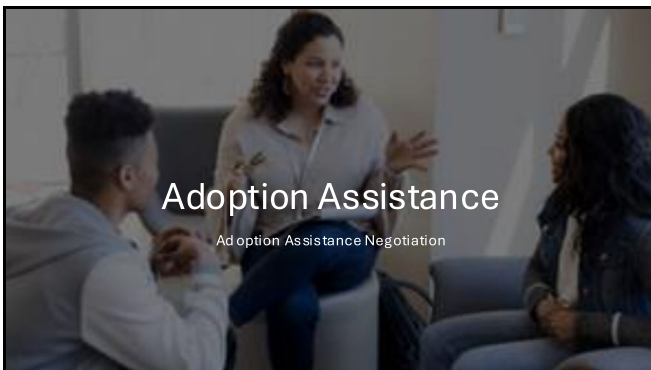
[illegible][illegible]

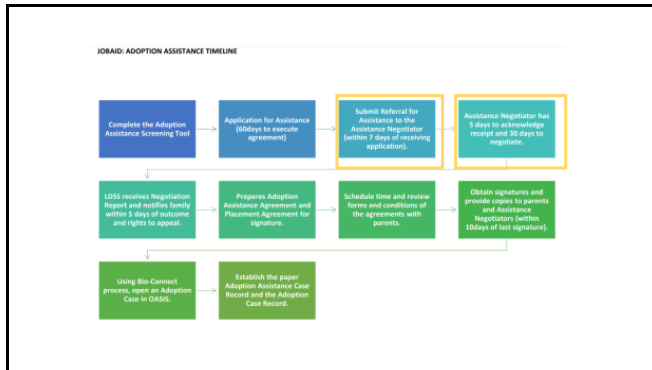
Knowledge Check

Participate in polls to...

- Test your knowledge
- Review new material
- Engage in class
- Participate in group discussion







Submit a Referral for Negotiations

- ✓ An Application for Assistance
- ✓ An Adoption Assistance Screening Tool
- ✓ VEMAT (if applicable)
- ✓ Supporting documentation and diagnosis of each child's special need (such as, Full Disclosure Child Information Form, medical report, birth records, psychological evaluations, treatment notes in cases of sudden increases of VEMAT's core, etc.)
- ✓ Supporting documentation related to Resource Home

Handout 14

Walsh Case Example Referral for Adoption Assistance Negotiation

Assessing Resources to Defray Costs Section 2.14.4

The LDSS and adoptive parents must consider all relevant and applicable resources, when assessing and negotiating maintenance and special service payments for adoption assistance.

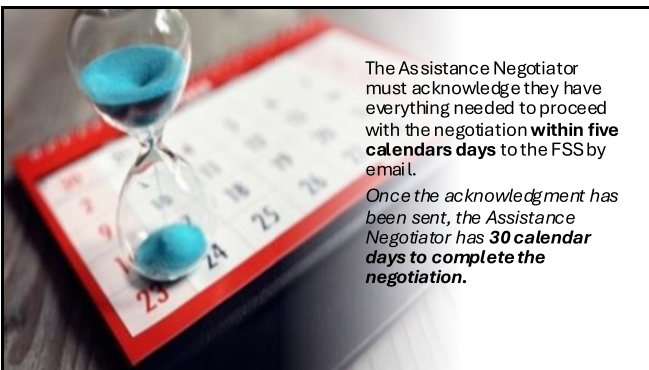
The LDSS must complete the following: Available Community Resources: Assessing Resources to Defray Costs form

Handout 15

Why Negotiate Adoption Assistance?

- Assess the child's needs
- Determine the Adoption Assistance need





The Assistance Negotiator must acknowledge they have everything needed to proceed with the negotiation **within five calendar days** to the FSS by email.

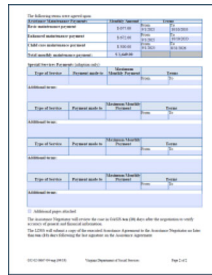
*Once the acknowledgment has been sent, the Assistance Negotiator has **30 calendar days to complete the negotiation.***

At the conclusion of negotiations, the Assistance Negotiator will submit the Negotiation Report to the LDSS.



