

## How-Do-I? Guide: Adoption

Outcomes	Decisions	Criteria
<ul style="list-style-type: none"> <li>Child safety</li> <li>Child and family well-being</li> <li>Permanency</li> <li>Appropriate type, level and intensity of services</li> </ul>	<ul style="list-style-type: none"> <li>Termination of parental rights</li> <li>Approval of resource family</li> <li>Specialized recruitment</li> <li>Approved adoption placement</li> <li>Approve adoption subsidy</li> <li>Approve finalization</li> <li>Approve dissolution</li> </ul>	<ul style="list-style-type: none"> <li>Child's needs and capacities</li> <li>Resource family's needs and capacity</li> <li>Legal status</li> </ul>

### Transitioning From Foster Care to Adoption

Policy	Procedure	Practice Guidance
<p><b>Foster Care Staff Responsibilities</b> 441 IAC 201.3(1)</p>	<p>When adoption is determined to be the permanency goal:</p> <ul style="list-style-type: none"> <li>Facilitate a permanency staffing to include the supervisor, adoption worker, and other designated staff as needed.</li> <li>Request a termination of parental rights (TPR) petition be filed.</li> <li>Complete the court report as required by the juvenile court and provide a copy to the adoption worker.</li> <li>Involve the adoption worker in any decision making from the time that adoption is determined to be the permanency goal.</li> <li>Notify the Adoption Unit when the TPR petition is filed.</li> <li>When the TPR order is received, arrange a final visit with the child and significant others in accordance with the <i>Family Case Plan</i>, form 470-3453.</li> </ul>	<p>Often the child's self identity is linked to the birth family history. The foster care worker may represent the only consistent link between the child's past and the future. Provide support to the child and maintain open and honest conversation about the decision to file a petition to terminate parental rights.</p> <p>Encourage the birth parent to share information regarding the child's heritage. This information will be used to complete the <i>Background Report, Part 1</i> and also to identify relatives who may be placement resources.</p>

Policy	Procedure	Practice Guidance
	<ul style="list-style-type: none"> <li>■ Provide the adoption worker with:               <ul style="list-style-type: none"> <li>• A copy of the current <i>Family Case Plan</i> including the <i>Background Report, Part 1</i>, form 470-3615,</li> <li>• The child’s birth certificate,</li> <li>• The TPR order,</li> <li>• All other reports that verify the child’s special needs, and</li> <li>• Other documents needed for the guardianship file.</li> </ul> </li> </ul>	<p>Begin to help the child preserve their identity and sense of self through preparation of the Life Book.</p> <p>Policy states that the child’s case should be transferred to an adoption worker within 45 days of the TPR; however evidence-based practice demonstrates that the adoption worker needs to be involved earlier. This allows the adoption worker to establish a relationship and support the child during this time of change.</p>
<p><b>Joint Responsibilities: Coordinating the Transition</b></p>	<p>The foster care and adoption workers will collaborate with each other to:</p> <ul style="list-style-type: none"> <li>■ Locate an adoptive placement (starting with interested relatives within the fourth degree of consanguinity).</li> <li>■ Complete the <i>Background Report, Part 2</i>, form 470-3698, within 30 days of termination of parental rights.</li> <li>■ Compile a guardianship and adoption file separate from the foster care service file.</li> <li>■ Arrange a selection staffing when potential adoptive homes are identified.</li> <li>■ Complete a joint visit within 45 days of the termination of parental rights.</li> <li>■ Discuss how a disruption will be handled.</li> </ul>	<p>The foster care and adoption workers must develop an effective partnership on behalf of the child to:</p> <ul style="list-style-type: none"> <li>■ Complete tasks mandated by law and policy.</li> <li>■ Support the understanding and needs of the birth parents.</li> <li>■ Complete a thorough assessment (<i>Background Report, Part 1</i>, form 470-3615, and <i>Part 2</i>, form 470-3698) of the child’s strengths and needs to facilitate the matching process.</li> <li>■ Prepare the prospective adoptive parents regarding the strengths and unique needs of the child.</li> <li>■ Ensure a smooth and congruent transfer of case responsibilities.</li> </ul>

