

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 14: Guardianship and Adoption Section 11: Administrative Review for Adoption Assistance	
	Effective Date: January 1, 2026	Version: 5

POLICY OVERVIEW

A Prospective adoptive parent may ask for an administrative review if they disagree with a decision about Adoption Assistance or Non-Recurring Adoption Expenses (NRAE).

POLICY STATEMENT

The Indiana Department of Child Services (DCS) will review requests for an administrative review when a prospective adoptive parent disagrees with a decision made under policies:

- [10.15](#)
- [14.08](#)
- [14.10](#)

A written request must be sent to DCS withing 15 calendar days after the parent gets notice by mail or hand delivery of any of the following:

- Final Adoption Program Eligibility Determination
- Final offer letter for periodic payments
- NRAE payment amount decision
- Denial of a request to change payment terms
- Denial of continuation past age 18
- Termination or suspension of the agreement (except for the child's age, death, or end of legal relationship)

DCS will not review:

- Requests to change the format or wording of the agreement form
- Decisions about percentage cuts in State Adoption Subsidy (SAS) payments
- Other decisions not listed in this policy

LEGAL REFERENCES

- [IC 31-19-26.5 Adoption Subsidies](#)
- [42 USC 673 Adoption and guardianship assistance program](#)
- [465 IAC 3 Administrative Reviews and Hearings](#)
- [465 IAC 4 Indiana Adoption Assistance and Guardianship Assistance Programs](#)