Handout 16

Walsh Case Scenario Negotiation Report



Negotiation Results:

Kelly is a nine-year-old Caucasian female who is being adopted by her foster parents of 20 months. Kelly is placed in the home with her twin siblings, who are also being adopted by the foster parents. Kelly entered foster care in October 2023, at which time she was determined to be eligible for IV-E funding. The Department provided services to the birth parents; however, they were unable to rectify the issues that brought Kelly, and subsequently her siblings, into care. Kelly has a current and past history of chronic ear infections, that were not remedied by the placing of tubes in her ears. Kelly was also born substance exposed to amphetamines.

Kelly meets guidance criteria to receive adoption assistance as:

- *Child has a physical condition existing prior to adoption, requiring ongoing treatment.
- *Child has a hereditary tendency, congenital problem, or birth injury leading to substantial risk of future disability.
- *Child has a close relationship with one or more siblings and siblings are placed with the same adoptive parents.
- *Child is age six or older and has been in foster care eighteen months or longer.

The adoptive parents work outside of the home and have requested child care assistance. Kelly attends a day care which has been verified to be licensed by VDSS, proof of enrollment has been provided, as well as proof of employment. Mr. Walsh is employed with the school system from August-May. Therefore, criteria have been met for the provision of up to \$300 per month child care maintenance for a period of ten months, August 1, 2025 through May 31, 2026. This can be reassessed prior to the term's expiration at the request of the adoptive parents.

Kelly has a VEMAT with a score of 12 that was last completed on April 1, 2025. Throughout the past year, Kelly has maintained a VEMAT score within the range of 12 and 16. The rate was negotiated and the

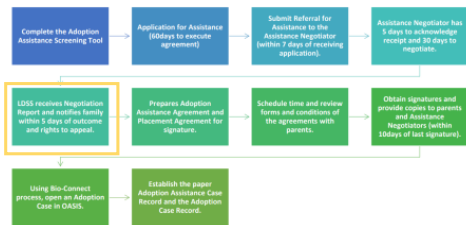
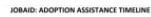
Additional pages attached

032-02-0667-04-00g (04/19)

Virginia Department of Social Services

Page 1 of 2

The following items were agreed upon:			
Additional Maintenance Payment:		Monthly Amount	Term
Base maintenance payment		\$ 977.00	From 1/1/2003
Enhanced maintenance payment		\$ 472.00	From 1/1/2003
Child care maintenance payment		\$ 300.00	From 1/1/2003
Spouse's maintenance payment		\$ 1,448.00	From 1/1/2003
Spouse's maintenance payment (subject to):			
Type of Service	Payment made to	Minimum Monthly Payment	Term
Additional notes:			
Type of Service	Payment made to	Minimum Monthly Payment	Term
Additional notes:			
Type of Service	Payment made to	Minimum Monthly Payment	Term
Additional notes:			
Type of Service	Payment made to	Minimum Monthly Payment	Term
Additional notes:			

[illegible][illegible]

Notice of Action and Right to Appeal

*Within **five calendar days** of receiving the Negotiation Report, the Local Department must provide the adoptive family with a Family Services Notice of Action and Rights to Appeal form, informing them in writing of the decision; The adoptive family has 10 calendar days to appeal the decision*

[illegible]

Appeals and Fair Hearings

Any applicant or recipient of adoption assistance has the right to request a hearing whenever adoption assistance benefits are denied, delayed, suspended, reduced, or terminated or when the processing of an Application for Assistance is unreasonably delayed

§ Code of Virginia 63.2-1304

Adoption Assistance Manual
Section 2.23

Knowledge Check

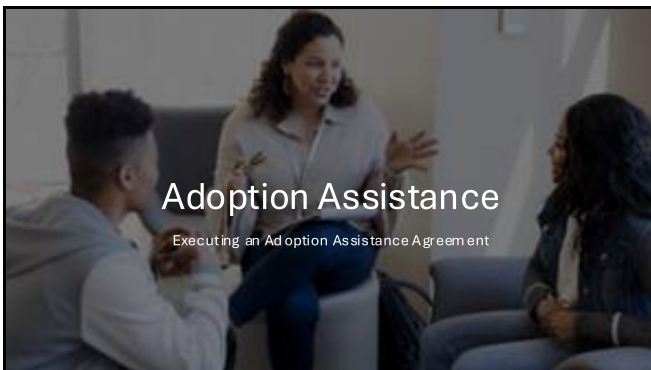
Participate in polls to...

