

ORP Office of Rules and Procedures	Department of Children and Family Services	
	Index No: 98 - 29	Issuance Date: September 28, 1998
	Origin of Request: Adoptive parents and subsidized guardians	
	Distribution: X, Z, and C-3	
	Key Words: Adoption assistance, subsidized guardianship, income	
	Approved by:	

Interpretation

Applicable to: Child Welfare and Child Protective Staff of the Department and staff of purchase of service provider agencies.

Policy Citation: Rule/Procedures 302.310 and 302.405

Question: **Are adoptive parents/subsidized guardians required to submit proof of income?**

Discussion: Some adoptive parents and subsidized guardians have, in letters to the Director=s Office, been asking why caseworkers are still requiring them to submit verification of income in light of the fact that it is no longer the policy of the Department to consider the income of adoptive parents or subsidized guardians in the determination of the subsidy.

Effective April 13, 1998, the Department issued emergency amendments to Rules 302.310, Adoption Assistance Agreements, and Rule 302.405, Subsidized Guardianship. These amendments were issued to staff via an Informational Transmittal dated April 7, 1998 and Policy Transmittal 98.6 dated April 24, 1998. One of the amendments adopted at that time was the elimination of the need to consider the income of the adoptive parents or subsidized guardian when calculating the amount of the adoption assistance or subsidized guardianship monthly grant.

Response: **Because the income of adoptive parents and subsidized guardians is not considered in determining the amount of the monthly subsidy, there is no need to verify their income, either at the initial determination of the grant amount or at subsequent reviews. If this practice is still being implemented anywhere in the Department, it is to be stopped immediately.**