NC Department of Health and Human Services
Division of Social Services
Adoption Promotion Program

Erin Baluyot
Interim Adoption Services Manager
Kim Best
Permanency Coordinator

December 18, 2018
Housekeeping

1. The webinar is being recorded. You will be placed on mute.

2. Please hold questions or type them in the question pod.

3. A follow up document will be provided to cover any questions we were unable to get to in the time allowed.
## Objectives

<table>
<thead>
<tr>
<th>Explain</th>
<th>Explain key Adoption Promotion programmatic changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarify</td>
<td>Clarify the different program structures between county and private agencies</td>
</tr>
<tr>
<td>Answer</td>
<td>Answer remaining questions regarding the new requirements</td>
</tr>
</tbody>
</table>
The purpose of the Adoption Promotion Program (APP) is to enhance and expand adoption programs, to secure permanent homes for children in foster care with special needs who are harder to place, and to encourage partnerships between public and private agencies to achieve permanency for children in a timely manner.

A child is eligible for APP funds only when determined eligible or potentially eligible for Adoption Assistance benefits.

Agencies are eligible to receive APP funding only when licensed under the North Carolina Department of Health and Human Services as a public or private adoption agency.
# Key Program Changes for SFY 18-19

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>REASON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarity of roles for private and child welfare agencies.</td>
<td>To promote collaboration and simplify service agreements.</td>
</tr>
<tr>
<td>Revised the Adoption Services Agreement (ASA)</td>
<td>Eliminates the need for negotiation.</td>
</tr>
<tr>
<td>Created separate funding pools for private and child welfare agencies.</td>
<td>Eliminate feelings of competition for funding and focuses on the goal of permanency.</td>
</tr>
<tr>
<td>Establish clear fee-for-service payment rates for private agencies.</td>
<td>Private agencies will be paid with specificity to the actual service they provide for each individual adoption.</td>
</tr>
<tr>
<td>Implemented the Federal Baseline Methodology</td>
<td>Federal baseline considers the current number of children in care, which the former baseline did not.</td>
</tr>
<tr>
<td>Reimbursement for child welfare agencies will be one end-of-year proportional allocation.</td>
<td>In time, counties will see funding stabilize.</td>
</tr>
<tr>
<td>Updated the DSS-5320 Reimbursement Form, and revised submission requirements.</td>
<td>Allows for improved data tracking and promotes a smoother process for end of year allocation distribution.</td>
</tr>
<tr>
<td>Eliminated the requirement that child welfare agencies expend/encumber prior year’s funding to participate. Affidavit of Expenditures is no longer required.</td>
<td>To assist with budget projections and give counties flexibility to accumulate funding levels to meet their individualized needs.</td>
</tr>
</tbody>
</table>
Adoption Promotion Program Structure

- County Child Welfare Agency
  - Federal Baseline
  - Year-End Distribution

- Private Child Placing Agency
  - Defined Service Areas & Rates
  - Fee for Service

Partnership is Power
FUNDING STRUCTURE
COUNTY CHILD WELFARE AGENCIES
Federal Baseline

- Data is used from the previous 4 fiscal years.

- Determine a county adoption rate by dividing the number of completed adoptions in one year by the number of youth in care the year prior.

- Determine which adoption rate is lowest – the Year 3 adoption rate or the average of the past 3 years. Multiply the lowest adoption rate by the number of youth in care in Year 3 to determine a county baseline for the current year.

<table>
<thead>
<tr>
<th></th>
<th>Only Year 0</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Baseline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Adoptions</td>
<td>60</td>
<td>2</td>
<td>4</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Prior Year in Care</td>
<td>60</td>
<td>67</td>
<td>67</td>
<td>73</td>
<td></td>
</tr>
<tr>
<td>Adoption Rate</td>
<td>0.0333</td>
<td>0.0597</td>
<td></td>
<td>0.1045</td>
<td></td>
</tr>
<tr>
<td>Average Rate of 3 Prior Years to Earning Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.0658</td>
</tr>
</tbody>
</table>

8
County child welfare agencies will receive a one-time, year-end funding allocation for eligible adoptions.

The allocation is a proportional share of the total statewide funding ($3.2M) available to all counties based on the sum of two factors:

1. The total number of adoptions completed, regardless of age, that exceed federal adoption baseline targets for each county.