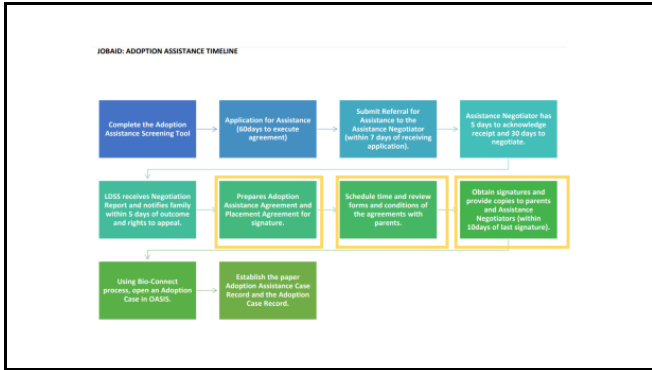
- Test your knowledge
- Review new material
- Engage in class
- Participate in group discussion



Adoption Assistance

Executing an Adoption Assistance Agreement





EXECUTING THE ADOPTION ASSISTANCE AGREEMENT

VIRGINIA ADOPTION ASSISTANCE AGREEMENT

Child's Adoptive Name: _____ Date of Birth: _____

The adoptive parent(s) agree(s) with the child (or their legally authorized representative) to enter into this agreement, and the licensed child placing agency agrees to place the child in its custody, on behalf of the child named above.

Child's Documented Special Needs:

This child has the following special needs documented by a qualified professional and established by the local department. Responses listed on the agreement must include when listed on the application.

File (V.I.) as State (Initial Adoption Assistance Agreement)

☐ Child has a physical, mental, or emotional condition existing prior to adoption.

☐ Child has a hereditary tendency, congenital condition, or birth injury leading to substantial risk of future disability.

☐ Child is a member of a minority group based on racial, ethnic, or other heritage.

Important Dates:

★ **Executed Date:** All signatures received

★ **Effective Date:** First day of following month; payments begin

Handout 17

ZERO DOLLAR ADOPTION ASSISTANCE AGREEMENT

\$0 payment

Future benefits if needed

[illegible][illegible][illegible]

1. The **three** main **types** of **business** **enterprises** are **sole** **traders**, **partnerships** and **limited** **companies**.
2. **Sole** **traders** are **businesses** **owned** **and** **run** **by** **one** **person**.
 - a) They **are** **not** **separate** **legal** **entities** **from** **their** **owners**.
 - b) They **are** **not** **limited** **by** **law**.
 - c) They **are** **not** **separate** **from** **their** **owners**.
 - d) They **are** **not** **separate** **from** **their** **owners**.
3. **Partnerships** are **businesses** **owned** **and** **run** **by** **two** **or** **more** **people**.
 - a) They **are** **not** **separate** **legal** **entities** **from** **their** **owners**.
 - b) They **are** **not** **limited** **by** **law**.
 - c) They **are** **not** **separate** **from** **their** **owners**.
 - d) They **are** **not** **separate** **from** **their** **owners**.
4. **Limited** **companies** are **businesses** **owned** **and** **run** **by** **one** **or** **more** **people**.
 - a) They **are** **separate** **legal** **entities** **from** **their** **owners**.
 - b) They **are** **limited** **by** **law**.
 - c) They **are** **separate** **from** **their** **owners**.
 - d) They **are** **separate** **from** **their** **owners**.
5. **Sole** **traders** and **partnerships** are **not** **separate** **legal** **entities** **from** **their** **owners**.
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 - c) They **are** **not** **limited** **by** **law**.
 - d) They **are** **not** **limited** **by** **law**.
8. **Limited** **companies** are **limited** **by** **law**.
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 - b) They **are** **limited** **by** **law**.
 - c) They **are** **limited** **by** **law**.
 - d) They **are** **limited** **by** **law**.
9. **Sole** **traders** and **partnerships** are **not** **separate** **from** **their** **owners**.
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 - b) They **are** **not** **separate** **from** **their** **owners**.
 - c) They **are** **not** **separate** **from** **their** **owners**.
 - d) They **are** **not** **separate** **from** **their** **owners**.
10. **Limited** **companies** are **separate** **from** **their** **owners**.
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 - c) They **are** **separate** **from** **their** **owners**.
 - d) They **are** **separate** **from** **their** **owners**.

