

## Internal Procedure 520: Adult Adoption from Extended Foster Care

11/2024

The Division of Children and Family Services (DCFS or Division) strives to achieve permanency for youth in foster care prior to the age of eighteen (18), but recognizes this goal is not always met. However, in the event a young adult participating in the Extended Foster Care Program finds a forever family, DCFS will facilitate an adult adoption prior to the young person turning twenty-one (21) years of age. An adult adoption subsidy is available for youth aged eighteen (18) to twenty-one (21) for the purpose of meeting the needs of the youth. In addition, payments for one-time expenses, known as a non-recurring adoption subsidy, may be obtained to reimburse the family for out-of-pocket pre-adoptive or finalization expenditures.

In these situations, the Adoption Specialist will:

- A. Organize and facilitate a Family Team Meeting with the young adult and potential adoptive parent to ensure mutual understanding regarding the goal of the adult adoption, Medicaid coverage, any other benefits that would be impacted by the adoption, and the adoption subsidy.
  - 1) Typically, the subsidy amount will be the same as the current board payment.
  - 2) Regarding Medicaid coverage:
    - a) If the youth is IV-E eligible, then IV-E Medicaid will attach to the adoption subsidy.
    - b) If the youth is not IV-E eligible, the subsidy will be state funded, and, therefore, Medicaid will not attach to the adoption subsidy. However, the young adult will qualify for Former Foster Care Medicaid once the adult adoption is finalized. The young adult must apply for Former Foster Care Medicaid at the local Department of Human Services (DHS) county office once the adoption is finalized.
  - 3) Once the adoption is finalized, a young adult is no longer eligible for all Transitional Youth Service Supports as set out in the Transitional Youth Services (TYS) Services Table. The young adult will continue to qualify for the services listed under the General Transitional Youth Services and After Care for Youth sections, being mindful of the eligibility criteria set forth for each Service/Support. The young adult will no longer qualify for the benefits laid out in the Extended Foster Care section.
- B. If the decision to move forward with the adult adoption is made, complete an adult adoption subsidy packet to submit to the Adoption Subsidy Coordinator in Central Office. This packet must include the CFS-453-H: Checklist for Initial Adult Adoption Subsidy Packet along with all applicable supporting documentation as listed on the checklist.



The Adoption Subsidy Coordinator will:

- A. Review the packet and complete the applicable adoption subsidy agreement form:
  - 1) CFS-428-D: Adoption Assistance Agreement for Adult Adoption (Federal)
  - 2) CFS-428-E: Adoption Assistance Agreement for Adult Adoption (State)
- B. Route completed agreement forms to the Adoption Manager for approval, then send to the DCFS Director or designee for signature.
- C. Send the signed CFS-428-D or CFS-428-E, as applicable, to the Adoption Specialist with written instructions.
- D. Notify the adoptive parent in writing if the application is denied and explain the reason, the internal review procedures, and the Administrative Fair Hearing procedures.
- E. Send a notification of denial to the Adoption Specialist
- F. Scan all subsidy packets into Edoctus.

The Adoption Specialist will:

- A. Forward the following to the Adoption Supervisor when submitting the recommendation to finalize the adoption:
  - 1) CFS-432: Checklist for Recommendation for Finalization of Adoption
  - 2) CFS-418: Adoption Summary of the child and all updates
  - 3) CFS-471: Signed Disclosure for Adoption
  - 4) VR-15 Report of Adoption
  - 5) Certified Birth Certificate of young adult
  - 6) FBI, state criminal record checks, and child maltreatment checks as applicable
  - 7) CFS-428-D or CFS-428-E: Adoption Assistance Agreement for Federal IV-E Funded Assistance for Adoption of Adult in Extended Foster Care or Adoption Assistance Agreement for State Funded Assistance for Adoption of Adult in Extended Foster Care as applicable
  - 8) Adoption Information Sheet
- B. Send the packet to the OCC attorney within five (5) business days following supervisory approval.
- C. Complete the steps to finalize the adoption as set out in Procedure VIII-9: Finalization of an Adoption; specifically, steps I through L.