2. The total number of adoptions completed for children 13 years and older and/or sibling groups of 3+ placed together for adoption, that fall under the federal baseline target.

**FORMULA**

\[
\left( \frac{\text{# eligible county adoptions}}{\text{# eligible statewide adoptions}} \right) \times \text{available statewide funding}
\]
### (Example 1) Eligible Adoptions – Baseline 6

<table>
<thead>
<tr>
<th>NAME OF AGENCY</th>
<th>NAME OF PREPARER</th>
<th>PREPARER'S EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>County A</td>
<td>Jane Smith</td>
<td><a href="mailto:jsmith@countyA.org">jsmith@countyA.org</a></td>
</tr>
</tbody>
</table>

#### CHILD'S INFORMATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>CUSTOM I/COUNTY NUMBER</th>
<th>AGE</th>
<th>SIBLING GROUP 3+</th>
<th>SIS IDENTIFICATION NUMBER</th>
<th>DATE OF DECREE</th>
<th>NAME OF PARTNERING AGENCY</th>
<th>ELIGIBLE OR POTENTIAL AA STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Billy Jones</td>
<td>01</td>
<td>14</td>
<td>N</td>
<td>111222333</td>
<td>7/5/18</td>
<td>N/A</td>
<td>Y</td>
</tr>
<tr>
<td>2. Jim Ames</td>
<td>01</td>
<td>6</td>
<td>N</td>
<td>111222334</td>
<td>7/5/18</td>
<td>N/A</td>
<td>Y</td>
</tr>
<tr>
<td>3. Joseph Alexander</td>
<td>01</td>
<td>5</td>
<td>Y</td>
<td>111222335</td>
<td>7/10/18</td>
<td>N/A</td>
<td>Y</td>
</tr>
<tr>
<td>4. Karen Alexander</td>
<td>01</td>
<td>8</td>
<td>Y</td>
<td>111222336</td>
<td>7/10/18</td>
<td>N/A</td>
<td>Y</td>
</tr>
<tr>
<td>5. Emily Alexander</td>
<td>01</td>
<td>10</td>
<td>Y</td>
<td>111222337</td>
<td>7/10/18</td>
<td>N/A</td>
<td>Y</td>
</tr>
<tr>
<td>6. Beth Conner</td>
<td>01</td>
<td>3</td>
<td>N</td>
<td>111222338</td>
<td>7/12/18</td>
<td>ABC ADOPTION AGENCY</td>
<td>Y</td>
</tr>
<tr>
<td>7. Mary Nixon</td>
<td>01</td>
<td>9</td>
<td>N</td>
<td>111222339</td>
<td>7/15/18</td>
<td>N/A</td>
<td>Y</td>
</tr>
<tr>
<td>8. Kristin James</td>
<td>01</td>
<td>10</td>
<td>N</td>
<td>111222343</td>
<td>7/25/18</td>
<td>N/A</td>
<td>Y</td>
</tr>
</tbody>
</table>

Baseline met at 6

**Total Eligible Adoptions**: 6

**Above Baseline**: 2

**Below Baseline Teens & Sibs**: 4

---

*Note: The table includes columns for CUSTOM I/COUNTY NUMBER, AGE, SIBLING GROUP 3+, SIS IDENTIFICATION NUMBER, DATE OF DECREE, NAME OF PARTNERING AGENCY, and ELIGIBLE OR POTENTIAL AA STATUS.*
(Example 1)

Year-End Allocation

FORMULA

\[
\left( \frac{\text{# eligible county adoptions}}{\text{# eligible statewide adoptions}} \right) \times \text{available statewide funding}
\]

- Total County Eligible Adoptions = 6
- Total Statewide Eligible Adoptions = 300
- Total Available Statewide Funding = $3,200,000

\[
\left( \frac{6}{300} \right) \times $3,200,000 = 0.0200 \times $3,200,000 = $64,000
\]
(Example 2) Eligible Adoptions – Baseline 9

<table>
<thead>
<tr>
<th>NAME OF AGENCY</th>
<th>NAME OF PREPARER</th>
<th>PREPARER'S EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>County A</td>
<td>Jane Smith</td>
<td><a href="mailto:jsmith@countyA.org">jsmith@countyA.org</a></td>
</tr>
</tbody>
</table>