Policy	Procedure	Practice Guidance
<b>Adoption Worker Responsibilities</b> Indian Child Welfare Act, 1978 Iowa Code section 232.119 441 IAC 203.1, 203.2	Initiate adoption worker responsibilities. If a placement was not available at the time of transfer to the Adoption Unit, continue efforts to locate an adoptive home: <ul style="list-style-type: none"> <li>■ Follow up on any potential resources identified by the foster care worker and continue the diligent search for relatives.</li> <li>■ Register the child on IAES immediately.</li> <li>■ Provide information to the statewide recruitment and retention contractor, to register the child on AdoptUsKids.</li> <li>■ Utilize other resources such as communication with other service areas and AdoptUsKids.</li> <li>■ For a Native American child, follow ICWA procedures.</li> </ul>	Expedite permanency for the child by beginning to plan for adoption as soon as the decision to file a petition to terminate parental rights is made. Early identification of documents and information needed for the <i>Background Report, Part 2</i> , will eliminate preventable delays in the adoption process. To facilitate timely permanence for the child, do not limit the search for a permanent home to Iowa families.

## Adoptive Family Application Process

Policy	Procedure	Practice Guidance
Initial Application Process <b>441 IAC 200.3, 200.4(1), 200.4(4)</b>	Refer people who contact the Department about adopting a special needs child to the statewide recruitment and retention contractor for orientation. <u>Contractor contact information:</u> Iowa KidsNet Customer Service Phone: 800-243-0756 E-mail: customer.service@iowakidsnet.com	The orientation provides an opportunity for prospective adoptive families to learn about the adoption process and the types of children that are waiting for placement, in a relaxed atmosphere. HHS' policy provides guidelines regarding characteristics of individuals and families who may be approved as adoptive families. These guidelines are meant to be applied flexibly and are not intended to exclude any particular family type.

## Adoptive Services

Policy	Procedure	Practice Guidance
<p><b>Adoptive Home Study/Family Assessment</b> 441 IAC 200.4(1), 200.4(4)</p>	<p>The statewide recruitment and retention contractor will complete the adoptive home study assessment on all applicants.</p> <ul style="list-style-type: none"> <li>■ Notify the statewide recruitment and retention contractor when preservice training (PS-MAPP) is waived for foster parents or relatives.</li> <li>■ Iowa KidsNet will send completed home studies to the Department's local office within 110 days of the date the applicant began preservice training.</li> <li>■ Department staff must inform the family of the approval or denial of approval on the <i>Adoption Notice of Decision</i>, form 470-0745.</li> <li>■ If denied approval, the family must be informed of their right to appeal and the procedure for doing so.</li> </ul>	<p>The adoptive home study is an assessment of a family to determine their strengths and parental attributes. The assessment process provides opportunity for the home study worker and the family to determine whether or not the family wishes to, or is able to, parent a child with special needs. The elements of the home study are:</p> <ul style="list-style-type: none"> <li>■ Child abuse and Department of Criminal Investigation record checks</li> <li>■ Preservice training (PS-MAPP)</li> <li>■ References</li> <li>■ Physicals</li> <li>■ A written report that summarizes the findings of the above items and evaluates the family's ability to parent a child with special needs</li> </ul> <p>Foster parents who have been caring for a foster child in their home for at least six months, and relatives who have cared for a related child for at least six months and who have been selected to adopt the child may have their participation in the Department's preservice training for foster parents or the designated adoption training waived by the service area manager or designee.</p>

