

**Department of Child Services (DCS)
Adoption Assistance Program (AAP) and
State Adoption Subsidy (SAS) Forms**

The following forms shall be used with the **Indiana Adoption Program Administrative Letter** that was released on December 5, 2008. As of **January 1, 2009**, only the forms attached to this email are to be used in all DCS adoption cases. Other forms available on ICWIS, the State Forms database, and in DCS local offices are **no longer to be used**. Use of any forms other than those contained in this email may delay the adoption process.

The forms are as follows:

1. **Indiana Adoption Program Request for Pre-Determination of Eligibility:**
This form should be filled out by the Family Case Manager (FCM) for each foster child that becomes eligible for adoption. It should be submitted to the Central Eligibility Unit (CEU) when the child becomes eligible for adoption. (It is available on ICWIS and may be faxed or emailed to CEU).
2. **Explanation of Indiana Adoption Program (AAP & SAS) and Background Information:** The FCM must review this form with each pre-adoptive parent when they meet with them to discuss the Indiana Adoption Program Eligibility Pre-Determination Letter. The FCM must obtain the pre-adoptive parent's signature on the form. The FCM should place the original signed form in the child's local office case file and a copy in the child's local office adoption file.
3. **Indiana Adoption Program Application:** This form is to be completed by the adoptive parent(s) within 30 days of the date they file their petition for adoption and it should be sent to the child's FCM. The FCM will review it and forward it to CEU. CEU's fax number is (317) 234-4547.
4. **Request for Administrative Review:** This form should be used if adoptive parent(s) wish to challenge a decision made by the CEU regarding eligibility.
5. **Request for Administrative Hearing:** This form will be sent to adoptive parent(s) with the Notice of Final Administrative Review Decision and Right to Administrative Appeal by DCS Central Office Staff.
6. **Adoption Program Status Report:** This form will be sent annually to all adoptive families by DCS Central Office. Families will be required to complete and return the Adoption Program Status Report to Central Office on or before July 1st of each year.
7. **Application for Continuation of Adoption Assistance (Beyond Age 18):**
Adoptive parent(s) should complete this form if their child is eligible and they wish to apply for a continuation of adoption assistance or Medicaid services beyond age 18 (must be submitted 30 days prior to the child's 18th birthday).

We encourage you to carefully review these forms. If you have any questions about the program please contact the Field Operations Division at FieldOps@dcs.in.gov