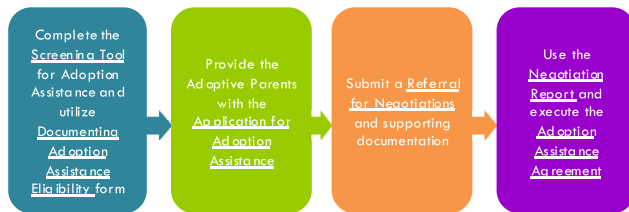
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Walsh Adoption

- Screening Tool
- Documentation for Eligibility
- Application
- Referral for Negotiation
- Negotiation Report
- Adoption Assistance Agreement



ADOPTION ASSISTANCE PROCESS



Knowledge Check

- Participate in polls to...
- Test your knowledge
 - Review new material
 - Engage in class
 - Participate in group discussion



Transfer of Learning TOL #3

- 1). Watch the video about the critical support during the transition from foster care to adoption and capture some of the critical supports noted for the family.
- 2). Review the Walsh Family Case Study again. Complete the questions about the adoption assistance form examples.





Thank you

Thank you for learning about the adoption assistance program to provide support to families adopting children from foster care with special needs.



**Adoption Assistance
Day 4**

CWS3015W

Agenda

- Review
- Post Adoption Services- Preventative
- Maintaining Adoption Assistance cases
- Post Adoption Services- Adoption support
- Terminating Adoption Assistance
- Next steps



TOL Review



Review Day 3

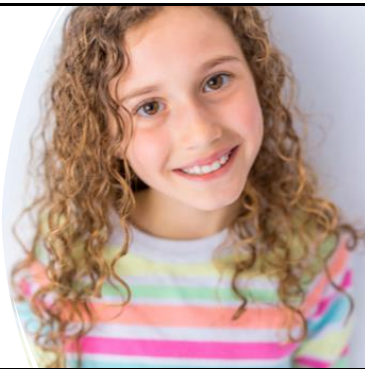
- Walsh Family forms
- Walsh Family Adoption
- Support/Needs



Identifying Needs and Supports

Post-Adoption Services: Preventative

- What needs may Kelly (Taylor) Walsh have in the future?
- What supports may be helpful?



Post-Adoption Services: Preventative

- What needs may Benjamin and Brandon have in the future?
- What supports may be helpful?



Post-Adoption Services: Preventative

- What needs may the Walshes have in the future as adoptive parents?
- What supports may be helpful?



"When you're with the right family-
When you connect with the right people-
it's everything"

-Adopted youth
AdoptUSKids.org





Adoption Services

Prevention services



Types of Support

The services commonly requested by families can be grouped into the following categories:

- Educational and informational services
- Clinical services
- Material assistance
- Support networks

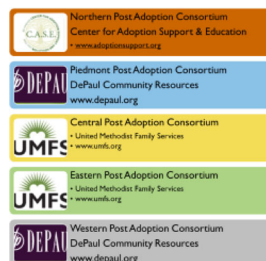
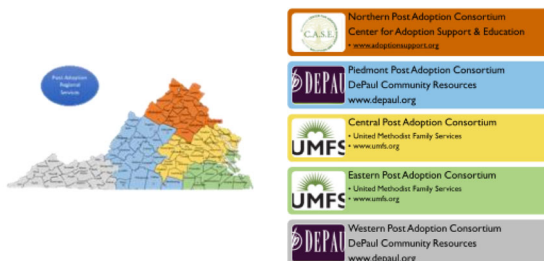
Availability of Adoption Services

- All youth adopted from Virginia's foster care system, age 16 or older, with a special need identified on an Adoption Assistance Agreement must be provided the Proof of Foster Care – Special Needs Adoption form.
- The LDSS must also provide contact information for the agency representative that will be able to assist families with future needs that may arise.



<https://www.dss.virginia.gov/family/ap/index.cfm>

Regional Centers of Support for Adoptive Families



Knowledge Check

Participate in polls to...

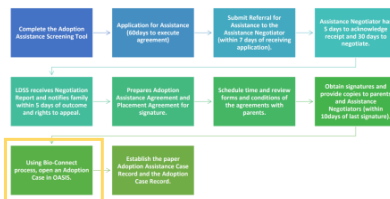
- Test your knowledge
- Review new material
- Engage in class
- Participate in group discussion



Managing Adoption Assistance cases



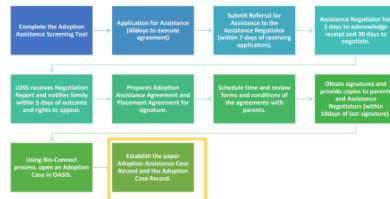
JOBRAID: ADOPTION ASSISTANCE TIMELINE



ESTABLISHING THE ADOPTION ASSISTANCE RECORD

An OASIS Adoption Case must be opened and correctly documented for processing all adoption assistance applications within **5 calendar days** of signing the adoptive placement agreement. After finalization all contacts should be documented in the adoption case in OASIS.