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<p><b>Adoptive Home Study Updates</b> 441 IAC 200.4(1)</p>	<p>The recruitment and retention contractor will complete all home study updates.</p> <p>The home study update should be submitted to the Department at least 45 days before the expiration of the home study approval date.</p>	<p>Adoptive home studies are valid for one year. A child cannot be placed in a home unless the family has a current home study.</p> <p>Completing the home study updates in a timely manner ensures that there is a pool of families ready to accept waiting children into their homes.</p> <p>Home study updates include:</p> <ul style="list-style-type: none"> <li>■ Child abuse and Division of Criminal Investigation record checks.</li> <li>■ A minimum of one face-to-face contact with the family.</li> </ul> <p>A written report that summarizes the findings of the above items and evaluates the family's ability to parent a child with special needs.</p>
<p><b>Preparing the Child</b> 441 IAC 200.4(2)</p>	<p>Prepare any child who has the concept of a birth parent for adoption:</p> <ul style="list-style-type: none"> <li>■ Help record the child's story in the development of the Life Book.</li> <li>■ Provide counseling regarding separation, loss, and grief issues, and adjustment to an adoptive family.</li> <li>■ Identify and make available support groups that might be utilized by an older child.</li> </ul> <p>Child preparation activities may be provided by the service area family safety, risk, and permanency services contractors.</p>	<p>The adoption worker is responsible for preparing the child to transition into an adoptive placement. It is important that the transition from foster care to the adoption worker is a well coordinated and congruent process for the child.</p> <p>To provide the child with emotional support throughout the process, the adoption worker must work to engage the child in a trusting relationship.</p>

Policy	Procedure	Practice Guidance
<p><b>Preparing the Adoptive Family</b> 441 IAC 200.4(4)</p>	<p>Provide the adoptive family with background information regarding the child:</p> <ul style="list-style-type: none"> <li>■ <i>Background Report, Part 1</i>, form 470-3615, and <i>Part 2</i>, form 470-3698</li> <li>■ The child’s and family’s medical history</li> <li>■ Child’s psychological and psychiatric reports</li> <li>■ Child’s educational reports (I.E.P., school staffing reports, report cards)</li> <li>■ Child’s picture</li> <li>■ Child’s Life Book</li> <li>■ Information about the child’s legal status, including appeals</li> </ul> <p>Explain the available subsidized adoption benefits and community resources that may be helpful.</p>	<p>Adoptive parents must be provided the opportunity to ask questions about the child and the placement process. They need to understand that the placement will be a gradual process and that this is intended to give the child and family sufficient time to reflect on and become comfortable with the decision.</p> <p>Discuss with the family the impact that adding the child may have on current family members, as well as, the child’s reaction to the TPR and problems that may stem from the child’s experiences of separation, loss, grief, and anger.</p>
<p><b>Selecting the Adoptive Family</b> MEPA of 1984; IEP of 1996 441 IAC 200.3(1), 200.4(3)</p>	<p>Before preplacement visits, conduct a selection staffing including a minimum of two social workers and a supervisor to review approved families to facilitate the matching of a specific family’s parenting strengths to the child’s special needs.</p>	<p>When making a placement selection:</p> <ul style="list-style-type: none"> <li>■ Give preference to placing siblings together.</li> <li>■ Give preference to relatives and foster parents.</li> <li>■ Race, color or national origin may not be routinely considered in placement selections.</li> </ul>

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<p><b>Preplacement Activities</b> 441 IAC 200.4(5), 200.4(6)</p>	<p>Conduct preplacement activities:</p> <ul style="list-style-type: none"> <li>■ Arrange a meeting between the family, the child’s worker, and the family’s worker for the sharing of information from all perspectives.</li> <li>■ Determine the number and schedule preplacement visits with the child.</li> <li>■ Exchange additional information between the child and family, including pictures.</li> <li>■ Ensure that the following forms are completed: <ul style="list-style-type: none"> <li>• Form 470-0761, <i>Agreement of Placement for Adoption</i>,</li> <li>• Form 470-0744, <i>Application for Subsidy</i>, and</li> <li>• Form 470-0749, <i>Adoption Subsidy Agreement</i>, or form 470-0762, <i>Agreement to Future Adoption Subsidy</i>.</li> </ul> </li> <li>■ Ensure that the family has access to the booklet, “Navigating Iowa’s Adoption Subsidy Program.”</li> <li>■ Follow ICPC procedures for out of state placements.</li> </ul>	<p>Adoptive families should be offered the opportunity to learn as much as possible about the child, and to discuss their feelings about the child and the impending placement.</p> <p>Adoptive parents have the right to complete information about the child they are looking to adopt. Information about the child’s background, health, and behaviors must be openly shared with the adoptive parents.</p> <p>Adoptive parents should be provided with information regarding community resources that can help address the child’s special needs, supports available through the adoption subsidy program.</p> <p>When sharing background information with the adoptive parents, information regarding birth parents must be de-identified.</p>

