

NORTHSTAR ADOPTION ASSISTANCE ELIGIBILITY

Presenter: Thom Jones

Client Demographic Screen Requirements

Name / Status / Gender						
Legal Name:	Prefix	First name	Middle name	Last name	Suffix	<input type="checkbox"/> Unknown
	<input type="text"/>	Lonnie	<input type="text"/>	Lab	<input type="text"/>	
Clearing Status:	<input type="text" value="Client"/>			Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female	
Birth/Death Information						
Date of birth:	<input type="text" value="10/31/2011"/>	Age:	<input type="text" value="3 years"/>	Date of death:	<input type="text"/>	
Est. date of birth:	<input type="text"/>	Est. Age:	<input type="text"/>			
Birth location:	County	State		Country		
	<input type="text"/>	<input type="text"/>		<input type="text"/>		
Person numbers						
County Person #:	<input type="text"/>	SSIS Person #:	<input type="text" value="197004846"/>	SWNDX #:	<input type="text" value="36795393"/>	
SSN:	<input type="text" value="- -"/>	PMI #:	<input type="text"/>	SMI #:	<input type="text"/>	
US Citizenship						
US citizenship status:	<input type="text"/>			Verification method:	<input type="text"/>	
US citizenship date:	<input type="text"/>	Date verified:	<input type="text"/>			
Other						
Primary Language:	<input type="text"/>					
Hispanic heritage:	<input type="text"/>	Interpreter Needed:	<input type="radio"/> Yes <input type="radio"/> No			
Marital Status:	<input type="text"/>	Qualifies under ICWA:	<input type="radio"/> Yes <input type="radio"/> No			

Name/Race Entry Requirement

The screenshot shows a software interface for a client named Lonnie Lab. The left sidebar displays a tree view of folders, with 'Name/Race' selected. The main area shows a table with two rows: 'AKA Name' with the value 'Current legal name - Lonnie Lab' and 'Race' with the value 'Caucasian'. Below the table, there is a form for entering name details. The 'Type' dropdown is set to 'Current legal name'. The name is split into fields: Prefix (empty), First name (Lonnie), Middle name (empty), Last name (Lab), and Suffix (empty).

Type	Name
AKA Name	Current legal name - Lonnie Lab
Race	Caucasian

Type:

Prefix: First name: Middle name: Last name: Suffix:

Birth or Adoptive Mother Relationship Status Requirement

Lonnie Lab Relationship

- Lonnie Lab
 - Address/Phone/Email/State Detail
 - Adolescent Services
 - Name/Race
 - Relationship
 - Lonnie Lab's Birth mother is Laura Lab
 - Lonnie Lab's Birth father is Linus Lab
 - Employment
 - Disability/Diagnosis/Substance
 - Health/Insurance
 - Medication/Checkup
 - CWB/Education/Infant and Toddler Inte
 - CMH Screenings and Assessments
 - Court Actions
 - Permanency
 - Continuous Placements
 - Placements/Locations/Absences
 - Placement - Legacy - 03/01/201
 - Placement - Northstar - 01/12/2
 - Child Ward
 - Previous Parent Verifications
 - Sibling Verifications
 - Barriers to Adoption
 - SAE Status Verifications
 - Adoptive Placement Verifications
 - Adoption Assistance
 - Northstar History
 - MAPCY/DOC Assessments
 - Workgroups & Intakes
 - Client Eligibility Log
 - Healthcare Eligibility from MMIS
 - Supplemental Healthcare Eligibility
 - Fiscal Details

Name	Relationship (Person 1 - Person 2)	Name (Person 2)	Status	Inactive Reason	Inactive Date	Inactive Reason Detail
Lonnie Lab	Birth son - Birth mother	Laura Lab	Inactive	Termination of parental rights	3/1/2012	Involuntary (found by court or admitted by parent)
Lonnie Lab	Birth son - Birth father	Linus Lab	Inactive	Termination of parental rights	3/1/2012	Involuntary (found by court or admitted by parent)

Relationship

Person 1: Lonnie Lab's - SSIS Person #: 197004846

Relationship: Birth mother

Person 2: Laura Lab - SSIS Person #: 197003657

Lonnie Lab's Birth mother is Laura Lab

Relationship status

Status: Inactive

Inactive reason: Termination of parental rights

Inactive date: 3/1/2012

Inactive reason detail: Involuntary (found by court or admitted by parent)

Birth mother married at time of child's birth: Yes

Birth or Adoptive Father Relationship Status Requirement

Lonnie Lab Relationship

- Lonnie Lab
 - Address/Phone/Email/State Detail
 - Adolescent Services
 - Name/Race
 - Relationship
 - Lonnie Lab's Birth mother is Laura Lab
 - Lonnie Lab's Birth father is Linus Lab
 - Employment
 - Disability/Diagnosis/Substance
 - Health/Insurance
 - Medication/Checkup
 - CWB/Education/Infant and Toddler Intervention
 - CMH Screenings and Assessments
 - Court Actions
 - Permanency
 - Continuous Placements
 - Placements/Locations/Absences
 - Placement - Legacy - 03/01/2012
 - Placement - Northstar - 01/12/2015
 - Child Ward
 - Previous Parent Verifications
 - Sibling Verifications
 - Barriers to Adoption
 - SAE Status Verifications
 - Adoptive Placement Verifications
 - Adoption Assistance
 - Northstar History
 - MAPCY/DOC Assessments
 - Workgroups & Intakes
 - Client Eligibility Log
 - Healthcare Eligibility from MMIS
 - Supplemental Healthcare Eligibility
 - Fiscal Details

Child Findings Court Requirement

Child Findings

Child findings

Continuous placement: 03/05/2012 to present

Best interest statement: Yes No Date: 2/3/2015

Reasonable (active) efforts statement: Yes Date: 2/3/2015

Reasonable (active) efforts to finalize permanency plan made: Yes No Date: 2/3/2015

Judicial findings meet placement review requirements: Yes No

Placement Authority Requirement

Cont plcmt - 03/05/2012 Authority Removal Conditions Permanency Plans Reviews

	Authority	Effective Date
▶ 	Court ordered	2/3/2015

Placement authority

Authority:

Effective date:

Placement Setting

Lonnie Lab Permanency Placements/Locations/Absences Placement - Northstar - 01/12/2015

Lonnie Lab

- Address/Phone/Email/State Detail
- Adolescent Services
- Name/Race
- Relationship
- Employment
- Disability/Diagnosis/Substance
- Health/Insurance
- Medication/Checkup
- CWB/Education/Infant and Toddler Intervention
- CMH Screenings and Assessments
- Court Actions
- Permanency
 - Continuous Placements
 - Cont plmt - 03/05/2012
 - Placements/Locations/Absences
 - Placement - Legacy - 03/01/2012
 - Placement - Northstar - 01/12/2015
 - Child Ward
 - Northstar History
- MAPCY/DOC Assessments
- Workgroups & Intakes
- Client Eligibility Log
- Healthcare Eligibility from MMIS
- Supplemental Healthcare Eligibility
- Fiscal Details
- Special Studies
- Attached Files
- Documents

Placement - Northstar - 01/12/2015 Foster Parents Changes to this placement/location