JOBAD: ADOPTION ASSISTANCE TIMELINE



Adoption Assistance Case Record



Utilize the Adoption Assistance Case Record Checklist (Handout 13 referenced earlier)

Section 2.22




Responsibilities of LDSS Managing Adoption Assistance Case

- The LDSS that is responsible for a adoption assistance must:
- Maintain responsibility for payments and services as specified in the Adoption Assistance Agreement and any addendum in effect, regardless of where the adoptive parents and the child reside.

Processing Payments


- Monthly maintenance payments
- A Special Services payment
- One-time-only payment (also called non-recurring payment)



Review Adoption Assistance Payments

- Review Adoption Assistance cases in OASIS to ensure payment accuracy
- Ensure that the Adoption Children's Report is accurate as this is what is used to track Adoption Assistance related funding.

- Adoption Assistance Consultants will initiate a Monitoring Plan for each LDSS. Adoption Assistance payments will be reviewed for accuracy by the Consultants review and LDSS internal audits.



Adoption Assistance Case

MICRO3002: Adoption
Funding Screens

MICRO3003: Opening an
Adoption case in OASIS
(the Bioconnect Process)

Adoption Manual 2.22



<https://fusion.dss.virginia.gov/wds/LTD-Home/Professional-Development-Training>

OASIS Adoption Assistance entry

Important Fields on the OASIS
Adoption Assistance Screen:

- ✓ Type of Payment
- ✓ Application Date
- ✓ Effective Date
- ✓ Renewal Date
- ✓ Type of Agreement
- ✓ Authorized Amount
- ✓ End Date



Adoption					
Type of Payment	Amount Authorized	Type of Agreement	Effective Date	End Date	Renewal Date
Non-Recurring	\$700.00/4		03/30/2021	00/00/0000	00/00/0000

Add

Change

Delete

Clear

Application
 Application was made: Before Legal Adoption Application Date: 00/00/0000
 Effective Date: 03/30/2021 End Date: 00/00/0000 Renewal:

Adoption Assistance Detail
 Type of agreement: I/E Medical: Yes
 Type of payment: Non-Recurring Amount Authorized: \$700.00
 Special Services:

Non-Recurring Detail
 Payment for: Attorney Costs Amount Authorized: \$700.00

Termination
 Reason For Termination: Termination Date: 00/00/0000
 Reason For Continuation:

Child Needs
 Primary Needs:
 Secondary Needs: Select...

Cancel

Annual renewal packet

The annual renewal packet must be mailed to the adoptive family 60 days before the renewal date.

- Adoptive parents are legally responsible for the child and currently provide financial support for the child;
- Child is currently attending/enrolled in school.
- If the youth will reach their 18th birthday within the next 12 months:
 - o It must be determined that the child has a mental or physical disability that warrants continuation of the adoption assistance beyond the child's 18th birthday
- Information on Post-Adoption Services.

Handout 18
New Job Aid*

Section 2.15 Re-determination/ Review

Examples of changes that can occur after adoption assistance are determined which will not affect the child's continuing eligibility include but are not limited to the following:

- The move of an individual member of a sibling group out of the adoptive home after adoption assistance had started when the sibling's placement in the home was the sole qualifier for a adoption assistance.
- A cure of the child's health condition after adoption assistance had started when the health condition was the sole reason for adoption assistance.
- The child's eligibility for income, such as SSI, subsequent to the start of adoption assistance.

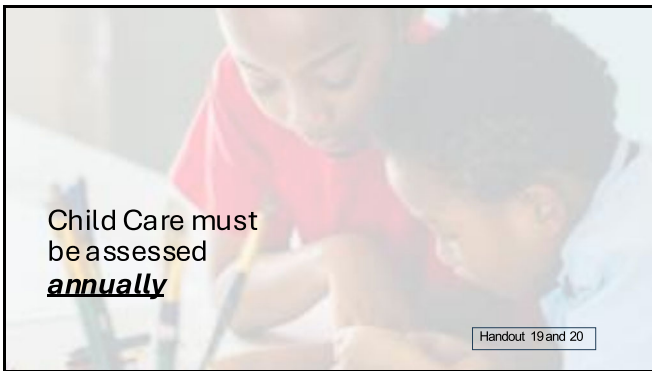
Knowledge Check

Participate in polls to...

