

SUBSIDY “HAVE I DONE EVERYTHING” CHECKLIST

- ☐ Confirmed that SS-60 (licensure/certificate) for AD or LG has been entered in the system. **Copy of ZVPF attached**
DO NOT SEND PAPERWORK IF FAMILY IS NOT LICENSED
 - ☐ Completed paperwork on current/correct subsidy form: Adoption (CD-AD) 12/14
Subsidized Guardianship (CD-SG) 05/16
 - ☐ Managing County name and code is included.
 - ☐ Residence County name and code is included.
 - ☐ Vendor number is included.
 - ☐ Adoptive Parent/Guardians name(s) are included and same as on license (Check FACES/PROD)
 - ☐ Child's Name, DOB and DCN are included and correct for the specified child
 - ☐ Agreement effective date is included and same as service begin dates.
 - ☐ No services are backdated.
 - ☐ Code, frequency, maximum amount and approval time period is included for all services.
 - ☐ Declination statement is included if declining a basic subsidy service: MoHealth Net, maintenance or daycare or basic legal. Any basic service not requested initially must be addressed in the explanation section.
 - ☐ SMAS (if requested)– documentation is included and written for the appropriate time period.
 - ☐ Childcare – Required statements are included in the explanation section and childcare is addressed on all subsidies for children 13 and under.
 - ☐ Legal fees – Required statements are included in the explanation section. If contested rate, required documentation is attached.
 - ☐ Residential – Email from RCST Coordinator is included giving approval for service
 - ☐ Guardianship – Family relationship to the child is stated in Explanation Section.
 - ☐ A successor guardian has been named or addressed in the Explanation Section if not named initially.
 - ☐ Parent/Guardian(s) have signed and dated all pages of Agreement with full legal names as they are shown in FACES.
 - ☐ Parent/Guardian(s) address is included.
 - ☐ Managing County Office / Contractor/ Private child placing agency's Name and address is included.
 - ☐ SS-60 and Subsidy Agreement Cover Sheet for PBC Agencies is included with contact information.
 - ☐ Subsidy Clearance Form is included with all necessary supervisory approvals. All above standard subsidies must have CD regional review/signature. This includes those from contractors and private child placing agencies.
 - ☐ Child summary is included and contains no identifying information on biological parents and is signed AD parents or LG.
 - ☐ If this is an Amendment to the new CD-AD contract, a copy of the original Agreement and all previous amendments are included.
 - ☐ Worker completing this subsidy paperwork and this checklist has kept a complete copy of everything sending to CMU for their file.