Placement / Location / Absence Information

Setting: Pre-adoptive home - non-relative

Reason: Adoption

Start Date: 1/12/2015 12:00 AM Entry Date: 1/12/2015 09:53 AM

Classification: Placement - Northstar Effective date: 01/12/2015 12:00:00

Workgroup: Beagle Barney A/G Case Management 8/4/2008

Bus org / provider: ABC

Location description:

End reason:

End date: End Entry Date:

Disruption reason:

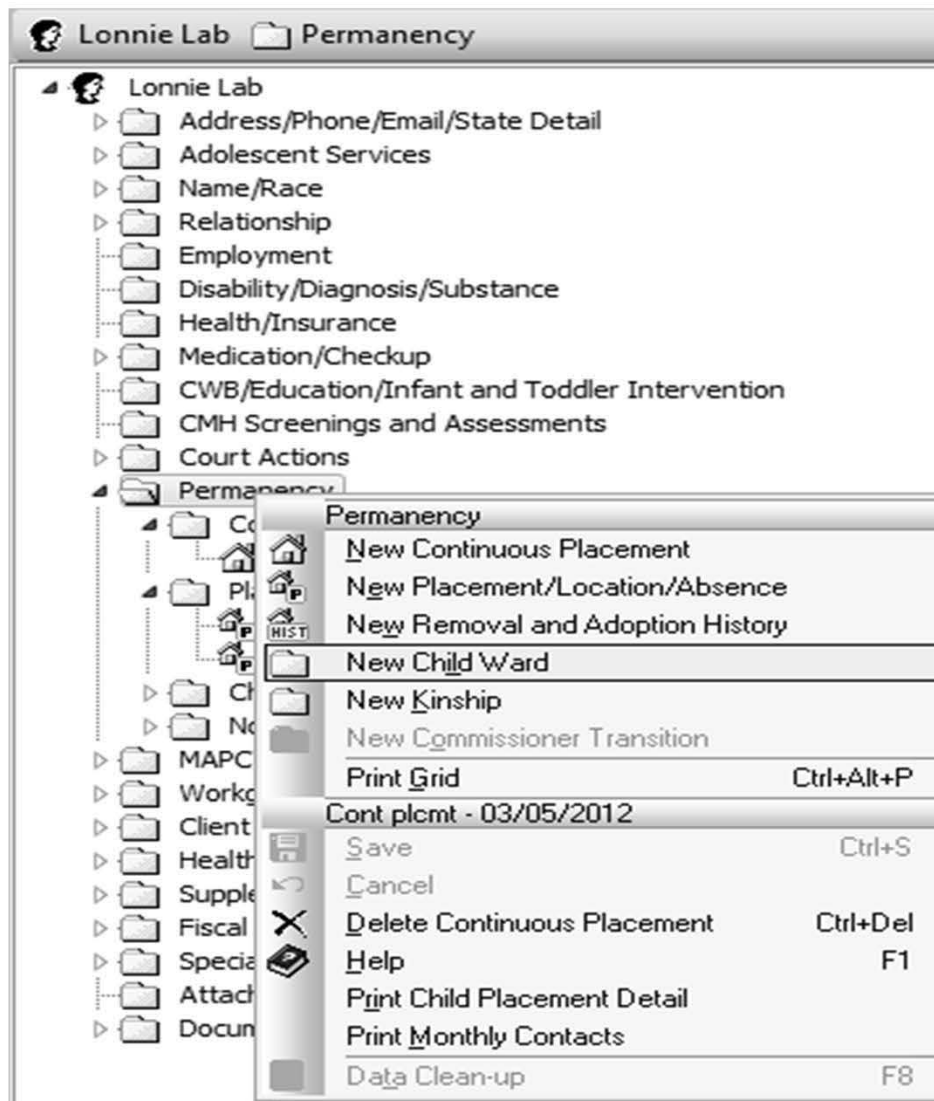
Disruption detail:

School district attending:

ICPC receiving state: Check if no payment will be made to the provider

Does another agency or state have financial responsibility for this child -courtesy supervision by this agency? Yes No

New Child Ward



Foster Parents Relationship Matches Placement Setting

Placement - Northstar - 01/12/2015 Foster Parents Changes to this placement/location

Grandpa Northstar

Foster Parent

Name: Grandpa Northstar

Relationship: Other non-relative

Grandma Northstar

Foster Parent

Name: Grandma Northstar

Relationship: Other non-relative

Active Child Ward Status Required

Child Ward Information | Child Ward Event Summary

Guardianship type: Effective date:

Status at DHS: Guardianship active:

Workgroup:

Primary Contact:

AD Ward ID: Person Ward ID:

DHS Number:

Status at DHS must be Active at DHS to begin an Adoption Assistance Eligibility Determination.

Previous Parent Verifications

Type	Name
Previous Parent Verification	Previous parent verification - 3/7/2012

Previous parent verification

All pre-guardianship parents for this child are entered into the SSIS relationship screen and all parent/child relationships have been ended.

Verified date: Verified by:

Check the child's most recent previous parents

	Name	SWNDX #	Relationship	Inactive date	Inactive reason	Birth father detail
<input checked="" type="checkbox"/>	Lab, Linus	36794067	Birth father	03/01/2012	Termination of parental rights	Adjudicated
<input checked="" type="checkbox"/>	Lab, Laura	36794065	Birth mother	03/01/2012	Termination of parental rights	

Sibling Verification If Also Under DHS Guardianship

Sibling verification

All known sibling relationships for this child have been entered into SSIS and are listed in the grid below. If the grid is blank, the child has no known siblings at the time of verification.

Verified date: Verified by:

Child's sibling relationships in SSIS

Name	SWNDX #	Relationship
No sibling verification is required if no siblings under DHS Guardianship		
<No data to display>		

AFCARS Barriers to Adoption

Barriers to Adoption

Does the child have characteristics or circumstances that may serve as a barrier to adoption without adoption assistance? Yes No

Primary barrier:

Previously selected Special Needs that are no longer valid

- Older child
- Behavior problems
- Religious and cultural needs
- Adolescent parent with child(ren)
- Family genetic/health bkgnd makes child high risk
- History of abuse, neglect or multiple placements

Not required for Adoption Assistance Eligibility or Child Ward Verifications. It is required for AFCARS.

New State Adoption Exchange (SAE) Function

The screenshot displays a software interface for SAE Status Verification. At the top, a table lists two entries:

Type	Name
SAE Status Verification	SAE Status Verification
SAE Status Verification	SAE Status Verification

Below the table, the selected entry is expanded to show details for "SAE status verification - 05/03/2012". The interface includes a "Document" tab and a text area stating: "The SAE registration status information is correct. If the child is being registered, the SAE Registration Document is complete." Below this text are two dropdown menus: "Verified date:" set to "05/03/2012" and "Verified by:" set to "Kretchmer, Susan".

The "Registration information" section shows a "Registration status:" dropdown menu currently set to "Registered". A "Reason:" dropdown menu is open, showing three options: "Registered", "Deferred", and "Exempt".

A callout box with a pointer to the "Exempt" option in the "Reason:" dropdown contains the following text: "When an Adoptive Placement Verification is submitted, SSIS will create a new SAE Verification of Exempt. This is so workers don't have to go back to create a SAE verification."