- Test your knowledge
- Review new material
- Engage in class
- Participate in group discussion







Renegotiate monthly maintenance when:

- During the initial negotiation process, the adoptive parent accepted less than the maximum amount the child was entitled to receive.
- The child had a hereditary tendency, congenital problem, or birth injury when the original adoption Assistance Agreement was signed; however, there was no condition present to warrant a monthly payment. As a result, the child was approved for a zero-dollar agreement. The child now has a condition that is now in-line with the special need identified on the original Adoption Assistance Agreement, and the parents are requesting adoption assistance.
- The adoptive parents are requesting funding for a service that is not covered by any other resource.

Making changes to the Adoption Assistance Agreement

- Address Changes
- Single Adoptive Parent Marries
- Adoptive Parents Divorce
- If parent moves out of state
- Death of adoptive parents

Criteria for Continuing Beyond 18

The LDSS must notify the adoptive parents in writing, using the Family Services Notice of Action and Rights to Appeal form **six months prior to the youth's 18th birthday** *unless they submit, prior to the youth attaining age 18, documentation demonstrating that the youth has a condition that warrants continuation of adoption assistance*, the agreement may be continued via completing an Amended Adoption Assistance Agreement.



Fostering Futures Eligibility Criteria

When the LDSS determines the youth is ineligible for continuation of adoption assistance beyond age 18, because they do not have a condition which would warrant continuation of adoption assistance, adoption assistance may continue for the youth when the following two criteria are met:

- The youth turned 18 on or after July 1, 2016; and
- The youth is subject to an Adoption Assistance Agreement that became effective after the youth reached the age of 16 years old.

Section 2.19.2

Negotiating Psychiatric Treatment Services

When residential placement is requested and the adoptive parents are receiving an enhanced maintenance payment for providing additional daily support and supervision, **the enhanced maintenance payment** will be suspended until the child returns home from the residential placement.

Submitting a Request for Change

The adoptive parents must submit an Addendum Request to the Assistance Agreement to the LDSS with which they established the agreement.

Handout 21

Timeframe for Acting on Request

Within 14 calendar days:

- Review the request to determine whether it is complete.
 - Notify the parents in writing, using the Family Services Notice of Action and Right to Appeal, that the request was received and its status:
 - o **The request is complete.** The notification must include the date the request was received. It must state that the LDSS and parents have 60 calendar days to assess, negotiate, and execute an addendum.
 - o **Additional information is needed.** The notification must state the specific information necessary to complete the request. It should request the parents submit the information by email, phone, or in person within 30 calendar days from the notice date.
- If the parents do not provide the information within 30 days, the LDSS must deny the request. The LDSS must inform the parents in writing the reasons for denying the request and that they may submit a new Addendum Request to the Assistance Agreement.
- o **Request is denied.** The notification must clearly state the reasons for the denial, provide information on the adoptive parents' right to appeal within 30 calendar days of receiving the notice of denial, and provide information on the fair hearing process. No further action is required by the LDSS on the request.

Assessing Overall Request for an Addendum

Section 4.8

Assessment and Negotiation for addendum requests

The assistance negotiator, LDSS, and the parents should use the same assessment and negotiation process that is used for initial agreements to guide the addendum process, including:

- Negotiating adoption assistance.
- Assessing:
 - Family circumstance.
 - Basic maintenance needs of the child.
 - Additional supervision and support needs of child.
 - Services to meet the child's special needs.
- Other resources

Executing the Addendum:

- ☐ The LDSS must prepare an Addendum to the Virginia Adoption Assistance Agreement on behalf of the child.
- ☐ When the local board, or its designee, approves the Addendum, the parents and the local Board, or designee, must sign and date it.
- ☐ When both parents signed the request for an addendum and agreed to the terms in the Addendum, then both parents must sign and date the Addendum.
- ☐ Payments and services must not be effective until all parties have signed and dated the Addendum.

Handout 22

- ☐ Changes in payment rates, such as an increase or decrease in enhanced maintenance rate, must not be implemented until the first day of the month following all signatures.
- ☐ The Addendum must state the effective date of the changes. This date must not be earlier than the date when all parties signed the Addendum. The Addendum is executed on behalf of the child on the effective date stated in the Addendum. However, for special services payments, the effective date is the date on which all parties sign the Addendum.
- ☐ The LDSS must give the adoptive parents a copy of the Addendum. The LDSS must place the original Addendum and all supporting documents in the child's adoption assistance case record.

