



DEPARTMENT OF SOCIAL SERVICES
CHILDRENS DIVISION
ADOPTION SUBSIDY AGREEMENT

FOR STATE OFFICE USE ONLY	
CONTACT NUMBER	DEPT'L VENDOR NO.

The Children's Division, Department of Social Services, State of Missouri (hereinafter "Department") and _____

(hereinafter "adoptive parent(s)"), enter into this Agreement for the Department to subsidize the adoption of _____

(hereinafter the "child(ren)"), each of whom is certified by the Department as having special needs as defined in Section 453.065, RSMo, is legally available for adoption, is eligible for the Missouri Medicaid Plan, and is eligible to have certain expenses met through the Title IV-E Adoption Assistance Program of the Social Security Act and/or appropriations authorized by the Missouri General Assembly for the Missouri Adoption Subsidy Program.

Part I. Responsibilities of the Department:

A. The Department agrees to subsidize the adoptive parent(s) for the following expenses related to the care of the child(ren):

1. Maintenance, if any, which includes room and board, clothing and incidental personal expenses, Medicaid and Day Care, which shall be paid monthly in accordance with the rates determined by the amount of funds appropriated by the Missouri Legislature, unless otherwise specified in the Attachment(s) to this Agreement; and/or,
2. Recurring expenses for special services, if any, and not to exceed the amounts specified in the Attachment(s) of this Agreement which payments shall be made monthly, or as otherwise specified in any Attachment; and/or,
3. Nonrecurring expenses directly related to the children's adoption not to exceed an amount per child determined by the Department and so specified in the Attachment(s) to this Agreement; and/or,
4. Other nonrecurring expenses for other services, if any, which shall be paid on a one-time only basis, with such payment not to exceed the amount specified in the Attachment(s) to this Agreement; and/or,
5. Recurring or nonrecurring expenses for services provided to the child(ren), which may include, but not be limited to, medical or dental care not covered by the Missouri Medicaid Plan, provided that prior authorization has been given in the Attachment(s) to this Agreement, and provided that payment shall not exceed the amount specified in the Attachment(s).

B. Payments authorized or specified in the Attachment(s) of this Agreement will be made under the following conditions:

1. Payment shall be made directly to service providers with whom the Department has a contract and in the amount specified for the service in the contract; and,
2. Adoptive parent(s) shall be reimbursed for payments made to a service provider with whom the Department does not have a contract where that service has been included in this Agreement and provided that prior authorization has been given;
3. Reasonable and customary nonrecurring expenses directly related to the successful adoption shall be paid to the adoptive parent(s) and include only:
 - 1) The costs of the legal proceedings after the adoption has been granted including court filing, publication, attorney and guardian fees;
 - 2) The adoptive family assessment (home study) and health and psychological examinations, if necessary for the assessment; and,
 - 3) Transportation, food and lodging costs for the adoptive parent(s) and the child(ren) when necessary to complete the child(ren)'s placement and adoption.

If the adoptive parent(s) are unable to pay the initial fees and costs required by the court for the legal proceedings, the Department will consider authorizing these costs for payment directly to the court at the time of the filing of the adoption petition. At its option, the Department may consider reimbursement of certain legal costs incurred in unsuccessful adoptions.

4. Unless written documentation of the need has been provided to the Department by a qualified provider (e.g. physician, dentist, psychologist, etc.), no payment shall be made for counseling and treatment services for which prior authorization has been given.
 5. Payment for maintenance, if any; special services, if any; and other expenses, if any; as specified in the Attachment(s) to this Agreement, shall not exceed those which would have been paid had the child(ren) been placed with and had remained in the custody of the Department.
- C. The Department agrees to provide the necessary authorization for participation in the Missouri Medicaid Plan so that payment for medical, dental, or other care can be obtained from the Missouri Medicaid Plan according to the terms and conditions of that plan.
 - D. The Department agrees that the payment as specified in the Attachment(s) to this Agreement, and authorized in this Part shall be effective on the date the Agreement has been given through the authorized signature of the Department.

