

# **INSTRUCTIONS**

## **CFS - 427**

### **Purpose**

The CFS-427 form is utilized by the Adoption Specialist to determine a child and family's eligibility for adoption subsidy as well as to make a projection about the type and amount of adoption subsidy for a child. The form must be completed for an initial application or an amendment to an existing subsidy.

### **Completion**

The Adoption Specialist shall complete an original and one copy of the CFS-427 form. The CFS-425 form and CFS-426 form must be utilized to complete the form. If a special subsidy is being requested, the Adoption Specialist must secure and attach to the CFS-427 verification of the child's diagnosis, treatment/service plan, and cost of treatment/service for up to twelve months.

### **Routing**

The Adoption Specialist shall forward a completed CFS-427 to Adoption Services, Central Office, and attach to it a CFS-425 form and a CFS-426 form. The Adoption Specialist shall retain a completed CFS-427 form in the case record permanently.