<p><b>Placement and Post-placement Activities</b> 441 IAC 200.4(7), 200.12</p>	<p>When the child is placed in an adoptive home, provide supervision, support, and crisis intervention:</p> <ul style="list-style-type: none"> <li>■ Visit the child in the adoptive family’s home as often as needed, monthly at a minimum.</li> <li>■ Complete supervisory reports based on observations after each home visit, using the <i>Supervisory Report</i>, form 470-0773.</li> </ul> <p>Prepare a final written court report summarizing the child and family’s adjustment and recommending whether the adoption should be finalized:</p> <ul style="list-style-type: none"> <li>■ Submit the report to the court before the hearing to consider granting a decree of adoption. Complete the <i>Adoption Report to the Court</i>, form 470-3355, or use the format designated by your service area or the court.</li> </ul> <p>When the final report is written, advise the family to select an attorney to complete the adoption.</p> <p>If the Department decides that a child needs to be removed from a pre-adoptive home, send the family a <i>Letter of Removal</i>, form 470-3018, before the removal of the child. Removal of a child from a pre-adoptive home is not appealable.</p>	<p>Placement and post-placement services continue until the adoption is finalized, and include activities necessary to plan and carry out the placement of a child or children into the adoptive home. These services will focus on the following areas:</p> <ul style="list-style-type: none"> <li>■ Supervision of the adoptive placement and crisis intervention as needed</li> <li>■ Completion of court reports regarding the placement</li> <li>■ Support for the child’s social and emotional adjustment</li> <li>■ Counseling with the family regarding methods of dealing with testing behaviors and discipline</li> <li>■ Behavioral evidence of the degree of bonding that is taking and the degree to which the child is becoming a permanent member of the family</li> <li>■ The recruitment and retention contractor is available to provide ongoing support, crisis intervention, and assistance with behavioral intervention to all resource families that provide pre-adoption services to strengthen placements and prevent disruptions</li> <li>■ The service area family safety, risk, and permanency contractors may also provide preplacement and placement services</li> </ul>
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## Finalizing the Adoption