Part II. Further Responsibilities of the Department:

- A. The Department agrees to provide social services as provided under Title XX of the Social Security Act pursuant to law; and other services upon application, and as approved by the Department to the Family on behalf of the children covered by this Agreement.
- B. The Department agrees to comply with the requirements of this Agreement, should the adoptive parent(s) move outside Missouri during the term of this Agreement and while the child(ren) are eligible for an adoption subsidy.
- C. The Department agrees to comply with the requirements of this Agreement should the child(ren) named in this Agreement be placed with adoptive parent(s) who are not residents of Missouri at the time of placement for adoption.
- D. The Department agrees to apply the provisions of the Interstate Adoption and Medicaid Assistance Compact as authorized in Sections 453.500-453.503, RSMo in those instances when the adoptive parent(s) have moved to another state, or the child(ren) have been placed in another state which is a compact member.
- E. The Department agrees to cooperate with the adoptive parent(s) in reviewing or modifying this Agreement.

Part III. Responsibilities of the Adoptive Parent(s):

- A. The adoptive parent(s) agree to provide a permanent adoptive home for the child(ren) and to carry out their parental rights, responsibilities and privileges of same as granted in Chapter 453, RSMo.
- B. The adoptive parent(s) agree, for the child(ren) named in this Agreement, to secure services for which the Department has agreed to make payment.
- C. The adoptive parent(s) agree to use a Missouri Medicaid Plan contracted provider if the child(ren) in their care have been designated as eligible for the Missouri Medicaid Plan, unless such a contracted provider is not available within a reasonably close geographic area and prior authorization in the Attachment(s) to this Agreement has been given by the Department to use a non-Missouri Medicaid Plan contracted provider.
- D. The adoptive parent(s) agree not to provide additional payment to a provider above those costs paid by the Department for medical or dental care through the Missouri Medicaid Plan for Medicaid-covered services. For other health care or special services, regardless of whether partial reimbursement is available through private insurance or other funds, the adoptive parent(s) agree to request prior authorization.
- E. The adoptive parent(s) agree to use their private medical or dental insurance plan to meet medical or dental costs of the child(ren) within the stipulations of their insurance plan.