Knowledge Check

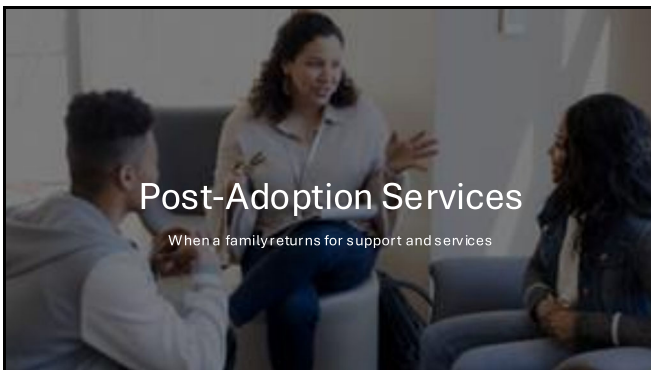
Participate in polls to...

- Test your knowledge
- Review new material
- Engage in class
- Participate in group discussion



Post-Adoption Services

When a family returns for support and services



LDSS Responsibilities to families after the adoption finalizes:

- Evaluating and interpreting referral packet information and completing a strengths-based assessment with the child and family using the Child and Adolescent Needs and Strengths Assessment (CANS), as needed. Staff must be trained in administering and scoring the CANS.
- Assist the family in convening a team to include immediate and extended family members, service providers, and informal supports to form a collaborative care plan with clearly defined goals.
- Address the need for and develop, revise and monitor a crisis plan with family and team members.
- Ensure that parent and family involvement is maintained throughout the service period.
- Maintain an ongoing dialogue with the family and providers to assure that the philosophy of care is consistent and that there is progress toward service goals.

- Evaluate the progress and make adjustments as necessary.
- Maintain an up-to-date file record consisting of treatment summaries, payment and resource utilization records, case notes, legal documents and releases of information.
- Facilitate the closing of the service request and oversee the transition to any ongoing care.
- Use resources and available funding to ensure that services are based specifically on the needs of the child and family.
- Be able to locate and deliver strengths-based family-centered, adoption, and culturally competent services.
- Be able to interpret psychiatric, psychological, and other evaluation data and use that information to form a collaborative plan of care.

Who is eligible?

- There is at least one adopted child under the age of 18 or a child with an active Adoption Assistance Agreement;
- The child is residing in the home at the time of the referral;
- An adopted child is receiving treatment outside of the home; and the plan is to transition the child back into the home;
- The child's permanency was disrupted either because of the death or disability of the adoptive parent and
 - The child is residing in the home of an adult who expresses interest in becoming the adoptive parent at the time of the referral; or
 - The plan is to transition the child into the home of that adult; or
- The child was adopted internationally, and the family is seeking support to maintain the adoptive placement.

To receive post-adoption support, an adopted child and the family must either have a child who was adopted, and they must either accept the service or express a willingness to begin receiving services. The following are types of needs that would be appropriate for Adoption Preservation Services:

- A child or children experiencing significant emotional or behavioral issues;
- A child experiencing loss/grief/separation issues; or
- A medical/organic/neurological disability, e.g., Fetal Alcohol Syndrome effects, mood disorders, attachment disorders, and other psychiatric diagnoses; and adjustment issues and stagnation in developmental stages related to adoption.

Adoption support and preservation services service models

- Community Based Resources;
- Post-Adoption Consortium;
- Prevention Services/ In-Home Services;
- Promoting Safe and Stable Families;
- Children's Services Act (CSA); and
- Funding for Special Services.

The LDSS must use the Service Decision Making Tool to determine the most appropriate course of action for families in need.



Education Services

Local school divisions are responsible for paying for services and placement identified on the IEP when the child is placed within the school system or regional special education program.



Prevention Services for adoptive placements

Prevention services must be offered to all adoptive families faced with the possibility of an out-of-home placement for their child or those who are considering adoption dissolution.



In-Home Services for adoptive placements

As with prevention services, in-home services must be offered to all adoptive families if it is deemed most appropriate to best meet the family's needs.



Promoting Safe and Stable Families

The following services are available:

- Family Preservation
- Family Support
- Family Reunification
- Adoption Promotion and Support



Section 4.3.5

Prevention Services Funding



<https://fusion.dss.virginia.gov/dfs/DFS-Home/Prevention-Services>

Children's Services Act services and funding

The CSA establishes a collaborative system of services and funding that is child-centered, family-focused, and community-based to assess and meet the strengths and needs of troubled and at-risk youth and their families in Virginia.