**July 2018**

### CHILD'S INFORMATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>CUSTODIAL COUNTY NUMBER</th>
<th>AGE</th>
<th>SIBLING GROUP 3+</th>
<th>SIS IDENTIFICATION NUMBER</th>
<th>DATE OF DEGREE</th>
<th>NAME OF PARTNERING AGENCY</th>
<th>ELIGIBLE OR POTENTIAL AA STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Billy Jones</td>
<td>01</td>
<td>13</td>
<td>N</td>
<td>111222333</td>
<td>7/5/18</td>
<td>N/A</td>
<td>Y</td>
</tr>
<tr>
<td>2. Jim Ames</td>
<td>01</td>
<td>15</td>
<td>N</td>
<td>111222334</td>
<td>7/5/18</td>
<td>N/A</td>
<td>Y</td>
</tr>
<tr>
<td>3. Sally Taylor</td>
<td>01</td>
<td>7</td>
<td>Y</td>
<td>111222335</td>
<td>7/9/18</td>
<td>N/A</td>
<td>Y</td>
</tr>
<tr>
<td>4. Jean Taylor</td>
<td>01</td>
<td>9</td>
<td>Y</td>
<td>111222336</td>
<td>7/9/18</td>
<td>N/A</td>
<td>Y</td>
</tr>
<tr>
<td>5. Skylar Taylor</td>
<td>01</td>
<td>11</td>
<td>Y</td>
<td>111222337</td>
<td>7/9/18</td>
<td>N/A</td>
<td>Y</td>
</tr>
</tbody>
</table>

Above Baseline (0) + Total Eligible Adoptions (5) = Below Baseline Teens & Sibs (5)
(Example 2) Year-End Allocation

FORMULA

\[
\left( \frac{\text{# eligible county adoptions}}{\text{# eligible statewide adoptions}} \right) \times \text{available statewide funding}
\]

- Total County Eligible Adoptions = 5
- Total Statewide Eligible Adoptions = 300
- Total Available Statewide Funding = $3,200,000

\[
\left( \frac{5}{300} \right) \times 3,200,000 = 0.0166 \times 3,200,000 = 53,120
\]
Fiscal Year Timeframes

SFY 2018-2019 funds must be distributed to county agencies prior to June 30, 2019. The following adjustments are in place to assure timeframes are met:

- For SFY 2018-2019, counties will submit adoptions completed between July 1, 2018 – May 31, 2019.

- Beginning in SFY 2019-2020, county agencies will submit adoptions for June 1st – May 31st.

- Final submissions must be made no later than June 3rd to allow ample time for processing.
FUNDING STRUCTURE

PRIVATE CHILD PLACING AGENCIES
2018-2019 APP Child Placing Agencies

- Another Choice for Black Children
- The Bair Foundation
- Barium Springs (Children’s Hope Alliance)
- Boys & Girls Homes
- Children’s Home Society
- Crossnore School & Children’s Home
- Easter Seals
- Ebenezer Christian Children’s Home
- *Falcon Children’s Home & Family Services*
- Lutheran Family Services
- Methodist Home for Children
- Nazareth Child & Family Connection
- Omni Visions
- Seven Homes
Adoptive Family Readiness

Family Post Placement Support

Child Post Placement Support

Legal Services
Adoptive Family Readiness

The work completed by licensing agencies to recruit potential adoptive families and deliver preparatory training that provides the foundational knowledge and skills for parenting children with special needs.

Includes but is not limited to:

- Guiding prospective families through the decision-making process
- Evaluating a family's ability to meet the needs of children in foster care
- Interviews with adoptive parents and family members
- Assessment of strengths and needs
- Completion and approval of a Pre-Placement Assessment
- Additional training as identified through assessment process
The supportive services provided to the family by the family’s licensing agency from the time that a child is placed in the family’s home (for the purpose of adoption) through the time the child’s adoption is finalized.

Includes but is not limited to:

- One-on-one consultations with the family
- Facilitating supportive decision making
- Adoption preparation activities to work through emotional needs, family structure adjustments, transition issues, etc. by using various practice models
- Support and referrals that are specific to the families needs to ensure the success of the adoption.
Child Post Placement Support

The supportive services provided to the child once the child is placed in a home for the purpose of adoption.

This work goes beyond the monthly mandated visits required by the county child welfare agency. It is the hands-on social work provided to ensure a child is secure in their placement.