- F. The adoptive parent(s) agree to make payment for medical or dental care or other services for which prior authorization has **not** been received or which are not covered under the Missouri Medicaid Plan. In the case of emergency medical or dental care or other services where it was impossible or impracticable for the adoptive parent(s) to obtain prior authorization before the delivery of the services, the adoptive parent(s) must make a special claim for payment of these costs and show why prior authorization could not be obtained under the circumstances. If the adoptive parent(s) make a satisfactory showing, the Department will consider making payment for all or a portion of these costs.
- G. The adoptive parent(s) agree to provide invoices or "paid receipts" for medical and other services to the Department for any expenses incurred, other than maintenance, as provided in any current Attachment(s) to this Agreement.
- H. The adoptive parent(s) understand and agree that the Department cannot make payment directly to service providers with whom it does not have a contract for such services. Therefore, in those instances where this Agreement and its Attachment(s) authorize the adoptive parent(S) to contract directly with such service providers for the benefit of the child(ren), any payment authorized under this Agreement will be made directly to the adoptive parent(s). In turn, the adoptive parent(s) shall have the legal responsibility and duty to make full payment to the service provider. The adoptive parent(s) understand and agree that if they are unable to find or contract with a service provider within the amounts authorized in the Attachment(s) to this Agreement, they are encouraged to contact the Department and discuss renegotiation of the amounts previously authorized for the services.
- I. The adoptive parent(s) agree to immediately notify the Department at the address specified in the Attachment(s) to this Agreement in writing of a change of address to ensure the proper mailing of payments.
- J. The adoptive parent(s) agree to notify the Department in writing at the address specified in the Attachment(s) to this Agreement within thirty (30) days of any change (e.g., divorce, loss of employment, payment from the Social Security Administration, etc.) which may affect the duration and amount of the subsidy, and if any of the following events affecting the child's status occur.
1. Marriage of the child or an adoptive parent; or,
 2. Absence of the child from the home as a result of court action for any length of time, or for any other reason for a period of more than thirty (30) days; or,
 3. Death of the child or an adoptive parent;
 4. Legal emancipation of the child.
- K. The adoptive parent(s) understand and agree that the Agreement and its Attachment(s), may be modified or terminated as a result of failure to provide the required notification in Part III. J.
- L. The adoptive parent(s) agree to participate in and use financial assistance programs available to the child(ren) including Veteran's Assistance, and Social Security benefits and the Supplemental Security Income Program as administered by the Social Security Administration in Missouri or any other state of which the adoptive parent(s) are residents. Use of these programs will be made, if eligible, in place of payment from the Department.
- M. The adoptive parent(s) agree to participate and cooperate in the review of this Agreement and its Attachment(s), and to provide to the Department any information regarding the adoptive parent(s) circumstances and that of the child(ren) which would assist the Department in determining the amount of payment and the needed services for the child(ren) for which payment shall be made.
- N. The adoptive parent(s) understand and agree that the Department, in agreeing to meet certain expenses of the care of the child(ren), has taken into consideration the needs of the specified child(ren) and the circumstances of the adoptive parent(s). Further, the adoptive parent(s) understand that the payments made are exclusively to benefit the child(ren) covered by this Agreement and its Attachment(s).
- O. The adoptive parent(s) agree to hold the Department harmless for any losses, costs, or liability attributable to the adoptive parent(s)' negligent or intentional acts or omissions.

Part IV. Term of Agreement and any Amendments, if necessary:

- A. The term of this Agreement shall begin on the date it is signed with an authorized signature of the Department of Social Service, or an earlier date if required by law, and shall terminate as provided in Part V of this Agreement. Any Amendments which are necessary shall become effective on the date or for the term specified within the Attachment(s).
- B. The adoptive parent(s) and the Department understand and agree that this Agreement shall not be binding upon the Department unless and until adequate appropriations have been made by the Missouri Legislature and, if applicable, funds have been received from the United States Government, for payment for maintenance, if any, and/or other special services, if any, under this Agreement for the fiscal period embracing the initial period or any renewal or renegotiation of this Agreement.
- C. This Agreement shall be amended whenever appropriate during the life of the Agreement. These Amendments shall typically occur during and following the annual review and/or when a change occurs in the child(ren)'s or adoptive parent(s)' status, See III. J.
- D. This Agreement shall consist of this document as executed by the parties, and its Attachment(s), where appropriate. Future Attachments, which shall serve as Amendments to this Agreement, must be signed by the parties. Further, in the event that the Agreement Attachment(s) contains a service(s) and the Department has renegotiated that contract, the Department reserves the right to reimburse the provider with the new contracted rate.
- E. Review of the Agreement by the parties shall occur annually or when changes in the child(ren)'s or adoptive parent(s)' status make it appropriate, and any resulting amendments shall be subject to mutual agreement. In the event that the Department and the adoptive parent(s) are unable to agree upon the terms of this Agreement or any amendments proposed by either party, the adoptive parent(s) may appeal the Department's decision. The adoptive parent(s) may request a fair hearing under the Department's current and applicable hearing procedures and policies.
- F. The hearing procedure shall be initiated by a written request within thirty (30) days after receiving written notice of the decision from the Department; or within ninety (90) days after receiving written notice if the adoptive parent(s) show good cause why the request was not submitted within thirty (30) days.
- G. If this Agreement terminates with respect to any child for reasons stated in Part V of this Agreement and the adoptive parent(s) receive any subsidy payment from the Department thereafter for that child, such subsidy received after termination of this Agreement shall be immediately due and payable to the Department, since the adoptive parent(s) are not entitled to such subsidy after termination of this Agreement.