Policy	Procedure	Practice Guidance
<p><b>Proceeding With Finalization of the Adoption</b> 441 IAC 200.13(600)</p>	<p>Proceed with finalization of adoption when the supervised period of the adoption placement is completed:</p> <ul style="list-style-type: none"> <li>■ Submit a recommendation for completion of the adoption to the service area administrator.</li> <li>■ The service area administrator or designee will sign the <i>Consent to Adopt</i>, form 470-0775, and forward it to the family's attorney.</li> <li>■ Upon receipt of the <i>Consent to Adopt</i>, the attorney will file a petition to adopt.</li> <li>■ If the family has applied for an adoption subsidy, ensure that the petition contains statements indicating:               <ul style="list-style-type: none"> <li>• The child meets the definition of a special needs child and</li> <li>• The family may need a subsidy now or in the future to meet the child's needs.</li> </ul> </li> <li>■ Before adoption finalization, negotiate the <i>Adoption Subsidy Agreement</i>, form 470-0749, with the family.</li> <li>■ Within three days after the petition is received from the attorney, complete the <i>Adoption IV-E Checklist</i>, form 470-4075.</li> <li>■ Upon receipt of the petition to adopt, the court will issue an order requesting an investigation and will set a hearing date.</li> <li>■ The agency ordered to complete the investigation (usually the Department) will complete the <i>Adoption Report to the Court</i>, form 470-3355, before the hearing.</li> <li>■ After the hearing, the court will issue a decree of adoption and provide a copy to the adoptive parents.</li> <li>■ The attorney then prepares an abstract of the adoption which is sent by the court clerk to the Bureau of Vital Statistics in the Department of Public Health.</li> </ul>	<p>Communication and timely follow-through on tasks is essential to ensuring that the adoption finalization proceeds in a timely manner.</p> <p>The <i>Consent to Adopt</i> form notifies the court that the Department has agreed to the adoptive placement and enables the family's attorney to proceed with the adoption petition.</p> <p>Adoption subsidies are available to all special needs children regardless of IV-E eligibility.</p> <p>If the adoptive family has applied for an adoption subsidy, the petition to adopt must include a statement indicating that the child meets the definition of a special child and that the family may need a subsidy now or in the future to meet the child's needs.</p> <p>The Department may rescind a <i>Consent to Adopt</i> by signing form 470-2990, <i>Rescinding the Consent to Adoption</i>, and submitting the document to the juvenile court for any of the following reasons:</p> <ul style="list-style-type: none"> <li>■ At the request of the adoptive family</li> <li>■ A founded child abuse report, or accusation of child abuse, pending determination of the report</li> </ul>

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	<ul style="list-style-type: none"> <li>■ The juvenile court maintains jurisdiction of an adoption case until finalization. When finalization occurs, inform the juvenile court to ensure that the court case is closed. Also notify the child’s guardian about the child’s adoption status.</li> <li>■ After the adoption is finalized, follow all procedures for closing a Department case.</li> </ul>	<ul style="list-style-type: none"> <li>■ Conviction of a crime, or accusation of a crime, pending court decision regarding the crime</li> <li>■ At the request of the child who is aged 14 or over who has reversed the decision regarding adoption</li> <li>■ Other indications verified by you and reviewed by your supervisor that the adoption is not in the best interest of the child</li> </ul>

## Eligibility Determinations

Policy	Procedure	Practice Guidance
<p><b>Eligibility Determination for Adoption Subsidy</b></p>	<p>Determine whether the child meets the special needs criteria.</p> <p>Review and process applications for adoption subsidy as soon as possible, but reach a decision regarding disposition no later than 30 days after the date of application.</p>	<p>Because subsidies must be approved prior to finalization, it is important that families apply for subsidies before the adoption is finalized.</p> <p>It is critical that the worker obtain documentation from licensed professionals of the child’s special needs, in order for subsidies to be approved.</p>
<p><b>Eligibility Determination for IV-E</b></p>	<p>Determine eligibility for federal adoption assistance under Title IV-E of the Social Security Act for all children adopted with a subsidy:</p> <ul style="list-style-type: none"> <li>■ Complete form 470-4075, <i>Adoption IV-E Checklist</i>, and send it with the required documentation to the IV-E Eligibility Unit for processing.</li> <li>■ FACS Report S472N111-01, <i>Foster Care and/or Subsidized Adoption Information Exchange</i>, provides IM workers with information that is needed to determine IV-E eligibility for children in adoption assistance.</li> </ul>	<p>Title IV-E funding is used to fund the adoption program, therefore, it is important to accurately determine each child’s IV-E status.</p>