Includes but is not limited to:

- Helping the child process their beliefs and fears about the adoption.
- Adoption readiness activities such as life books or life stories.
- Helping the child understand the legal process.
- One-on-one activities to work through emotional or behavioral adjustments associated with adoption using workbooks, drawings, or utilizing various practice models, etc., to engage the child in addressing issues.
Legal Services

The completion of legal paperwork necessary to finalize an adoption.

Legal paperwork includes but may not be limited to:

- Securing any required consents for adoption (child or agency)
- DSS-5102 and DSS-5103 (birth family background information)
- DSS – 1808 Report on Proposed Adoption
- DSS-5191 – Affidavit of Fees and Expenditures
- DSS-1814 – Final Decree of Adoption
- DSS – 1815 – Report to Vital Records
- Securing required attachments to legal documentation
These services can be performed by private child placing agency only upon request of the child welfare agency.
Revised Adoption Services Agreement

- The ASA only reflects services the private agency performs for the child welfare agency.
- The funding amounts listed only pertain to private child placing agencies.
- Only private child placing agencies submit the ASA.
- Child welfare agencies must sign the form to verify the service was provided.
- Pending adoptions not finalized by December 31st must be transitioned to the revised ASA to reflect the new service areas. Agencies should work together to facilitate this as quickly as possible.
- Any new cases that will not finalize prior to December 31st should begin with the Revised ASA.
### Service Rates for Private Child Placing Agencies

<table>
<thead>
<tr>
<th>SERVICE AREA</th>
<th>CHILDREN 0-12</th>
<th>TEENS AND SIBLING GROUPS OF 3+ PLACED TOGETHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adoptive Family Readiness</td>
<td>$4,000</td>
<td>$7,000</td>
</tr>
<tr>
<td>Post-Placement Support (Family)</td>
<td>$1,250</td>
<td>$2,000</td>
</tr>
<tr>
<td>Post-Placement Support (Child)</td>
<td>$1,250</td>
<td>$2,000</td>
</tr>
<tr>
<td>Completion of Legal Procedures</td>
<td>$1,500</td>
<td>$2,500</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$8,000</strong></td>
<td><strong>$13,500</strong></td>
</tr>
</tbody>
</table>
SFY 2018-2019 Contracts

Contracts are in process with an effective date of January 1, 2019.

Total budgets for SFY 2018-2019 contracts are based on the final SFY 2017-2018 contract amount.

Child placing agencies will receive direct payments for adoptions finalized between July 1, 2018 – and December 31, 2018.

The total contract amount will be a combination of direct pay value (July – December) and the remaining contract budget.
PAYMENT PROCEDURES

CHILD WELFARE AGENCIES
# DSS – 5320 Monthly Reporting Form

## Child's Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Custodial County Number</th>
<th>Age</th>
<th>Sibling Group</th>
<th>Case Identification Number</th>
<th>Date of Decree</th>
<th>Name of Partnering Agency</th>
<th>Eligible or Potential AA Status: Y/N?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Billy Jones</td>
<td>01</td>
<td>14</td>
<td>N</td>
<td>111222333</td>
<td>7/5/18</td>
<td>N/A</td>
<td>Y</td>
</tr>
<tr>
<td>2. Jim Ames</td>
<td>01</td>
<td>6</td>
<td>N</td>
<td>111222334</td>
<td>7/5/18</td>
<td>N/A</td>
<td>Y</td>
</tr>
<tr>
<td>3. Joseph Alexander</td>
<td>01</td>
<td>5</td>
<td>Y</td>
<td>111222335</td>
<td>7/10/18</td>
<td>N/A</td>
<td>Y</td>
</tr>
<tr>
<td>4. Karen Alexander</td>
<td>01</td>
<td>8</td>
<td>Y</td>
<td>111222336</td>
<td>7/10/18</td>
<td>N/A</td>
<td>Y</td>
</tr>
<tr>
<td>5. Emily Alexander</td>
<td>01</td>
<td>10</td>
<td>Y</td>
<td>111222337</td>
<td>7/10/18</td>
<td>N/A</td>
<td>Y</td>
</tr>
<tr>
<td>6. Beth Conner</td>
<td>01</td>
<td>3</td>
<td>N</td>
<td>111222338</td>
<td>7/12/18</td>
<td>ABC ADOPTION AGENCY</td>
<td>Y</td>
</tr>
<tr>
<td>7. Mary Nixon</td>
<td>01</td>
<td>9</td>
<td>N</td>
<td>111222339</td>
<td>7/15/18</td>
<td>N/A</td>
<td>Y</td>
</tr>
<tr>
<td>8. Kristin James</td>
<td>01</td>
<td>10</td>
<td>N</td>
<td>111222340</td>
<td>7/18/18</td>
<td>N/A</td>
<td>Y</td>
</tr>
</tbody>
</table>
If there are no adoptions finalized during a reporting month, type “No Adoptions Completed” in the first line for that month.
Steps For SFY 18-19 Submissions

