

PRIVATE CHECKLIST FOR INITIAL ADOPTION SUBSIDY REQUEST PACKET

IN ORDER FOR THE ADOPTION SUBSIDY COORDINATOR TO PROCESS THE APPLICATION FOR SUBSIDY, THE FOLLOWING DOCUMENTS AND INFORMATION MUST BE (CHECKED) AND ALL INFORMATION MUST BE SUBMITTED.

Child’s Full Adoptive Name: Click here to enter text.

Child’s Birth Name: Click here to enter text. Court Date: Click here to enter text.

THE FOLLOWING DOCUMENTS AND INFORMATION (CHECKED) ARE ATTACHED:

- CFS-425 Application for Adoption Subsidy
- CFS-427 Determination of Eligibility for Adoption Subsidy
- Adoption Subsidy Family Profile (THIS IS A NARRATIVE REPORT ABOUT THE ADOPTIVE FAMILY WHICH NEEDS TO BE PREPARED BY THE ADOPTION AGENCY. ENCLOSED IS A COPY OF WHAT NEEDS TO BE OUTLINED IN THIS REPORT.)
- Documentation to Support Child’s Special Needs (PLEASE ATTACH EVALUATIONS, DOCUMENTATION FROM A PHYSICIAN ETC. IF THE CHILD IS DIAGNOSED WITH A SERIOUS CONDITION; DOCUMENTATION FROM A MEDICAL PROFESSIONAL MUST BE CURRENT WITHIN ONE YEAR.)
- Approved Home Study
- Copy of the Original Notice of Child’s SSI Eligibility (AWARD LETTER)
- A description of efforts to place the child without providing a subsidy (THIS IS TO BE PREPARED BY THE ADOPTION AGENCY)
- Documentation of compliance with the Interstate Compact on the Placement of children (ICPC), (IF THE CHILD IS NOT FROM ARKANSAS)
- Central Registry Check, Criminal Record Check, non-state criminal record FBI check, and all other required checks
- Petition for Guardianship
- Guardianship Order
- Parental Consent/**Relinquishment and Termination of Parental Rights Order**

SUBMITTED BY: _____
ADOPTION SPECIALIST SIGNATURE DATE

SUPERVISOR SIGNATURE DATE

MY SIGNATURE INDICATES THAT I HAVE CHECKED AND PROVIDED ALL DOCUMENTATION REQUIRED TO PROCESS A SUBSIDY.

Central Office Use Only

APPROVED

DENIED

TABLED

Approved by: _____
Subsidy Coordinator Date