## Adoption Subsidies

Policy	Procedure	Practice Guidance
<p><b>Application for Subsidy</b></p>	<p>Accept applications for adoption subsidy any time prior to finalization of the adoption:</p> <ul style="list-style-type: none"> <li>■ Advise the family to complete form 470-0744, <i>Application for Subsidy</i>.</li> <li>■ If the family indicates no need for subsidy, the family need not apply. If a need for subsidy in the future is of concern and the child as been determined by a qualified professional to be at high risk of developing a special need, the family should complete form 470-0762, <i>Agreement to Future Adoption Subsidy</i>.</li> <li>■ Within 30 days of receipt of the application, determine whether a child meets eligibility requirements.</li> <li>■ Negotiate the subsidy agreement using the <i>Adoption Subsidy Agreement</i>, form 470-0749.</li> <li>■ If the application is denied, provide an <i>Adoption Notice of Decision</i>, form 470-0745, to the applicant within 30 days of the date of application.</li> </ul>	<p>The Department shall provide an adoption subsidy as a direct service primarily to children who are under the guardianship of the Department or a licensed child placing agency in Iowa. The Department is responsible for:</p> <ul style="list-style-type: none"> <li>■ Determining the child’s eligibility based on the documentation of special needs.</li> <li>■ Determining the type of subsidy.</li> <li>■ Negotiating the amount of maintenance subsidy with the adoptive parents.</li> <li>■ Reviewing the family’s circumstances and need for subsidy at the family’s request.</li> </ul>
<p><b>Subsidy Payments</b></p>	<p>Monthly maintenance payments:</p> <ul style="list-style-type: none"> <li>■ Base the negotiated amount of maintenance subsidy on the circumstances of the family.</li> <li>■ Negotiate a special care maintenance allowance for children with physical, mental, or emotional problems, up to \$5 per day above the maximum basic daily rate to assist in providing the extra care associated with the child’s special needs.</li> <li>■ Negotiate a special maintenance allowance of up to \$10 per day above maximum basic daily rate when the child was receiving that amount in family foster care at the time of the adoptive placement and the family demonstrates that this amount continues to be needed.</li> </ul>	<p>When the family has been selected, the worker should provide the prospective adoptive family with a clear understanding of the adoption subsidy program and what is available to support the family and the placement. This information is included in the booklet, “Navigating Iowa’s Adoption Subsidy Program.”</p> <p>The worker must <b>negotiate</b> with the family the amount and kind of subsidy that the child is eligible to receive and the family believes they will need in order to maintain the placement.</p>

Policy	Procedure	Practice Guidance
	<ul style="list-style-type: none"> <li>■ Negotiate a special maintenance allowance of up to \$15 per day above maximum basic daily rate when the child was receiving that amount in family foster care at the time of the adoptive placement and the family demonstrates that this amount continues to be needed.</li> <li>■ If the child resided in group care at the time of the adoptive placement, the child shall receive a special care allowance up to the rate the child would have been eligible for in family foster care.</li> </ul> <p>Special services subsidy:</p> <ul style="list-style-type: none"> <li>■ Establish the need for special services by assessing the needs of the child as documented in the child’s case record, as well as the family’s stated need for special services to maintain the placement.</li> <li>■ Pay only allowable special services not covered under Medicaid through the FACS System on the Special Issuance screen. The family must provide verification of payment for all special service payments paid directly to the family or to a provider.</li> <li>■ Obtain approval from the adoption program manager for any single special service and any special service delivered over a 12-month period costing \$500 or more.</li> </ul>	<p>During the negotiation process, the determination of the rate of subsidy should be made after consideration of the:</p> <ul style="list-style-type: none"> <li>■ Child’s special needs,</li> <li>■ Resources needed to address those special needs,</li> <li>■ Family’s resources (i.e., financial, medical resources),</li> <li>■ Child’s unearned income, and</li> <li>■ Community resources available to the child and family.</li> </ul> <p>The worker should discuss with the family what special services the family will need to meet the child’s special needs, and those services should be included in the <i>Adoption Subsidy Agreement</i>, form 470-0749.</p>
<p><b>Medical Assistance</b></p>	<p>Submit to the IV-E IM worker FACS Report S472N111-01, <i>Foster Care and/or Subsidized Adoption Information Exchange</i>, to provide the IM worker the information needed to determine Medicaid eligibility for children receiving adoption assistance.</p> <p>Upon receiving the information from the IM worker, indicate the child’s IV-E Medicaid status on the <i>Adoption Subsidy Agreement</i>, form 470-0749.</p> <p>When the adoption is finalized, advise the family to complete a new Medicaid application using the child’s adoptive name.</p>	<p>The Department provides Medicaid to all children in presubsidy and subsidized adoption placements for whom the Department has some financial responsibility.</p> <p>When adoptive families move to another state refer the Interstate Compact of Medical Assistance (ICAMA) procedures.</p>