1. Submit the DSS-5320 on required due dates:
   - December 18th (July 1 – Nov. 30 adoptions)
   - March 10th (Dec. 1 – Feb 28 adoptions)
   - No later than June 3rd (Mar. 1 – May 31 adoptions)

2. DSS-5320 must be submitted via email to Kim Best at kimberly.best@dhhs.nc.gov

3. DSS-5320 must be password protected.

4. 5094s must be closed using the code for Adoption and 5095s opened for adoption assistance benefits.
PAYMENT PROCEDURES
PRIVATE CHILD PLACING AGENCIES
# DSS – 5320A Contract Monthly Reporting and Payment Form

<table>
<thead>
<tr>
<th>NAME OF AGENCY</th>
<th>PREPARATOR'S NAME</th>
<th>PREPARATOR'S EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Adoptions</td>
<td>Amy Mann</td>
<td><a href="mailto:amann@abcadoptions.org">amann@abcadoptions.org</a></td>
</tr>
</tbody>
</table>

## Child's Information

<table>
<thead>
<tr>
<th>NAME</th>
<th>AGE</th>
<th>SIBLING GROUP</th>
<th>SIS IDENTIFICATION NUMBER</th>
<th>DATE OF DECREE</th>
<th>NAME OF COUNTY AGENCY</th>
<th>Total Payment Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Smith</td>
<td>6</td>
<td>Y/N</td>
<td>111223333</td>
<td>7/15/18</td>
<td>County A</td>
<td>$5,250</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$4,000 $1,250 $- $- $5,250</td>
</tr>
</tbody>
</table>

**Note:**
- Family Readiness ($4000 or $7000)?
- Farm Post Placement ($1250 or $2000)?
- Child Post Placement ($1250 or $2000)?
- Legal Services ($1500 or $2500)?

**Month:** July

**Other Months:**
- August
- September
- October
- November
- December
- January
- February
- March
If there are no adoptions finalized during a reporting month, type “No Adoptions Completed” in the first line for that month.
**Invoice**

- Only fill out the column for “Services Delivered This Month”
- Services should correspond to ASAs attached to the invoice.

### ADOPTION PROMOTION PROGRAM

<table>
<thead>
<tr>
<th>Services Delivered This Month</th>
<th>Price per Service</th>
<th>Amount Billed This Period</th>
<th>Billed State Fiscal YTD (cumulative)</th>
<th>Contract Total (Not to Exceed)</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RCC</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Child 0-12</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adoptive Family Readiness</td>
<td>2</td>
<td>$4,000</td>
<td>$8,000</td>
<td>2</td>
<td>$6,000</td>
</tr>
<tr>
<td>Family Post Placement Support</td>
<td>2</td>
<td>$1,250</td>
<td>$2,500</td>
<td>2</td>
<td>$2,500</td>
</tr>
<tr>
<td>Child Post Placement Support</td>
<td>0</td>
<td>$1,250</td>
<td>-</td>
<td>0</td>
<td>$</td>
</tr>
<tr>
<td>Legal Services</td>
<td>0</td>
<td>$1,500</td>
<td>-</td>
<td>0</td>
<td>$</td>
</tr>
<tr>
<td><strong>Child 12+ and Sibling Groups 3+</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adoptive Family Readiness</td>
<td>1</td>
<td>$7,000</td>
<td>$7,000</td>
<td>1</td>
<td>$7,000</td>
</tr>
<tr>
<td>Family Post Placement Support</td>
<td>1</td>
<td>$2,000</td>
<td>$2,000</td>
<td>1</td>
<td>$2,000</td>
</tr>
<tr>
<td>Child Post Placement Support</td>
<td>0</td>
<td>$2,000</td>
<td>-</td>
<td>0</td>
<td>$</td>
</tr>
<tr>
<td>Legal Services</td>
<td>0</td>
<td>$2,500</td>
<td>-</td>
<td>0</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$19,500</td>
<td>$19,500</td>
<td>$55,000</td>
<td>$35,500</td>
</tr>
</tbody>
</table>
ADOPTION SERVICES AGREEMENT

This agreement outlines the services that the child placing agency (placing agency) will perform in facilitation of an adoption of a child or youth in foster care.

