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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 7@ Adoption Assistance Program/Aid for the Adoption of Children (AAP/AAC)

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Article 10@ Documentation of AAP Eligibility

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(a) Section 35351@ Maintenance of Separate Records

## 35351 Maintenance of Separate Records

To maintain confidentiality of the adoption case record, the responsible public agency shall maintain copies of the following documents separate from the adoption case record: (1) The Request for Adoption Assistance (AAP 1). (2) The Eligibility Certification - Adoption Assistance Program (AAP 4), which verifies that the child meets the Adoption Assistance Program eligibility criteria specified in Section 35326. (3) The following documents relating to the determination of Federal eligibility: (A) Federal Eligibility Certification for Adoption Assistance Program (FC 8). (B) Income and Property Checklist for Federal Eligibility Determination - Adoption Assistance Program (FC 10). (4) Documentation supporting the determination of the amount and duration of payment made pursuant to Section 35333. (5) The initial Adoption Assistance Program Agreement (AD 4320). (6) Completed reassessment documents, including: (A) Reassessment Information - Adoption Assistance Program (AAP 3). (B) The Adoption Assistance Program Agreement (AD 4320) used as an amendment to the initial agreement. (7) Payment Instructions - Adoption Assistance Program (AAP 2). (8) All correspondence from the county, including notices of action. (9) State hearing decisions. (10) All AAP related correspondence from the adoptive parent, including supporting documentation submitted to the agency by the parent. (11) Any other correspondence relating to the determination of AAP eligibility or grant amount.

**(1)**

The Request for Adoption Assistance (AAP 1).

**(2)**

The Eligibility Certification - Adoption Assistance Program (AAP 4), which verifies that the child meets the Adoption Assistance Program eligibility criteria specified in Section 35326.

**(3)**

The following documents relating to the determination of Federal eligibility: (A) Federal Eligibility Certification for Adoption Assistance Program (FC 8). (B) Income and Property Checklist for Federal Eligibility Determination - Adoption Assistance Program (FC 10).

**(A)**

Federal Eligibility Certification for Adoption Assistance Program (FC 8).

**(B)**

Income and Property Checklist for Federal Eligibility Determination - Adoption Assistance Program (FC 10).

**(4)**

Documentation supporting the determination of the amount and duration of payment made pursuant to Section 35333.

**(5)**

The initial Adoption Assistance Program Agreement (AD 4320).

**(6)**

Completed reassessment documents, including:(A) Reassessment Information - Adoption Assistance Program (AAP 3). (B) The Adoption Assistance Program Agreement (AD 4320) used as an amendment to the initial agreement.

**(A)**

Reassessment Information - Adoption Assistance Program (AAP 3).

**(B)**

The Adoption Assistance Program Agreement (AD 4320) used as an amendment to the initial agreement.

**(7)**

Payment Instructions - Adoption Assistance Program (AAP 2).

**(8)**

All correspondence from the county, including notices of action.

**(9)**

State hearing decisions.

**(10)**

All AAP related correspondence from the adoptive parent, including supporting documentation submitted to the agency by the parent.

**(11)**

Any other correspondence relating to the determination of AAP eligibility or grant amount.