Policy	Procedure	Practice Guidance
	<p>The family's health insurance must be used before expenditure of state or federal funds. Special Subsidy Services may reimburse the family for the cost of an additional premium to add the child to the family health insurance coverage group.</p>	

## Ongoing Case Responsibilities

Policy	Procedure	Practice Guidance
<p><b>Case Review</b></p>	<p>The <i>Adoption Subsidy Agreement</i>, form 470-0749, is a contract between the Department and the family. It is in effect until reviewed and replaced by a new agreement, or until terminated.</p> <ul style="list-style-type: none"> <li>■ If the adoptive parents have divorced or separated, use the circumstances of the custodial parent to negotiate the subsidy.</li> <li>■ Review the subsidy agreement when the child reached the age of 17½ to determine whether the child is eligible to receive a subsidy through age 21 due to a physical or mental disability. Complete the <i>Adoption IV-E Checklist</i>, form 470-4075, to determine if the child remains eligible for the subsidy through age 21.</li> <li>■ When the family requests a review of the subsidy agreement, negotiate the subsidy based on family circumstances and the needs of the child. Based on the negotiation, complete a new <i>Adoption Subsidy Agreement</i>, form 470-0749. Send an <i>Adoption Notice of Decision</i>, form 470-0745, and a copy of form 470-0749 to the family.</li> </ul>	<p>An adoptive family may request a review of the subsidy agreement whenever there is a change in the family's circumstances. The family has the responsibility to report changes regarding the special needs of the child and changes in the family's circumstances that affect the family's ability to meet the needs of the child.</p> <p>Once a subsidy agreement has been finalized, it cannot be modified by the Department without the consent of the adoptive parent.</p> <p>For additional information refer to <a href="#">18-F(1)</a>:</p> <ul style="list-style-type: none"> <li>■ Termination of Subsidy and</li> <li>■ Reinstatement of Subsidy.</li> </ul>

Policy	Procedure	Practice Guidance
<p><b>Transfer of Cases</b></p>	<p>When a family moves out of state, the Iowa worker shall continue to be responsible for the adoption subsidy.</p> <p>Observe the following guidelines unless the areas involved agree to an exception:</p> <ul style="list-style-type: none"> <li>■ When a child is placed in another service area for adoption, or a family moves to another service area during the adoption process, the placing area retains subsidy case responsibility until the presubsidy and subsidy agreements are completed.</li> <li>■ When a child is placed in an out-of-state adoptive home, or the adoptive family moves out of state during the adoption process, the placing service area retains responsibility for provision of subsidized adoption services.</li> <li>■ When a family moves to another service area after an adoption is finalized, transfer case responsibility to the new area.</li> </ul> <p>When responsibility for a subsidy case changes from one service area to another, submit form 470-3003, <i>Transfer of Subsidized Adoption Case</i>, to the service area manager in the receiving area, along with the entire subsidy case record with the transmittal form.</p> <p>Notify the family of the transfer of the case, the change of workers, and the reason for the change by the worker transferring the case.</p>	<p>Responsibility for a subsidy case may change when a family lives or moves out of a Department service area, but it is not automatic.</p> <p>The transfer shall be determined by factors such as the family's location, the timing of a move in relation to the adoption process, and case responsibility for the child.</p> <p>If the placement is at risk, consider retaining the placing worker until problems are stabilized or resolved.</p> <p>If the family requests the placing worker retain the case responsibility until the adoption is finalized in a short time, it may be in the best interest of the child to do so.</p>