Adoptive Placement Verification

Adoptive placement

Adoptive Placement Verification

Placement: Placement - Northstar - 01/12/2015

Adoptive parents have been entered on SSIS as foster parents for the pre-adoptive placement. The signed Adoptive Placement Agreement (APA) has been sent or will be sent to DHS. Each adoptive parent listed on the APA is checked on the grid below.

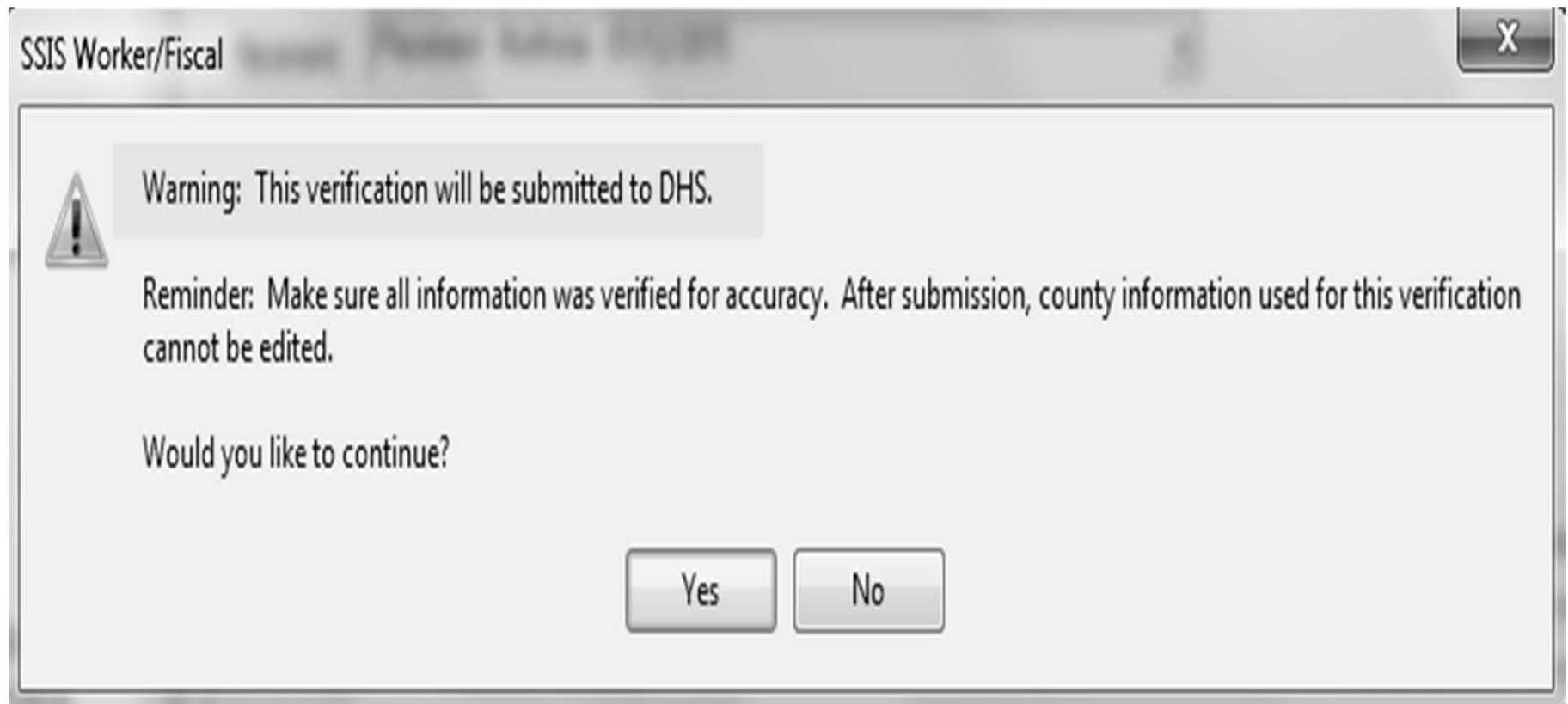
Verified date: 02/03/2015 Verified by: litchfield, lisa

Adoptive parents

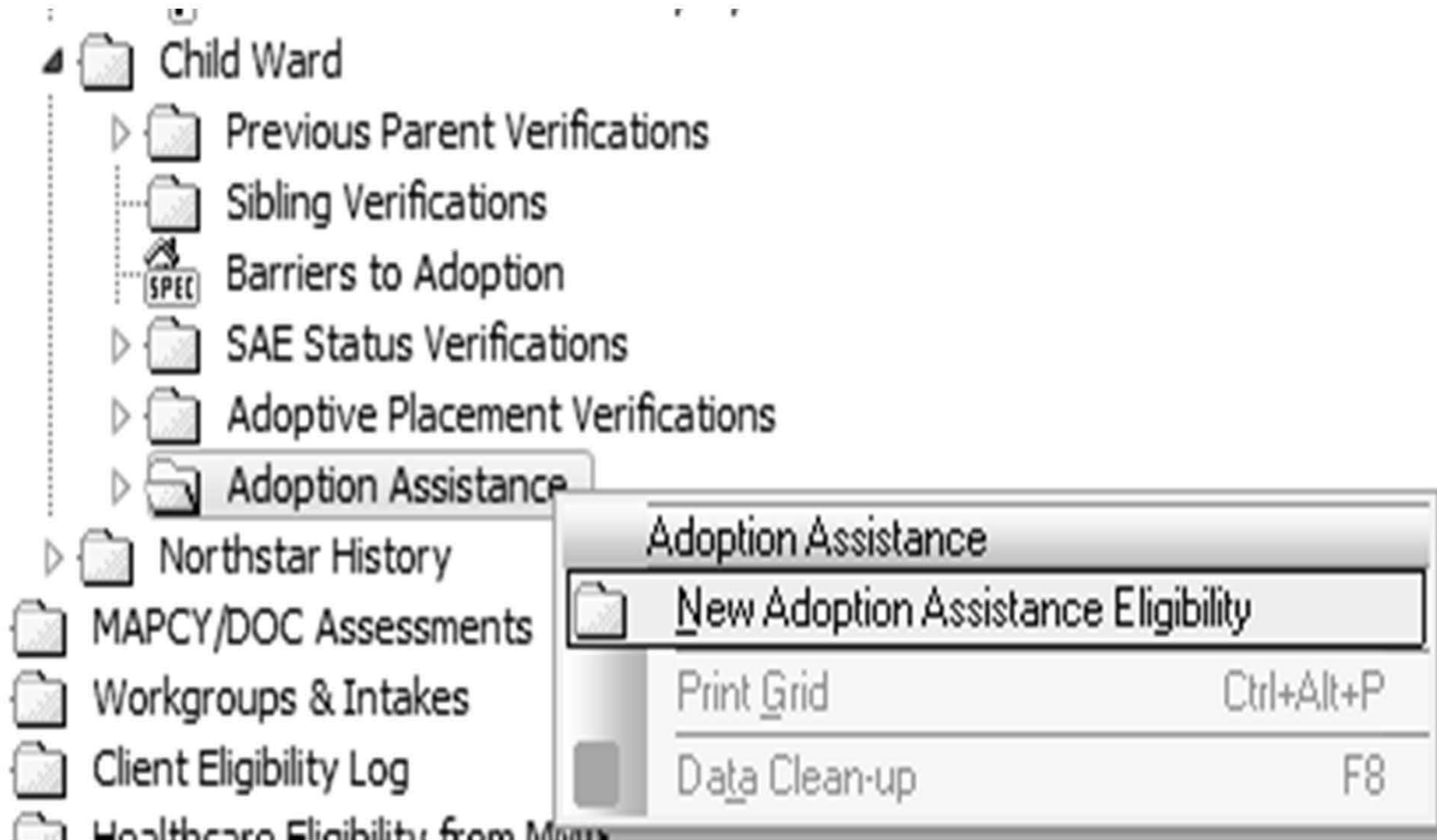
	Name	SWNDX #	Relationship
<input checked="" type="checkbox"/>	Northstar, Grandpa	37241260	Other non-relative
<input checked="" type="checkbox"/>	Northstar, Grandma	37241250	Other non-relative

