

2885 – Transition from Foster Care to Adoption Assistance

POLICY STATEMENT	A Foster Care Medicaid case will be closed and an Adoption Assistance Medicaid case opened only after the adoption has been finalized.
BASIC CONSIDERATIONS	<p>When children move from foster care to adoptive status with the signing of the placement agreement (Form 33/37), their Foster Care Medicaid case will remain open under their birth name. After the adoption is finalized, the foster care case will be closed and an Adoption Assistance case will be opened under the adoptive name. The name change is not legal until the adoption is finalized.</p> <p>The Social Security Administration cannot issue a new SSN until the adoption is finalized. Once SSA issues a new SSN, all references to the old SSN are lost. They do not cross-reference SSNs in adoption situations.</p> <p>SSA will not issue a new SSN in the following situations:</p> <ul style="list-style-type: none"> • The child is receiving Title II auxiliary benefits or Title XVI benefits, and the child will continue to receive payments • The child knows the previously assigned SSN and/or the child knows that he/she is adopted • The adopting parent is a stepparent • The adopting parent is a grandparent • The child has worked.
PROCEDURES	<p>Step 1 When the adoption is finalized, the SSCM will send Form 227, Notification of Change in IV-E Status, and Form 403, Adoption Assistance Benefits Memorandum, to the appropriate Revenue Maximization Regional Office. Included in Form 403 will be the date the adoption was finalized and the name that should now appear on the child's Medicaid card.</p> <p>Step 2 The Revenue Maximization Revenue Maximization Specialist (RMS) will close the Foster Care Medicaid Case and open an Adoption Assistance Case (IV-E or State, as appropriate).</p> <ul style="list-style-type: none"> • Using the child's new legal name • Using the new SSN <p>NOTE: For confidentiality, only the new name and new SSN will be entered into SUCCESS when opening an Adoption Assistance case after finalization of the adoption. If the new SSN is unknown, contact the SSCM for verification of the new number or the SSA documentation of denial to issue a new SSN and leave SUCCESS SSN field blank. New AU and Client ID numbers are to be used for opening the new case in SUCCESS.</p>

**PROCEDURES
(contd.)**

NOTE (cont.): For a relative adoption where the child's name is not legally changed and a new SSN is not issued, the foster care case may remain open with the Class of Assistance changed to the appropriate Adoption Assistance SUCCESS code and documentation on the FCAR screen.

Step 3 The RMS will complete Form 403 by adding the new Medicaid number and indicating the name change. Form 529 with Form 403 attached will be returned to the county. A "tickler" Form 529 is sent to Accounting.

Step 4 The county SSCM, or designee, is responsible for sending the signed Form 529 with Form 403 attached to Regional Accounting. They will also send the completed Form 403 to the Office of Adoptions.

Step 5 The RMS will copy and file specific foster care documentation and verification in the Adoption Assistance case to verify the funding determination for payment of Adoption Assistance:

- All initial court orders
- All funding determination, funding notification, budgets and payment authorization forms
- SUCCESS documentation
- SSI award letter, if applicable
- Birth certificate
- Social Security Card
- Screen print of SHINES Eligibility Summary Page, if applicable
- Screen print of SHINES Initial Application Page, if applicable

The above documents are to be filed in the Adoption Assistance case record as permanent funding verification for audit purposes. The foster care record will not be merged with the Adoption Assistance record and will retain the above original documentation as permanent funding determination verification as it is also subject to audit.