

**ADOPTION SUBSIDY AGREEMENT (CD-AD)
SUBSIDIZED GUARDIANSHIP AGREEMENT (CD-SG)
INSTRUCTIONS**

PURPOSE:

To specify the terms and conditions under which an adoption or guardianship subsidy is granted and to provide a mechanism for formally agreeing to an adoption or guardianship subsidy plan with adoptive parent(s)/legal guardian(s). When completed, it sets out, in the service section of the document, the basic subsidy plan, which includes maintenance, MO HealthNet, childcare (when age eligible), respite, and legal, as well as services based on the specific needs of the child and the amounts to be paid for those services by the Children's Division.

GENERAL INSTRUCTIONS:

CHANGES OF ANY KIND CANNOT BE MADE TO THE PRE-PRINTED TEMPLATE CONTENTS PAGES OF THE AGREEMENT (CD- AD or CD-SG). BE SURE YOU ARE USING THE CORRECT REVISION DATE OF THE FORM.

The agreement is completed by the worker at the time an application has been made. In the case of a private child placing agency or FCCM, the agreement is completed by the worker at the time an application has been approved by the Children's Division and a letter received giving approval for the agreement to be written.

Each agreement is child specific and is therefore completed for each child being adopted or placed in a guardianship.

Entries must be typewritten or printed in black ink.

It may be necessary to add an additional page for the purpose of providing explanations for service addition or inactivation. The additional page must be referenced in the explanation section of the agreement.

The agreement must be reviewed with and interpreted for, as necessary, the adoptive parent(s) or legal guardians. The adoptive parent(s)/legal guardian(s) are to sign each section of the agreement after the review. Signatures and dates must be entered with black ink. Electronic signatures are acceptable. The signature verify box on the subsidy clearance form must be marked no matter how the signature was applied. The form is a contract and considered legally binding between the Children's Division and the adoptive parent(s)/legal guardian(s).

Changes to the original Agreement are permitted throughout the life of the

Agreement. An amendment is submitted to add a new service to an Agreement. Also, a service on the service section of the Agreement may be inactivated at the request of the adoptive parent(s)/legal guardian(s) at any time during the life of the Agreement.

The life of the Agreement begins with the effective date and continues until the Agreement is terminated or the child is no longer eligible for a subsidy or through the end of the month of the child's 18th birthday.

PLEASE SEE CURRENT [SUBSIDY CHECKLIST](#) FOR CODES, TIME FRAMES, AND REQUIRED LANGUAGE WHEN COMPLETING THESE AGREEMENTS.

Also see Section 4, Chapter 30 Subsidizing an Adoption/Legal Guardianship in the Child Welfare Manual.

DISTRIBUTION:

When completed, the Application (CD-APP-AD or CD-APP-SG), Subsidy Agreement (CD-AD or CD-SG), subsidy clearance form with worker and supervisory signatures, and all supporting documents are placed together following [electronic submission guidelines](#). If the agreement includes any services above the basic package the Application, Agreement and supporting documents as well as the Subsidy Clearance Form are to be submitted through normal supervisory channels for regional approval prior to submitting through the electronic submission process to CMU for approval.

CMU will screen the forms for completion of all required items, a contract number is assigned and entered into the contract system by the DFAS purchasing unit. The contract is then submitted for application of the Departmental Designee approval signature and date. After the Departmental Designee signature is affixed, a copy of the form will be sent back to the managing county via e-mail to the worker listed on the clearance form or FCCM coversheet.