

**Department of Children's Services**  
**INSTRUCTIONS FOR USE OF FORM**  
**CS-1004**  
**Adoption Subsidy Renewal Affidavit**

**MEMORANDUM**

Each family who receives an Adoption Assistance Subsidy will, at renewal or revision, be required to submit documentation to support the renewal or revision. DCS will review the submitted documentation to determine if the rate on the current contract is still justified or if a change is warranted. Once the documentation is reviewed, if approved with no changes, no additional action is required. No new agreement will be written. The family will receive a copy of the approved renewal affidavit, upon request, which will serve as an addendum to the most recent Adoption Assistance Agreement.

Families who receive a regular Adoption Assistance rate must attach proof that their child currently resides in the family home. That proof may come in the form of a grade card report or other verification of the child's location.

Families who receive a special or extraordinary Adoption Assistance rate must also submit proof that their child still resides in the family home. Additionally, they must submit documentation received from their child's licensed service provider outlining his/her current diagnosis, prognosis, and a summary of the services provided the previous year. They must also include a summary of the anticipated services which will be necessary to meet the continued special or exceptionally uncommon needs of the child. Providers may use DCS form **CS-0934, Special or Extraordinary Rate Justification** to document the child's special or extraordinary needs on the form.

The family will receive written notification and a new **CS-0513, Adoption Assistance Agreement**, if the documentation reviewed warrants a rate change. The family may re-negotiate the decision with DCS if they disagree with the new rates. The family may also appeal terminations or changes in Adoption Assistance rates. Additional information may be needed for a re-negotiation or an appeal.

In light of the renewal time frames outlined in each Adoption Assistance Agreement, families may want to begin gathering documentation in advance of the renewal date and should allow adequate time to complete the process to prevent termination. Please feel free to contact your assigned Central Office Subsidy Specialist if you have any questions.

*Please disregard all previous versions prior to the date listed below. Always check "Forms" Website for most current version.*