

## Adoptive Parent Information Sheet

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### A. DCS CEU Contact Information

The contact information for the Indiana Department of Child Services (DCS), Central Eligibility Unit (CEU) is:

- Address: 100 N. Senate Ave., IGCN Rm. N848, MS48, Indianapolis, IN 46204
- Phone number: 1-877-265-0086
- Fax number: (317) 234-454
- Email: [Centralized.Eligibility@dcs.in.gov](mailto:Centralized.Eligibility@dcs.in.gov)

### B. Adoption Subsidy Payments

#### What do I need to do to begin receiving adoption subsidy payments?

Once the adoption is finalized several documents need to be sent to the Central Eligibility Unit (CEU) before payments can begin:

- Signed adoption agreement** (all pages)
- Adoption Decree**
- State Vendor Forms:** *These forms are only required if the vendor has never been set up for direct deposit, or has not received payments from DCS within the last 2 years; Both forms must be submitted if you need set up for direct deposit.*
  - Automated Direct Deposit Authorization Agreement (SF 47551)
    - A non-altered voided check must be attached to the form, or the Financial Institution section completed by your bank.
    - Must be signed and dated in Section 3
    - An original signature is not necessary on the copy submitted to CEU
  - W-9: Request for Taxpayer Identification and Certification Number
    - Must be signed and dated in Part II: Certification on p.1
    - An original signature is not necessary on the copy submitted to CEU

Please send the fully completed forms to CEU (*See Section A for CEU's contact information*). It is important that these forms are filled out completely and accurately; not doing so could prevent processing and a delay in receipt of payment. Should you have any questions regarding the completion or submittal of these forms please contact CEU.

#### How do I get paid for Non-Recurring Adoption Expenses (NRAE)?

If an attorney assisted with the adoption, he/she typically provides a claim to DCS to cover the allowable adoption expenses. If you did not have an attorney, or you paid the attorney and will be claiming the NRAE (e.g. court costs and other one-time expenses related to finalizing the adoption), request the 'CEU

NRAE and NRE Checklist' from CEU to get additional information on what documentation needs to be submitted.

### **When do payments begin?**

Payments will begin once the required documentation is submitted to and reviewed by CEU. The first payment will be retroactive to the date the judge signed the adoption decree.

### **When are payments deposited into my account each month?**

The adoption subsidy is deposited within the first seven (7) business days of the month. The payment you receive is based on the number of days in the month times the daily per diem amount stated in the adoption agreement. As a result, the amount you are paid each month will vary based on the number of days in the month (*for example, the amount received in February will be lower than what is received in months with more total days*).

### **For how long do I receive payments?**

Unless otherwise determined by DCS CEU, all periodic payments provided under an adoption assistance agreement shall cease when one of the following occurs (*See Section D for information on how to report changes related to the below items.*):

- The child turns 18 years of age
- The child is emancipated
- The adoptive parent(s) is no longer legally responsible for supporting the child
- The adoptive parent(s) is no longer providing financial support for the child;
- The child is married
- The adoptive parent(s) or the child dies
- The child's adoption is terminated
- The child is on active duty in the United States armed services or National Guard for more than 30 consecutive calendar days in a calendar year
- The adoptive parent(s) requests termination of the periodic payment
- The adoptive child no longer meets the criteria for the continuation of adoption assistance periodic payments

### **What if my child is eligible for Supplemental Security Insurance (SSI) payments?**

If your child was eligible for SSI prior to the adoption, you must contact the Social Security Administration (SSA) to request his/her eligibility for SSI be re-determined. The new determination will be based on the adoptive family's household income and resources. If the child remains eligible for SSI after the adoption, the child's SSI payment may be reduced due to the receipt of the adoption subsidy.

## C. Medicaid

### How does my child get his Medicaid activated?

Once CEU receives the adoption decree and signed adoption subsidy agreement the DCS Medicaid Enrollment Unit (MEU) will be notified to open the child's Medicaid.

