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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 /Education  pages 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.