



## SUBSIDY FILE CHECKLIST

### SUBSIDY INFORMATION:

- Memorandum of Agreement
- Initial Adoption Assistance Agreement: Effective Date: \_\_\_\_\_
- Maintenance Adoption Subsidy Approval Form (must be signed by supervisor)
- Disclosure
- Adoption Information Page

### LEGAL SECTION:

- Shelter Petition (most recent removal)
- Shelter Order (**Order must contain contrary to welfare**): \_\_\_\_\_
- TPR Petition
- TPR Order Date: \_\_\_\_\_
- Surrenders
- Adoption Petition
- Final Decree Order: \_\_\_\_\_

### ELIGIBILITY/FORM SECTION:

- Eligibility Verification form:
  - Title IV-E Foster Care Worksheet
  - Adoption Eligibility Worksheet
- Birth Certificate (**with birth name**)
- Social Security Card (print out from person page)
- SSI verification award letter/Social Security documentation
- TANF-MAS-Specific documentation: State of Residence & child income
- Completed and approved TANF MAS Worksheet/Application

### CHILD/PARENT SECTION:

- Child Study (must include description of special needs): Date Signed: \_\_\_\_\_
- Physical Exam (within 12 months of placement): \_\_\_\_\_
- CBHA/Psychological, if applicable
- Adoption Home Study  **Must include FDLE/Local/FBI screening/FAHIS checks**
- Adoption Application (must be signed)
- Adoption Review Committee: Date \_\_\_\_\_
- For Adoptive Placements on or after 10-1-1998**
- National/Federal Background checks: \_\_\_\_\_
- State Background checks: \_\_\_\_\_
- Local Background checks: \_\_\_\_\_
- Florida Abuse Registry Checks: \_\_\_\_\_
- Department of Juvenile Justice (DJJ) checks: \_\_\_\_\_
- Abuse Registry (Adam Walsh) checks in all other relevant states (placements after 10-1-2006): \_\_\_\_\_

Follow up needed:

Approved By:

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