Adoptive Placement Verification is required prior to creating an Adoption Assistance Eligibility Determination.

Verification Warning Message



Next Step: Adoption Assistance Eligibility



Northstar Adoption Assistance Eligibility Determination

Setup Document Properties Discussions Required Documents

No required fields needed to complete.

Document template:

Description: Northstar Adoption Assistance Eligibility Determination

Status: Draft

Status change date: 2/3/2015 9:34:19 AM Initial submission date:

NAA Eligibility Setup Screen

Setup Document Properties Discussions Required Documents

No required fields needed to complete.

Document template: Northstar Adoption Assistance Eligibility Determination

Description: Northstar Adoption Assistance Eligibility Determination

Status: Draft

Status change date: 2/3/2015 9:34:19 AM Initial submission date:

Document

Document: Northstar Adoption Assistance Eligibility Determination

Agency

Agency: Test County Family Services

Agency name: Test County Family Services

Participant

Participant: Lonnie Lab

Name: Lonnie Lab

Date of birth: 10/31/2011

18th birthday: 10/31/2029

Citizenship status: U.S. Citizen/naturalized citizen

Child ward verification

Child ward: DHS guardianship 03/05/2012

NAA Eligibility Document Instructions

The screenshot shows the 'Required Documents' tab in the SSIS software. The left sidebar contains a tree view with the following sections:

- Title Page
 - Instructions
 - Title Page
- Age and Citizenship
 - Age and Citizenship Requirements
- Background Studies
 - Background Studies
- Placement Information
 - Barriers to Adoption
 - Placement Efforts
- Eligibility Factors
 - Applicable Child Criteria
 - Child Eligibility

The main content area displays the 'Instructions' section, which includes the following text:

Instructions

In order to complete a Northstar Adoption Assistance Eligibility Determination, a child must have had foster care payments paid on the child's behalf while in out-of-home placement through a county or tribal social services agency prior to an issuance of a court order transferring the child's guardianship to the commissioner, or making the child a ward of the tribe. The responsible agency must have entered and verified data in SSIS to create a new child ward.

Additionally, the child must be in an adoptive placement, as documented by a signed Adoption Placement Agreement and the responsible agency entering and verifying data in SSIS to create an adoptive placement event.

The county or tribe with financial responsibility for the child must enter and verify the Eligibility Determination.

The Eligibility Determination includes a set up screen and a series of screens with questions that must be answered to determine both eligibility for the program and the funding source (Title IV-E or non-Title IV-E funds). The series of questions varies depending on how each preceding question is answered and SSIS guides the worker down the applicable path to determine eligibility. Through this process, SSIS does not allow access to the questions that are not applicable and do not need to be answered .

When the Eligibility Determination is completed, SSIS displays a page indicating the documentation that must be submitted to the Minnesota Department of Human Services (the department) to verify the Eligibility Determination. The worker must indicate how they will submit the required documentation. The worker is prohibited from electronically submitting the Eligibility Determination until they have selected how the supporting documentation will be submitted.

The worker must complete information about income offsets as part of the submission of the Eligibility Determination

At the bottom of the window, there are two checkboxes: Alternate Print Format and Complete. Navigation arrows are visible in the bottom right corner.

NAA Eligibility Title Page & Required Document Based on Only Screen Question

Minnesota Department of Human Services
Northstar Adoption Assistance Eligibility Determination 15.1

Child Name: Lonnie Lab	Birth Date: 10/31/2011
Worker Name: lisa litchfield	Legal Status: DHS guardianship
Worker Email:	Worker Phone: (111)111-1111

Previous Parent Verification

Parent	Inactive Reason	Date
Birth father	Termination of parental rights	3/1/2012
Birth mother	Termination of parental rights	3/1/2012

Placement Information

Continuous Placement Episode: 03/05/2012 - present

Placement Setting: 01/12/2015 - present

Responsible Agencies

Financially Responsible Agency: Test County Family Services

Adoptive Parent Information

Adoptive Parent 1: Grandpa Northstar

Adoptive Parent 2: Grandma Northstar

Mailing Address: 123 Abc
XYZ, MN 12345

- Template Search
- Extraordinary Level Approval Notice
 - Extraordinary Level Denial Notice - Auto-Denial
 - Extraordinary Level Denial Notice - Requirements Not Met
 - Extraordinary Level Withdrawal Notice
 - MAPCY Assessment Notice-Caregiver
 - MAPCY Assessment Notice-Youth
 - Northstar Adoption Assistance Benefit Agreement
 - Northstar Adoption Assistance Benefit Agreement (manual)
 - Northstar At Risk Adoption Assistance Benefit Agreement (manual)
 - Northstar Care Title IV-E Foster Care Eligibility Documentation
 - Northstar Kinship Assistance Benefit Agreement
 - Northstar Kinship Assistance Eligibility Status
 - Northstar Kinship Placement Agreement
 - Northstar Kinship RCA CT Benefit Agreement
 - Prospective Adoptive Parent Statement to Decline Northstar Adoption Assista

Does the adoptive parent(s) for this child wish to apply for Northstar Adoption Assistance benefits?



If No, above person document required

Age and Citizen Requirements Screen

Age and Citizenship Requirements

Will the child be under age 18 (10/31/2029) at the time the adoption is finalized?

If Yes, Citizenship Required

Age and Citizenship Requirements

Will the child be under age 18 (10/31/2029) at the time the adoption is finalized?

Yes ▼

Citizenship/Immigration Status

Child's Status:

U.S. Citizen/naturalized citizen

Background Studies Screen

Background Studies

Was a background study completed for each required person?

Yes ▼

Did the background study reveal that the adoptive parent(s) has ever been convicted of a felony involving child abuse or neglect, spousal abuse, a crime against a child (including child pornography), or a crime involving violence, including rape, sexual assault or homicide (but not including other physical assault or battery)?

No ▼

Did the background study reveal that the adoptive parent(s) has been convicted of a felony involving physical assault, battery, or a drug-related offense within the past five years?

No ▼

Background Studies

Was a background study completed for each required person?

