

## Questions?

Contact CEU Toll Free at  
1-877-265-0086 or email  
[Centralized.Eligibility@dcs.IN.gov](mailto:Centralized.Eligibility@dcs.IN.gov)

### REMINDERS:

- Adoption Subsidy applications (*available on IARA site*) must be signed and dated by the prospective adoptive parents and the FCM.
- The signature date on the application should be within 60 days of the date the application is submitted to CEU.
- Documentation for 'Cannot or Should Not Return Home' must be submitted for the child's mother and all identified and unknown fathers.
- Qualified letters or Granted Waiver letters must be submitted for all adoptive household members 18 years and older; letters must be dated within 1 year of the parents' signature date on the application.
- All possible/named fathers must be listed in MaGIK until DNA results identify or exclude them as the father.

2019

# Adoption Assistance Eligibility

## Fact Sheet



### Did You Know?

- ✓ The Central Eligibility Unit (CEU) has 45 days to complete an eligibility determination, once all necessary information is received.
- ✓ CEU will attempt to prioritize cases with scheduled hearing dates; please notify CEU as soon as a hearing date is known.
- ✓ Eligibility will not be processed until all requested documentation, including the CEU Adoption Assistance Eligibility Checklist, is received. If required documentation is missing at the time of submission, CEU will return the application to the FCM unprocessed.
- ✓ If CEU has questions or needs additional documentation once the application is under review, CEU will request documentation 2 times within a two week period before determining the case ineligible due to missing documentation:
  - 1<sup>st</sup> email request: to the FCM and Supervisor
  - 2<sup>nd</sup> email request: to the FCM, Supervisor and CEU Management (*Asst. Deputy Director of Client Eligibility and Enrollment and CEU Supervisor*)
- ✓ If a child is determined ineligible for adoption assistance and circumstances change, or missing information is now available, the FCM can submit a new application for an updated determination.

### MaGIK Tips

- ❖ CEU does not receive a notification from MaGIK when Adoption Applications or Pre-Adopt plans are completed; the FCM must email, mail, or fax the application and supporting documents to CEU in order for a case to be processed.
- ❖ The Pre-Adoption Plan must be created prior to submitting an Adoption Subsidy application for a determination.
- ❖ To facilitate the determination, all court orders (including the removal and TPR orders) should be uploaded to the applicable court hearing in MaGIK.
- ❖ The child's household in MaGIK should always reflect the household composition on the day of removal, not the child's current placement.
- ❖ When an adoptive child is removed from his/her adoptive family, the new foster care case should include the adoptive child ID as a focus child; NOT their biological name/ID.
- ❖ Only one relationship between two individuals in MaGIK should be listed.
- ❖ At the time the adoption finalizes, scan and upload into the Case History in MaGIK all signed Adoption Subsidy Agreements and the Adoption Decree. If possible, upload the agreements and decree for older cases prior to archiving the case. Notify CEU when the documentation has been uploaded to MaGIK.