

## Adoption IV-E Checklist

Child's name	Child's State ID (from foster care or presubsidy case)
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**Provide the following within 3 days of receiving the adoption decree for any child who has a presubsidy, subsidy, or future needs agreement:**

- Copy of *Adoption Subsidy Agreement*, form 470-0749 (for subsidy or presubsidy) **or** *Agreement to Future Subsidy*, form 470-0762

Child meets difficult to place due to:

- Membership in a sibling group
- Child's age
- Minority status (over the age of 2)
- Medical condition
- Physical, emotional, or mental disability
- At risk
- Not applicable (child does not have special needs)

Supporting documentation for difficult to place:

- Copy of *Adoption Subsidy Special Needs Documentation*, form 470-4312
- Copy of *Future Needs Adoption Subsidy Professional Documentation*, form 470-4311
- Other
- Copy of child study and *Background Report (Parts 1 and 2)*
- Copy of TPR order for both parents or documentation that parents are deceased (to document that the child cannot be returned to the home of removal)
- Copy of petition to finalize the adoption
- Finalized adoption decree
- Birth certificate

Documentation of efforts to place without subsidy (attach supporting documentation, i.e., copy of narrative, adoption staffing report, adoptive family home study, application for subsidy)

- Adoptive family declined to adopt without any subsidy
- Child was placed on adoption exchange
- Child is being adopted by relative
- Child is being adopted by the foster parent with whom the child has bonded
- This adoptive placement is otherwise in the child's best interest because:
- Not applicable

If the child was never determined for IV-E in foster care (relative or suitable person placement), submit the following:

- IV-E Initial Placement Information*, form 470-3839, with household information completed
- Copy of removal order or *Voluntary Foster Care Placement Agreement*, form 470-0715

**Provide the following when the child is age 17½:**

- Documentation of continued need for subsidy past the child's 18th birthday dated before the child's 18th birthday

<b>Worker's signature</b>	<b>Date sent to IV-E IM</b>
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