No ▼

Child is not eligible for Title IV-E or Non-Title IV-E Adoption Assistance. DHS will issue denial letter.

Barriers to Adoption Screen

Barriers to Adoption

What is the primary reason the child cannot be placed with adoptive parent(s) without providing adoption assistance?

- The child has a documented physical, mental, emotional, or behavioral disability.
- The child is a member of a sibling group to be adopted at the same time by the same parent(s).
- The child is placed for adoption in the home of parent(s) who previously adopted another child born of the same mother or father for whom they receive adoption assistance.
- The child is at-risk of developing one or more disabilities during their childhood.
- None of the above

Barriers to Adoption

What is the primary reason the child cannot be placed with adoptive parent(s) without providing adoption assistance?

- The child has a documented physical, mental, emotional, or behavioral disability.
- The child is a member of a sibling group to be adopted at the same time by the same parent(s).
- The child is placed for adoption in the home of parent(s) who previously adopted another child born of the same mother or father for whom they receive adoption assistance.
- The child is at-risk of developing one or more disabilities during their childhood.
- None of the above

Child is not eligible for Title IV-E or Non-Title IV-E Adoption Assistance. DHS will issue denial letter.

Placement Efforts Screen

Placement Efforts

Was a relative search conducted?

Is the child being adopted by a relative?

Is the child being adopted by a foster parent with whom they developed significant emotional ties while in their care as a foster child?

Placement Efforts

Was a relative search conducted?

Does the legally responsible agency have a court order relieving them of relative search efforts?

Is the child being adopted by a relative?

Is the child being adopted by a foster parent with whom they developed significant emotional ties while in their care as a foster child?

Applicable Child Criteria Screen

Applicable Child Criteria

Does the child meet the age requirement to be considered an applicable child for Title IV-E?

No

Has the child been in foster care under the responsibility of a county social service or tribal agency for at least 60 consecutive months?

No

Is this child a sibling of an applicable child, who is being adopted at the same time by the same parent(s)?

No

This is a non-applicable child.

Applicable Child Criteria

Does the child meet the age requirement to be considered an applicable child for Title IV-E?

No

Has the child been in foster care under the responsibility of a county social service or tribal agency for at least 60 consecutive months?

No

Is this child a sibling of an applicable child, who is being adopted at the same time by the same parent(s)?

Yes

This is an applicable child.

Non-Applicable Child

Child Eligibility

Non-applicable Child

Was the child eligible for Title IV-E Adoption Assistance in a previous adoption where the adoptive parent(s) have died or the adoption has dissolved?

Yes ▼

Child is eligible for Title IV-E Adoption Assistance.

Child Eligibility

Non-applicable Child

Was the child eligible for Title IV-E Adoption Assistance in a previous adoption where the adoptive parent(s) have died or the adoption has dissolved?

No ▼

Is the child eligible to receive Supplemental Security Income prior to the finalization of the adoption?

Yes ▼

Child is eligible for Title IV-E Adoption Assistance.

Subsequent Applicable Child Eligibility Questions

Child Eligibility

Non-applicable Child

Was the child eligible for Title IV-E Adoption Assistance in a previous adoption where the adoptive parent(s) have died or the adoption has dissolved?

No ▾

Is the child eligible to receive Supplemental Security Income prior to the finalization of the adoption?

No ▾

Start date of current continuous placement episode:

05/20/12

Were there any trial home visits during the current continuous placement episode?

Yes ▾

Dates entered here

Enter start and end dates of the trial home visits:

What initiated the child's removal from the home for the current placement episode?

Court ordered

Did the removal court order contain the best interest or contrary to the welfare language?

Yes

Did the child meet AFDC eligibility requirements (in accordance with program rules in effect on July 16, 1996) at the time the child's removal was initiated (i.e., AFDC eligibility month)?

Yes ▾

Child is eligible for Title IV-E Adoption Assistance.

NAA Title IV-E Status and Determination

Setup	Document	Properties	Discussions	Required Documents	
Kinship Document Properties					
Description:	Northstar Adoption Assistance Eligibility Determination				
SSIS Document #:	212592736				
Created Date:	2/3/2015 9:38:30 AM	Created By:	Litchfield, Lisa		
Initial Submission Date:		Pre-school Indicator:			
Status:	Draft				
Determination:	Eligible for Title IV-E				
Determination Reason:					
Infant Benefit Level:	<input type="checkbox"/>	Child Benefit Level:	<input type="checkbox"/>	Teen Benefit Level:	<input type="checkbox"/>
Last Edited Date:	2/3/2015 9:57:52 AM				
Last Changed Date:	2/3/2015 9:57:52 AM	Last Changed By:	Litchfield, Lisa		
Template Properties					
Name:	Northstar Adoption Assistance Eligibility Determination				
Document Template #:	284968				
Document Identification:	07/29/2014				
Format:	Forms				
Description:	Northstar Adoption Assistance Eligibility Determination 15.1				

SSIS Worker Mentor Meeting -
February 18, 2015 - Northstar Adoption
Assistance Eligibility Screenshots

NAA Discussions

Discussion #:	County Code:	Agency Name:	Response Code:	
<input type="text" value="212592822"/>	<input type="text" value="01"/>	<input type="text" value="Dodge"/>	<input type="text" value="State Response Requested"/>	
Description				
<input type="text" value="this is where you would put in your topic for discussion"/>				
<hr/>				
<input type="checkbox"/>	User First Name	User Last Name	Agency Name	Posted Date/Time
<No data to display>				
<hr/>				
<input type="button" value="Action"/>				

Create New Comment for Discussion

Discussion #: 212592826 County Code: 01 Agency Name: Dodge Response Code: State Response Requested

Description
this is where you would enter topic for discussion

User First Name	User Last Name	Agency Name	Posted Date/Time
<No data to display>			

Add Comment

This is where you would ask a question or make a statement.

OK Cancel

Comment Displays in Grid

Setup | Document | Properties | Discussions | Required Documents

Status	Description
Draft	this is where you would enter topic for discussion

Discussion #: County Code: Agency Name: Response Code:

Description

User First Name	User Last Name	Agency Name	Posted Date/Time
lisa	litchfield	Aitkin	2/3/2015 10:04:11 AM

This is where you would ask a question or make a statement.

Create NAA Eligible Income Offsets

Setup Document Properties Discussions Required Documents

No required fields needed to complete.