Joe Smith
CHILD'S NAME
11122333
CHILD'S AG #
Amy Smith
ADOPTIVE PARENT'S NAME(S)

County A
CHILD WELFARE AGENCY
ABC Adoptions
PLACING AGENCY

Is this child a member of a sibling group of 3+ children being adopted together? Yes [ ] No [ ]
If yes, name of siblings:

ADOPTION SERVICES PROVIDED

<table>
<thead>
<tr>
<th></th>
<th>Child 6-12</th>
<th>Child 13+ or Sib Group of 3+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adoptive Family Readiness</td>
<td>$4,000</td>
<td>$7,500</td>
</tr>
<tr>
<td>Family Post Placement Support</td>
<td>$1,250</td>
<td>$2,000</td>
</tr>
<tr>
<td>Child Post Placement Support</td>
<td>$1,250</td>
<td>$2,500</td>
</tr>
<tr>
<td>Legal Services</td>
<td>$1,500</td>
<td>$2,500</td>
</tr>
</tbody>
</table>

TOTAL FEE REQUESTED $5,250

The placing agency will submit a copy of this document to NC Division of Social Services. This document shall be attached to the corresponding invoice indicating the total fee requested for facilitating the adoption of the above-named child.

County A
Child Welfare Agency
Placing Agency
Agency Director Signature

ABC Adoptions
Placing Agency
Executive Director Signature

CHILD'S INFORMATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>AGE</th>
<th>Sibling Group in Your Home</th>
<th>SIS IDENTIFICATION NUMBER</th>
<th>DATE OF BIRTH</th>
<th>NAME OF COUNTY AGENCY</th>
<th>FAMILY READINESS (1st Post Placement, $7,500)</th>
<th>Fam Post Placement (1st $1,250)</th>
<th>Placement ($1,250 or $2,000)?</th>
<th>Legal Services (1st $2,500)?</th>
<th>Total Payment Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Smith</td>
<td>6</td>
<td>N</td>
<td>111222333</td>
<td>7/15/18</td>
<td>County A</td>
<td>$4,000</td>
<td>$1,250</td>
<td>-</td>
<td>-</td>
<td>$5,250</td>
</tr>
</tbody>
</table>
WRAPPING UP
Things to Remember – Child Welfare Agencies

- To be eligible for reimbursement, the DSS-5094 must be closed correctly to adoption, and the DSS-5095 opened.

- Only private child placing agencies listed in the APP Fact Sheet are contracted with NC DSS and eligible for the Adoption Promotion Program.

- Collaborate timely with partnering child placing agencies to transition to the revised Adoption Services Agreement (DSS-5113) when applicable.

- The Monthly Adoption Reporting Form (DSS-5320) must be emailed and password protected.

- To issue year-end distributions to eligible counties, all 100 counties must have turned in the final DSS-5320 by June 3, 2019.

- Submission of the Affidavit of Expenditures is no longer required.
Things to Remember – Private Child Placing Agencies

- Beginning January 1, 2019, all cases with pending adoptions will be transitioned to the revised Adoption Services Agreement (DSS-5113).

- Beginning January 1, 2019, all new cases opened for adoption services will utilize the revised DSS-5113.

- Collaborate timely with partnering child welfare agencies to transition to revised DSS-5113 when applicable.

- The Monthly Adoption Reporting & Payment Form (DSS-5320A) must be emailed and password protected.

- Monthly invoices with attached Adoption Services Agreements must be mailed.
Moving Forward

• Adoption Promotion Program Criteria and Guidelines will be incorporated into the Child Welfare Services policy manual.

• A follow up Question and Answer document, along with a recording of this webinar will be posted at the following address: https://www2.ncdhhs.gov/dss/training/childwelfare.htm

• The Department of Health and Human Services will continue to evaluate the APP to assess for further adjustments.
Questions?
Contact Information

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Permanency Coordinator
Kimberly.best@dhhs.nc.gov
919-527-6354