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| State_Seal3 | DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF)**Adoption Support Program Application Checklist** | DATE RECEIVED BY ADOPTION SUPPORT |
| CHILD’S NAME | ADOPTIVE FAMILY’S NAME | SSPS ID |
| ADOPTIVE FAMILY’S EMAIL | ADOPTIVE FAMILY’S TELEPHONE NUMBER(S) |
| DCYF STAFF’S NAME | DCYF STAFF’S EMAIL ADDRESS |
| DCYF STAFF’S TELEPHONE NUMBER | FAMILY’S PRIMARY LANGUAGE | INTERPRETIVE SERVICES NEEDED[ ]  Yes [ ]  No |
| Has this family previously adopted: [ ]  Yes [ ]  No [ ]  In state [ ]  Out of state [ ]  Internationally |
| NAME OF TITLE IVE SPECIALIST |
| NAME OF SSI WORKER |
| **Email Documentation** | **DCYF FamLink Documentation \*\* (see note below)** |
| [ ]  **Application for the Adoption Support Program and / or Reimbursement of Adoption Finalization Costs, DCYF 09-998.** Signed and dated by the adoptive parents.[ ]  **Adoption Support Worksheet, DCYF 09-997.** Signed and dated by the adoptive parents.[ ]  **IRS 1040 Federal Income Tax Return** (most current copy). If the family is exempt from filing an IRS 1040, enclose a financial statement listing current income and source, signed and dated by the adoptive parent(s).  | [ ]  **Adoptive Home Study** entered in FamLink or private agency home study uploaded into the FamLink Provider File. \*\*[ ]  **Child’s special needs verification/or at Risk Statement\*\***Documented in Health / Mental Health /Educationpages uploaded as adoption support in FamLink.*[ ]*  **Child’s Birth Certificate\*\*** uploaded In FamLink or DCYF/DOH verification.[ ]  **Child’s Social Security Card\*\*** uploaded in FamLink or written verification from Social Security Administration or ACES. [ ]  **Termination of Parental Rights\*\*** for mother, father and/or John Doe as documented in FamLink / Legal.[ ]  **Shared Planning Meeting\*\*** DCYF 14-474 (FamLink verification).[ ]  **Child’s Medical and Family Background**, **\*\*** DCYF 13-041 minus the attachments. Signed copy that is uploaded in FamLink.[ ]  **Adoption Support Child Registration,** **DCYF 10-061.****\*\*** Any special needs checked on the application should be supported by documentation for eligibility purposes\*\* For Private Agency / Tribal Adoptions / and Second IVE Adoptions, email or paper documentation is acceptable. |

Attach to Adoption Support Packet.