Document template: Northstar Adoption Assistance Eligibility Determination

Description: Northstar Adoption Assistance Eligibility Determination

Status: Draft

Status change date: 2/3/2015 9:34:19 AM Initial submission date:

Display Setup

Eligibility Determination

- New Adoption Assistance Eligibility

Setup

- New Income Offsets**
- New Discussion
- Save Ctrl+S
- Cancel
- Delete Ctrl+Del
- Refresh Headers/Footers
- Send for DHS Approval
- Inactivate
- Send Elig Document to DHS
- Data Clean-up F8

Action

NAA Income Offsets Screen

Setup	Document	Properties	Discussions	Required Documents	Income Offsets
-------	----------	------------	-------------	--------------------	----------------

Initial Income Offsets

Child Name:

Reporting Date:

Does the child receive any of the following Yes No

RSD: (Social Security)

Veterans Benefits (VA):

Railroad Retirement Benefits:

Black Lung Benefits:

Total Income Offsets: **Benefit amount will be adjusted to reflect Total Income Offsets**

Additional Monthly Income Offsets

Supplemental Security Income (SSI):

Post-Income Offsets Review and Entry of Required Documents

Setup	Document	Properties	Discussions	Required Documents	Monthly Income Offsets
Requirement Needed: Placement Agreement or tribal equivalent		Requirement Met By: Signed Placement Agreement or tribal equivalent		State Received: <input type="checkbox"/>	State Verified: <input type="checkbox"/>
Comment:				Submission Method: At DHS	
Requirement Needed: Child's proof of citizenship/immigration status		Requirement Met By: Birth certificate		State Received: <input type="checkbox"/>	State Verified: <input type="checkbox"/>
Comment:				Submission Method: At DHS	
Requirement Needed: Background study		Requirement Met By: Background study Grandpa Northstar and Grandma Northstar		State Received: <input type="checkbox"/>	State Verified: <input type="checkbox"/>
Comment:				Submission Method: Other	
Requirement Needed: Termination of Parental Rights		Requirement Met By: Court order terminating parental rights Birth father and Birth mother		State Received: <input type="checkbox"/>	State Verified: <input type="checkbox"/>
Comment:				Submission Method: At DHS	
Requirement Needed: Removal method		Requirement Met By: Removal court order		State Received: <input type="checkbox"/>	State Verified: <input type="checkbox"/>
Comment:				Submission Method: At DHS	

Select Correct MAPCY

Setup Document Properties Income Offsets Discussions Required Documents

No required fields needed to complete.

Document template: Northstar Adoption Assistance Eligibility Determination

Description: Northstar Adoption Assistance Eligibility Determination

Status: Draft

Status change date: 2/3/2015 9:34:19 AM Initial submission date:

Adoptive parent 1: Grandpa Northstar

Adoptive parent 1 citizenship status: U.S. Citizen/naturalized citizen

Adoptive parent 2: Grandma Northstar

Adoptive parent 2 citizenship status: U.S. Citizen/naturalized citizen

Removal from home: Voluntary

Best interest statement: Yes

FC pymt prior to guardianship: No

IV-E FC pymt during cont plcm: No

Address

Address: Other/Unknown: 123 Abc

Mailing address: 123 Abc
XYZ, MN 12345

MAPCY

MAPCY: 02/03/2015 - Agency approved - Child Domains (Ages 0-12)

MAPCY document ID: 214736657

Previous parent verification

Termination of parental rights

Inactive reason code: 07

Inactive reason: Termination of parental rights

Inactive date: 3/1/2012

Relationship: Birth father

Termination of parental rights

Inactive reason: Termination of parental rights

Inactive date: 3/1/2012

Relationship: Birth mother

February 18, 2015 - Northstar Adoption
Assistance Eligibility Screenshots

Send for DHS Approval Post-Required Documents

Setup Document Properties Discussions Required Documents Monthly Income Offsets

No required fields needed to complete.

Document template: Northstar Adoption Assistance Eligibility Determination

Description: Northstar Adoption Assistance Eligibility Determination

Status: Draft

Status change date: 2/3/2015 9:34:19 AM Initial submission date:

Display Setup

Eligibility Determination

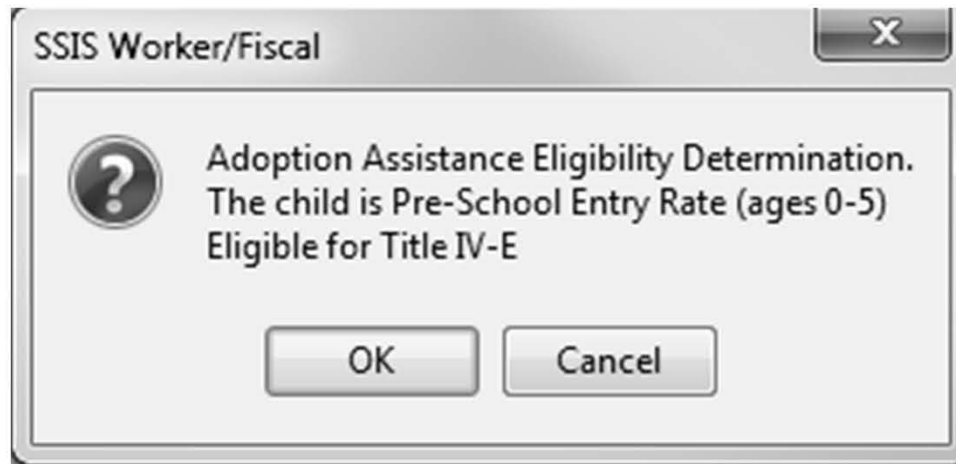
- New Adoption Assistance Eligibility

Setup

- New Income Offsets
- New Discussion
- Save Ctrl+S
- Cancel
- Delete Ctrl+Del
- Refresh Headers/Footers
- Send for DHS Approval**
- Inactivate
- Send Elig Document to DHS
- Data Clean-up F8

Action

NAA Message Submitted to DHS



Status Viewable on Properties

Setup	Document	Properties	Income Offsets	Discussions	Required Documents
Document Properties					
Description:	Northstar Adoption Assistance Eligibility Determination				
SSIS Document #:	212592736				
Created Date:	2/3/2015 9:38:30 AM	Created By:	Litchfield, Lisa		
Initial Submission Date:	02/10/2015	Pre-school Indicator:	Yes		
Status:	Pending DHS approval				
Determination:	Eligible for Title IV-E				
Determination Reason:					

DHS Confirmation displays

Setup Document Properties Income Offsets Discussions Required Documents

No required fields needed to complete.

Document template: Northstar Adoption Assistance Eligibility Determination

Description: Northstar Adoption Assistance Eligibility Determination

Status: Determination confirmed

Status change date: 2/10/2015 3:51:29 F Initial submission date: 02/10/2015

- Adoption Assistance
 - Eligibility Determination
 - Eligibility Determination - Determination confirmed