Special Service Payment

A special service payment is a payment that is used to meet a service need of a child that cannot be met by the adoptive parents and is not covered under any other community services, program, or benefit for which the child would qualify.

Funding for special services is available for families who have been found eligible to receive special services and must be approved through a Virginia Adoption Assistance Agreement

❖ New Guidance limits new special service requests, including continuations of current requests, to a maximum of two years.

❖ Funding for all special services, regardless of when the original agreement was signed and effective, may be provided for up to a maximum of \$5,000 per calendar year for the total of all approved services

Special services listed in this section are available to children and families who have Adoption Assistance Agreements that have been negotiated and have been approved to receive the identified service.

- 4.4.1 Educational Advocate
- 4.4.2 Tutoring Services
- 4.4.3 Respite Services
- 4.4.4 Child Care
- 4.4.5 Level C Psychiatric Residential Treatment Facilities



Negotiating Psychiatric Residential Treatment Services

Discuss the specific services and supports that meet the child's special needs to be provided, including:

- Ongoing Maintenance Payments.
- Wraparound, family, and community services and supports necessary to successfully transition the child home.
- Appropriate educational services for the child.
- Intensive care coordination services

Responsibilities of the Adoptive Parents

When special service payments are used for psychiatric residential treatment, adoptive parents are responsible for actively planning, supporting, and participating in service delivery for their child. The adoptive parents must:

- Provide the child emotional support during the transition, treatment, and service period;
- Participate in treatment planning;
- Participate actively in treatment and services at the psychiatric residential treatment facility, at home, and in the community.

The purpose of adoption assistance is to facilitate adoption placements and ensure permanency for children with special needs. These children often have experienced abuse and neglect and significant losses and disruptions in their lives and require additional support.

Our goal is to provide support and services to strengthen the adoptive family and provide post-adoption services to optimize the adoptive family functioning.

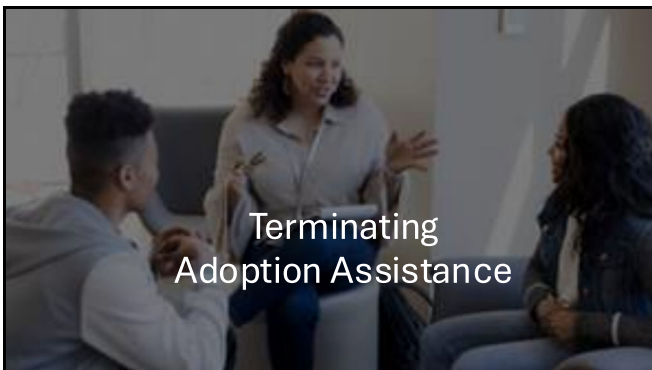
Knowledge Check

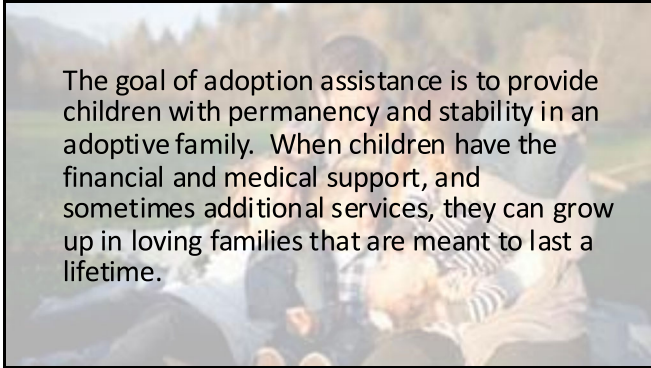
Participate in polls to...

- Test your knowledge
- Review new material
- Engage in class
- Participate in group discussion



Terminating Adoption Assistance









The goal of adoption assistance is to provide children with permanency and stability in an adoptive family. When children have the financial and medical support, and sometimes additional services, they can grow up in loving families that are meant to last a lifetime.






Thank you for supporting families!



Your Feedback Matters!

- Please complete the survey by clicking the QR code on the next slide.
- Provide detailed information about what was effective, and what was not.
- Surveys are ANONYMOUS so feel free to be candid
- Your feedback is appreciated & will help us to improve & enhance our training

Survey



- Your feedback is important to us.
- It is anonymous.
- The course is CWS3015W Adoption Assistance
- The trainers are
- Date is