### How do I know what Medicaid plan my child has?

If you do not know which Medicaid plan your child has, contact the Medicaid Enrollment Broker at 1-866-963-7383. If after contacting the Enrollment Broker, you have remaining questions or are not able to identify the child's Medicaid plan or medical provider, contact CEU.

### How do I contact the child's Medicaid plan?

If you need to contact a child's Medicaid plan with a question or to verify his/her medical provider, refer to the contact information on the Indiana Medicaid website:

<http://member.indianamedicaid.com/resource-center/contact-us.aspx>

### What happens if I take my child to the doctor and his/her Medicaid is not active?

If a medical provider informs you the child's Medicaid is not active or there is an issue with the Medicaid, notify CEU. Do not contact the Medicaid agency directly.

### If the pharmacy tells me the child's Medicaid is not active, what should I do?

Ask the pharmacist if he/she checked the Medicaid eligibility system to verify the child's eligibility. If the pharmacy checked the eligibility system and there is still an issue, ask the child's Medicaid plan to call the pharmacy to confirm the child's eligibility. If the child has traditional Medicaid, call OptumRx at 1-855-577-6317. If the child has Hoosier Care Connect, contact the child's Managed Care Entity (MCE). If the Medicaid plan states the child's Medicaid is not active, contact CEU.

## D. Reporting Changes or Modifying the Agreement

### What changes do I need to report to CEU?

You are required to promptly notify DCS CEU, in writing, within 10 days of any change that affects the adoption agreement, including but not limited to any one or more the following:

- Change of address
- The adoptive child:
  - Receives a new Social Security number
  - Moves out of the home of the adoptive parent(s)
  - Is placed outside the home in another home or residential facility
  - Gets married
  - Is no longer attending school
  - Receives notice of a call to active duty in the United States Armed Services or National Guard

- Has new health insurance coverage
- Is no longer employed or participating in a program or activity designed to promote, or remove barriers to employment *(if applicable to the type of the adoption agreement for children whose subsidy continues after age 18)*
- The adoptive parent(s) are no longer legally responsible for care, supervision, or support of the child
- The adoptive child or parent dies
- There are any other changes in the family or the family’s circumstances which would render the child ineligible or would require renegotiation or amendment to payment amount or other terms of the agreement

Notification of changes should be mailed to CEU *(See Section A for CEU’s contact information)*.

**What happens if I don’t report the changes?**

If you fail to notify CEU within 30 calendar days of the occurrence of a change that may impact your adoption subsidy amount, DCS may require the adoptive parent(s) to refund to DCS any payments received for any month after the date of the occurrence.

**If my child gets a new Social Security Number following the adoption, do I need to report this to CEU?**

Yes. If your child receives a new Social Security Number, contact CEU. A Social Security Number is required for Medicaid eligibility. If a child’s Social Security Number does not match the Social Security Administration’s information, there may be an impact on the child’s Medicaid.

**What if my address, email address, or bank account information changes?**

Completion of the State Vendor forms are required if the following information has changed: address, email address, or banking information.

Automated Direct Deposit Authorization Agreement (SF 47551)

- A non-altered voided check must be attached to the form, or the Financial Institution section completed by your bank.
- Must be signed and dated in Section 3
- An original signature is not necessary on the copy submitted to CEU

W-9: Request for Taxpayer Identification and Certification Number

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Please send the fully completed forms to CEU. It is important that these forms are filled out completely and accurately; not doing so could prevent processing and a delay in receipt of payment. Should you have any questions regarding the completion or submittal of these forms please contact CEU.

We strongly suggest that an old banking account remain open until you confirm with CEU that the bank account information has been updated in the vendor system. Closing an account before verifying that the new account information has been entered, may delay payment. If the adoption subsidy payment is

returned to DCS, it is held until the new account information is entered in the system. DCS does not have the authority to issue a paper check in any situation.

**What if I move to another state?**

Contact CEU as soon as you know the date you will be moving to another state and have a valid address for where you will be residing. CEU will work with the Interstate Compact on Adoption and Medical Assistance (ICAMA) to have your child's Medicaid set up in your new state of residence. Do not contact ICAMA or the Medicaid agency in the other state directly.

