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Title 22@ Social Security

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Division 2@ Department of Social Services-Department of Health Services

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Part 2@ Health and Welfare Agency-Department of Health Services Regulations

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Subdivision 4@ Institutions and Boarding Homes for Persons Aged 16 and Above

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Chapter 3@ Adoptions Program Regulations [Renumbered]

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Subchapter 3@ Administrative Requirements

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Article 4@ Private Adoption Agency Reimbursement Program

|-&gt;

Section 35073@ Claiming Procedures

## 35073 Claiming Procedures

Each claim for an adoptive placement of an AAP-eligible child shall consist of the following documents: (1) Six (6) copies of Form AD 830 (9/97) - "Summary Claim For Reimbursement Private Adoption Agency Reimbursement Program" (2) Three (3) copies of Form AD 558 (8/97) - "Notice Of Placement" containing the signatures of representatives of both the child's agency and the family's agency. (3) Three (3) copies of either Form FC-8 (Rev. 6/94) Federal Eligibility Certification for Adoption Assistance Program or Form AAP 4 (3/97) (Combines AAP 4 and FC 9) - "Eligibility Certification Adoption Assistance Program." The Form FC-8 must be accompanied by three (3) copies of a case narrative describing the circumstances qualifying the child for AAP eligibility.

### (1)

Six (6) copies of Form AD 830 (9/97) - "Summary Claim For Reimbursement Private Adoption Agency Reimbursement Program"

### (2)

Three (3) copies of Form AD 558 (8/97) - "Notice Of Placement" containing the signatures of representatives of both the child's agency and the family's agency.

### (3)

Three (3) copies of either Form FC-8 (Rev. 6/94) Federal Eligibility Certification for Adoption Assistance Program or Form AAP 4 (3/97) (Combines AAP 4 and FC 9) -

"Eligibility Certification Adoption Assistance Program." The Form FC-8 must be accompanied by three (3) copies of a case narrative describing the circumstances qualifying the child for AAP eligibility.

**(b)**

Each claim for a completed adoption of an AAP eligible child shall consist of the following documents: (1) Six (6) copies of Form AD 830 (9/97) - "Summary Claim For Reimbursement Private Adoption Agency Reimbursement Program." (2) Three (3) copies of Form AAP 4 (3/97) - "Eligibility Certification Adoption Assistance Program" or three (3) copies of both the Form FC-8 (6/94) - "Federal Eligibility Certification for Adoption Assistance Program" and the case narrative describing the circumstances qualifying the child for AAP eligibility." (3) One (1) copy of the "Order/Decree Of Adoption." (4) Three (3) copies completed by both the child's agency and the family's agency of Form AD 42R (7/95)(EFFECTIVE 11/95) - "Relinquishment Adoption Program - Individual Case Report."

**(1)**

Six (6) copies of Form AD 830 (9/97) - "Summary Claim For Reimbursement Private Adoption Agency Reimbursement Program."

**(2)**

Three (3) copies of Form AAP 4 (3/97) - "Eligibility Certification Adoption Assistance Program" or three (3) copies of both the Form FC-8 (6/94) - "Federal Eligibility Certification for Adoption Assistance Program" and the case narrative describing the circumstances qualifying the child for AAP eligibility."

**(3)**

One (1) copy of the "Order/Decree Of Adoption."

**(4)**

Three (3) copies completed by both the child's agency and the family's agency of Form

AD 42R (7/95)(EFFECTIVE 11/95) - "Relinquishment Adoption Program - Individual Case Report."

**(c)**

Claims for completed adoptions, for which the agency claimed and was paid half the allowable total compensation at the time of the adoptive placement, shall consist of the following documents: (1) Form AD 830 (9/97) - "Summary Claim For Reimbursement Private Adoption Agency Reimbursement Program" - Six (6) copies of Form AD 830, displaying in the appropriate columns the amount of PAARP compensation previously paid to the agency and the amount of the balance of the compensation, and five (5) copies of the Form AD 830 that was returned with the letter informing the agency that the claim for half compensation had been approved by the Department. (2) One (1) copy of the "Order/Decree of Adoption." (3) Three (3) copies completed by both the child's agency and the family's agency of Form AD 42R (7/95)(EFFECTIVE 11/95) - "Relinquishment Adoption Program - Individual Case Report."

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Form AD 830 (9/97) - "Summary Claim For Reimbursement Private Adoption Agency Reimbursement Program" - Six (6) copies of Form AD 830, displaying in the appropriate columns the amount of PAARP compensation previously paid to the agency and the amount of the balance of the compensation, and five (5) copies of the Form AD 830 that was returned with the letter informing the agency that the claim for half compensation had been approved by the Department.

**(2)**

One (1) copy of the "Order/Decree of Adoption."

**(3)**

Three (3) copies completed by both the child's agency and the family's agency of Form

**(d)**

A cooperative placement shall be regarded as a single placement. (1) When two or more private agencies participate in the adoptive placement or completed adoption of an AAP-eligible child, each agency shall: (A) Submit a claim for the agency's total costs for the placement or completed adoption; (B) Note that the placement or completed adoption was cooperative; (C) Identify the cooperating agency. (2) Participating agencies shall be reimbursed in accordance with the percentage each agency contributes to the total cost of the placement or completed adoption. Processing of cooperative placement claims shall commence upon receipt of all participating agencies' claims for placement or completed adoption.

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**(A)**

Submit a claim for the agency's total costs for the placement or completed adoption;

**(B)**

Note that the placement or completed adoption was cooperative;

**(C)**

Identify the cooperating agency.

**(2)**

Participating agencies shall be reimbursed in accordance with the percentage each agency contributes to the total cost of the placement or completed adoption.

Processing of cooperative placement claims shall commence upon receipt of all participating agencies' claims for placement or completed adoption.

**(e)**

When siblings are placed together, the private agency shall submit a claim pursuant to Section 35073(a) for each child.