Part V. Termination of Agreement:

- A. Assistance as agreed upon in this Agreement shall continue until:
 - 1. The child's 18th birthday or the age of 21 years, provided that prior approval has been given each year to extend the subsidy plan beyond the child's 18th birthday because of the child's special condition, unless the parent(s) agrees to terminate or ineligibility is evident. (A time limit may be set in individual cases depending on the needs of the child and the circumstances of the adoptive parents and with the agreement of the adoptive parents); or,
 - 2. The child is no longer in the care, custody and control, or legal custody of the adoptive parent(s); or the child ceases to be legally dependent on them; or the child is emancipated.
- B. Further, this Agreement shall also terminate thirty (30) days after the Department, through its authorized representative, mails written notification to the adoptive parent(s) of the termination because the adoptive parent(s) failed to cooperate with the Department in reviewing the subsidy plan by June 30 of each year, or failed to submit necessary information as required and determined by the Department by June 30 of each year.
- C. Further, either party at any time may, upon thirty (30) days written notice, terminate this agreement without the necessity of showing good cause for this termination. The Department does not intend to terminate this Agreement unless legal, fiscal, or other circumstances necessitate some adjustment in the Missouri Adoption Subsidy Program expenditures or procedures.

Part VI. Certification:

I (We), the undersigned, certify that I (We) have reviewed the above statements and its Attachment(s), if appropriate, and understand the terms and conditions of this Agreement.

DATE	ADOPTIVE PARENT SIGNATURE ▶
DATE	ADOPTIVE PARENT SIGNATURE ▶
ADDRESS (STREET, CITY, STATE, ZIP CODE)	
COUNTY	

REVIEWED BY:

CHILDREN'S SERVICES WORKER ▶	DATE
COUNTY DIRECTOR OR DESIGNATED REPRESENTATIVE OF PLACING AGENCY ▶	DATE
CHILDREN'S DIVISION REGIONAL DIRECTOR OR DESIGNATED REPRESENTATIVE ▶	DATE

AUTHORIZED SIGNATURE OF THE DEPARTMENT OF SOCIAL SERVICES	
▶	DATE



MISSOURI DEPARTMENT OF SOCIAL SERVICES
CHILDREN'S DIVISION

ADOPTION SUBSIDY AGREEMENT ATTACHMENT

CONTRACT NUMBER

CHILD'S NAME	DCN	ADOPTIVE PARENT(S) NAME	DVN
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THIS DOCUMENT REPLACES ANY PRIOR ATTACHMENT TO AN ADOPTION SUBSIDY AGREEMENT BETWEEN THE CHILDREN'S DIVISION AND THE ADOPTIVE PARENT(S) CONCERNING THE CHILD NAMED ABOVE.

SERVICE DESCRIPTION	CODE	CONT. SERV.	PRIOR AUTH.	RECURRING	MAXIMUM AMOUNT	TIME PERIOD
BASIC SUBSIDY					\$ _____	
MAINTENANCE					\$ _____	
					\$ _____	
MEDICAID					\$ _____	
DAY CARE					\$ _____	
					\$ _____	
					\$ _____	
					\$ _____	
					\$ _____	
					\$ _____	

EXPLANATION

REVIEWED BY	SIGNATURES
CHILDREN'S SERVICES WORKER	ADOPTIVE PARENT
COUNTY DIRECTOR OR PLACING AGENCY/DESIGNATED REPRESENTATIVE	ADOPTIVE PARENT
CD AREA DIRECTOR OR DESIGNATED REPRESENTATIVE	ADDRESS
CENTRAL OFFICE UNIT MANAGER (WHEN REQUIRED)	
ADDRESS	APPROVAL BY
	AUTHORIZED SIGNATURE OF THE DEPARTMENT OF SOCIAL SERVICES DATE