**What happens if I don't report the changes?**

If you fail to notify CEU within 30 calendar days of the occurrence of a change that may impact your adoption subsidy amount, DCS may require the adoptive parent(s) to refund to DCS any payments received for any month after the date of the occurrence.

**What if I am no longer providing legal or financial support to my child?**

Please refer to DCS policy *Chapter 14 Adoption, Section 10: Continuations, Terminations, and Suspensions of Adoption Assistance Periodic Payments*

**What happens to the subsidy payment if my child goes back into foster care or a probation placement?**

Please refer to DCS policy *Chapter 14 Adoption, Section 09: Modification of an Adoption Assistance Agreement*

**Do I need to provide any documentation to CEU to verify the child continues to be eligible for adoption subsidy until age 18?**

All parents that have entered into adoption assistance agreements shall submit a fully completed Adoption Program Status Report periodically, at the request of CEU, to verify that the child remains eligible for assistance. The Adoption Program Status Report shall be submitted to CEU by the due date listed on the report. Failure to submit an Adoption Program Status Report timely may be grounds for suspension or termination of payments under a State Adoption Subsidy (SAS)/ County Adoption Subsidy (CAS) agreement. SAS/CAS payments will not resume until the requested Adoption Program Status Report has been submitted, reviewed, and approved by DCS.

**How do I request a modification to the subsidy amount in the agreement if my circumstances, or the circumstances of the child have changed?**

Adoption subsidies are paid at the same rate stated in the adoption agreement. The adoption subsidy does not change based on 'cost of living' increases. If you need to request the amount of the adoption subsidy be modified, complete a Request for Modification of Adoption Assistance Agreement Form (SF56660).

The following documents should be submitted to the DCS local office:

- Request for Modification of Adoption Assistance Agreement Form (SF 56660)
- Detailed explanation of the change in circumstances for the child or family that was not known or anticipated at the time the current periodic payment was negotiated

Note: An Adoption Assistance Agreement may not be modified more than once in a consecutive 12 month period.

## E. Continuation of Adoption Subsidy at Age 18

### **What happens to the subsidy payments when my child turns age 18?**

Adoption payments are not automatically continued when the child turns 18 years of age, but may be available upon application and demonstration of certain eligibility criteria.

### **What are the eligibility requirements for continuation of subsidy payments and Medicaid?**

A completed 'Application for Continuation of Adoption Agreement (Beyond age 18)', along with the required supporting documentation must be submitted to CEU prior to the child's 18<sup>th</sup> birthday. The instructions on the application will specifically state the documentation that should be submitted with the application, depending on the type of adoption subsidy. This documentation will be reviewed by CEU and the adoption subsidy payment (and Medicaid) will be continued only if the child meets the eligibility criteria. CEU will send you a notice indicating whether the child is eligible for continuation. If the child's found eligible for payments to continue, his/her Medicaid will also continue.

Note: If the application is received after the month of the child's 18<sup>th</sup> birthday, he/she is no longer eligible for an adoption subsidy.

### **If my child is still in high school at age 18 will the subsidy payments and Medicaid continue?**

School enrollment is only an eligibility criteria for children with a State Adoption Subsidy (SAS) or County Adoption Subsidy (CAS) agreement. Children with a Title IV-E Adoption Assistance Agreement (AAP) are only eligible for continuation based on school enrollment if their adoption finalized at age 16 or 17. If you have questions regarding the type of adoption agreement your child has and what the specific eligibility criteria are, contact CEU.

### **How long will the adoption subsidy payments continue if the child is approved to receive payments after age 18?**

The notification stating whether your child is eligible for continuation of the adoption agreement will state when the child's payments (and Medicaid) will end. Depending on the type of agreement, this will be either the day before the child's 20<sup>th</sup> or 21<sup>st</sup> birthday. Sixty (60) days prior to the child's 20<sup>th</sup> or 21<sup>st</sup> birthday, as appropriate, CEU will send you a notification to alert you that the periodic payments and Medicaid will end.