Setup Document Properties Income Offsets Discussions Required Documents

Document Properties

Description: Northstar Adoption Assistance Eligibility Determination

SSIS Document #: 212592736

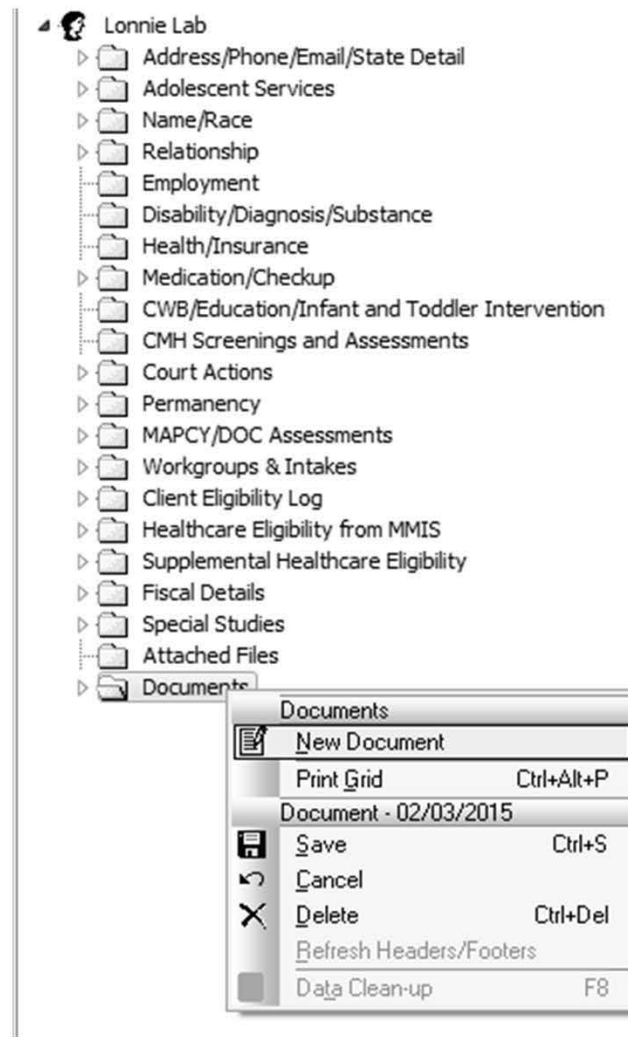
Created Date: 2/3/2015 9:38:30 AM Created By: Litchfield, Lisa

Initial Submission Date: 02/10/2015 Pre-school Indicator: Yes

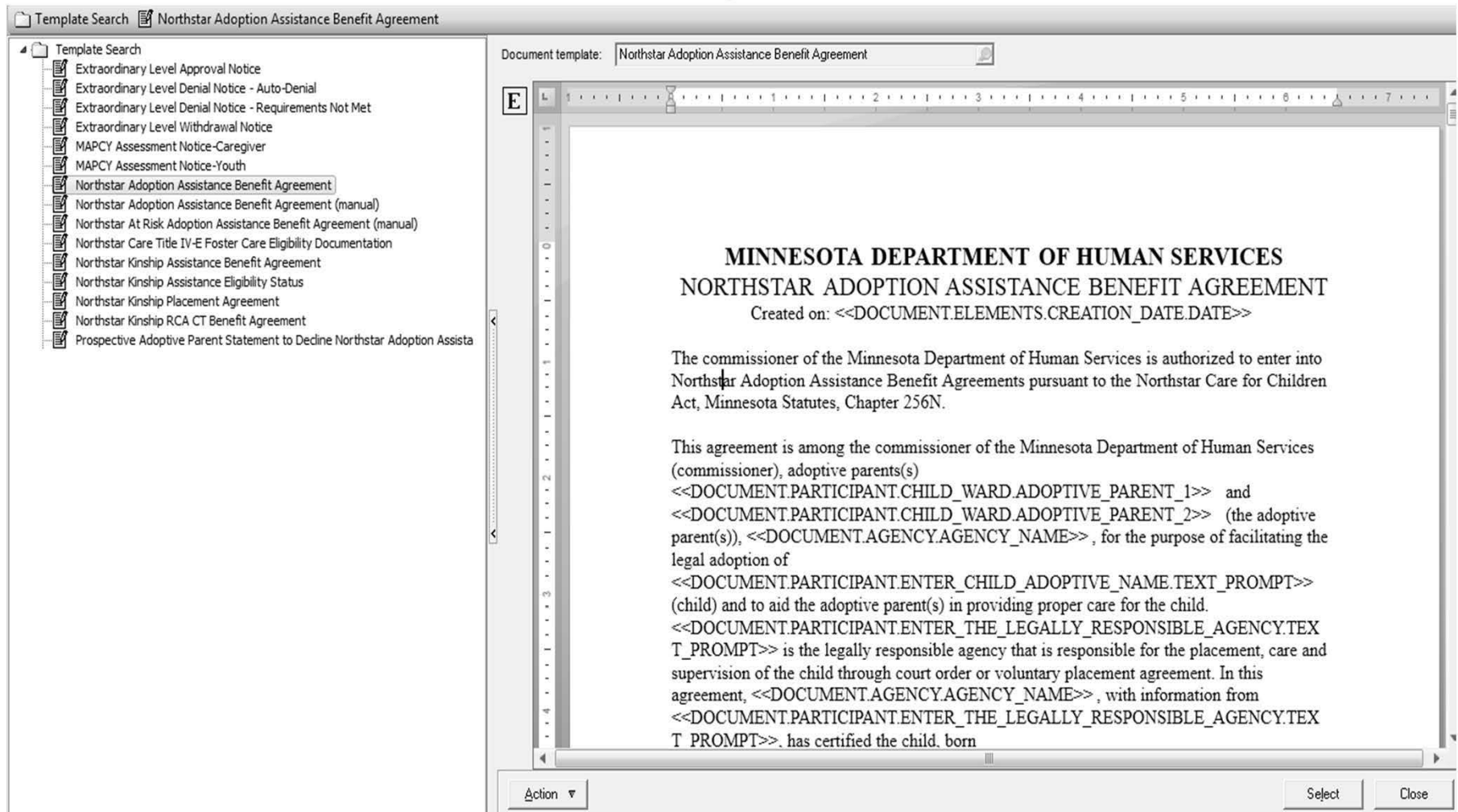
Status: Determination confirmed

Determination: Eligible for Title IV-E

Person Documents



Northstar Adoption Assistance Benefit Agreement



NAA Benefit Agreement Setup

Setup Document Properties

No required fields needed to complete.

Document template: Northstar Adoption Assistance Benefit Agreement

Description: Northstar Adoption Assistance Benefit Agreement

Status: Draft Finalized date:

Agency

Agency: Test County Family Services

Agency name: Test County Family Services

Is agency county or region: Yes

Participant

Participant: Lonnie Lab

Date of birth: October 31, 2011

18th birthday: 10/31/2029

Child ward

Child ward: DHS guardianship 03/05/2012

Adoptive parent 1: Grandpa Northstar

Adoptive parent 2: Grandma Northstar

Eligibility determination

Eligibility determination: 02/10/2015 - Title IV-E - Preschool Rate

Funding source: Title IV-E

Preschool Indicator: Yes

Approved benefit level: Level F

Monthly basic payment: \$283.00

Monthly supplemental DOC payment: \$200.00

Monthly total payment: \$483.00

Monthly income offset: \$200.00

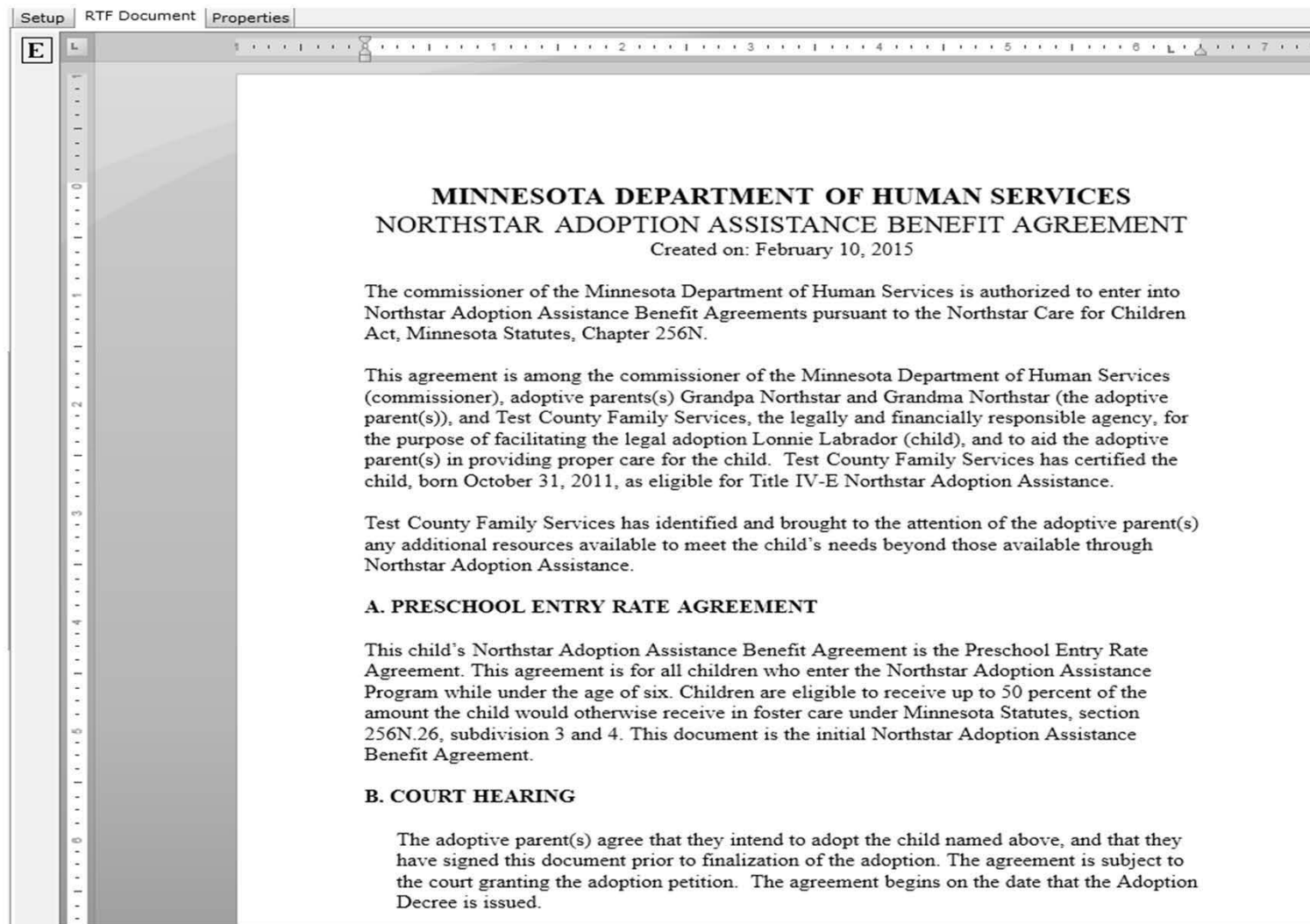
Monthly net payment: \$283.00

Display the language block? no

Are the Legally and Financially Responsible Agency the same? yes

Enter child Adoptive Name: Lonnie Labrador

Document Signed & Sent to DHS



NAA At Risk Benefit Agreement

Setup | RTF Document | Properties

No required fields needed to complete.

Document template: Northstar At Risk Adoption Assistance Benefit Agreement

Description: Northstar At Risk Adoption Assistance Benefit Agreement

Status: Draft Finalized date:

Document

Document: Northstar At Risk Adoption Assistance Benefit Agreement

Elements

Creation Date: 2/10/2015

Agency

Agency: Test County Family Services

Agency name: Test County Family Services

Is agency county or region: Yes

Participant

Participant: Lonnie Lab

Date of birth: October 31, 2011

18th birthday: October 31, 2029

Child ward

Child ward: DHS guardianship 03/05/2012

Adoptive parent 1: Grandpa Northstar

Adoptive parent 2: Grandma Northstar

Eligibility determination

Eligibility determination: 02/10/2015 - Title IV-E - Preschool Rate

Funding source: Title IV-E

Preschool Indicator: Yes

Display the language block? no

Are the Legally and Financially Responsible Agency the same? yes

Enter child Adoptive Name: Lonnie Labrador

NAA At Risk Adoption Assistance Agreement

**MINNESOTA DEPARTMENT OF HUMAN SERVICES
NORTHSTAR AT RISK ADOPTION ASSISTANCE
BENEFIT AGREEMENT
Created on: February 10, 2015**

The commissioner of the Minnesota Department of Human Services is authorized to enter into Northstar Adoption Assistance Benefit Agreements pursuant to the Northstar Care for Children Act, Minnesota Statutes, Chapter 256N.

This agreement is among the commissioner of the Minnesota Department of Human Services (commissioner), adoptive parent(s) Grandpa Northstar, and Grandma Northstar (the adoptive parent(s)), and Test County Family Services, the legally and financially responsible agency, for the purpose of facilitating the legal adoption of Lonnie Labrador (child), and to aid the adoptive parent(s) in providing proper care for the child. Test County Family Services has certified the child, born October 31, 2011, as eligible for Title IV-E Northstar Adoption Assistance.

Test County Family Services has identified and brought to the attention of the adoptive parent(s) any additional resources available to meet the child's needs beyond those available through Northstar Adoption Assistance.

A. AT RISK AGREEMENT

This child's Northstar Adoption Assistance Benefit Agreement is the "At Risk" Agreement. Eligibility for Northstar Adoption Assistance is based solely on the child being "at-risk" of developing physical, mental, emotional, or behavioral disabilities. When a child's eligibility for Northstar Adoption Assistance is based upon "at-risk" of developing one or more of the disabilities aforementioned, no payment will be made unless and until the potential disability manifests itself as documented by an appropriate professional and the commissioner authorizes payment by modifying this agreement accordingly. This document is the initial Northstar Adoption Assistance Benefit Agreement

Should a documented physical, mental, emotional, or behavioral disability manifest; the commissioner may modify this agreement to a Preschool Entry Rate Agreement as determined by the child's current age. The child's current age is _____.

Additional Tips

- ❑ No alerts and reminders.
- ❑ Workers must return to AA Eligibility Determination folder and review Properties tab and Discussion tab to see status or conversations.
- ❑ When DHS puts in Determination confirmed on Properties tab, local agency staff generates the benefit agreement, prints, obtain signatures and sends to DHS.
- ❑ Don't finalize adoption prior to the benefit agreement being signed by DHS.
- ❑ DHS sends local agency a hard copy of benefit agreement back.
- ❑ If finalization occurs before benefit agreement signed by DHS, the family is not eligible for Adoption Assistance Benefits.
- ❑ If questions by local agency on this process, contact the Permanency eligibility worker. Agencies have been notified.
- ❑ Only family can appeal through DHS appeals hearing if they disagree with the outcome.

Have Questions or Need Help?

- ▣ Please call or email:
- ▣ SSIS Help Desk
- ▣ 651-431-4801
- ▣ Dhs.ssishelp@state.mn.us