



## Documenting Adoption Assistance Eligibility

FOR AGENCY USE ONLY: DOCUMENTATION OF ELIGIBILITY		
ITEM	DOCUMENTATION PERMITTED	DOCUMENTATION USED
<b>SPECIAL NEEDS DETERMINATION</b>		
<i>Cannot or should not return home</i>	Termination of Parental Rights Temporary Entrustment Agreement & IV-E Foster Care Payment Permanent Entrustment Agreement: petition filed within 6months and a subsequent order containing contrary to child's welfare language	
<i>Physical, mental, or emotional condition, hereditary tendency, congenital problem, birth injury, race, age, sibling relationship</i>	Medical documentation indicating physical, mental, emotional disability or condition, Birth Records Parents' medical records or diagnosis	
<i>Reasonable Efforts</i>	Documentation of agency asking and family stating they cannot adopt without assistance AREVA Registration within 60days of TPR Referral to a Specialized Adoption Agency Placement with adoptive family as a foster child for 12months minimal Foster Care Placement Agreement	
<b>Citizenship</b>	U.S. Birth Certificate U.S. Passport Naturalization Certificate United States Citizen and Immigration Services Document	
<b>Age</b>	Birth Certificate Baptismal Certificate Hospital Records U.S. Passport Naturalization Certificate	
<b>AFDC Eligibility</b>	Title IV-E Foster Care Notice of Action For Voluntarily Placed Children – financial printout showing IV-E payment made	

Judicial or Voluntary Removal		
<i>Permanent Entrustment Agreement</i>	Petition filed within 180 days of placement and a subsequent order containing judicial determination that remaining in the home is contrary to the child's welfare	
<i>Temporary Entrustment Agreement</i>	Verification of title IV-E payment made on child's behalf	
<i>Removal Order</i>	First court order received after child's court ordered removal containing contrary to the child's welfare language	
<b>Sibling of an eligible child</b>	Siblings Birth Certificate Adoptive Parent's Notarized Intent to Adopt Adoptive Placement Agreement	
<b>Child of a minor parent</b>	Child's minor parent's first removal order or voluntary placement agreement or voluntary relinquishment and subsequent order	
<b>Prior adopted dissolved</b>	Adoptive parents TPR Adoptive Parents Death Certificate Copy of previous AAA, ICAMA report, Statement from prior title IV-E agency	
<b>SSI Recipient</b>	SSI Award Letter SSI Screening	
FOSTER / ADOPTIVE HOME APPROVAL		
<b>Home Study Received</b>	<input type="checkbox"/> Y <input type="checkbox"/> N	<b>Date Received:</b> _____ <b>Date Approved:</b> _____ <b>Date Expires:</b> _____
<b>Background Checks Current</b>	Sworn Statements National Criminal Records Check Central Registry Checks	<b>Date Received:</b> _____ <b>Date Received:</b> _____ <b>Date Received:</b> _____
	Sworn Statements National Criminal Records Check Central Registry Checks	<b>Date Received:</b> _____ <b>Date Received:</b> _____ <b>Date Received:</b> _____
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FAMILY SERVICES SPECIALIST: \_\_\_\_\_ DATE: \_\_\_\_\_

FAMILY SERVICES SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_