Adoption Assistance Program (AAP) Group Home Placement Number: 45-802.12

Date: 12/1/2008

PURPOSE

The purpose of this policy is to provide guidelines to follow when a child who is receiving AAP benefits enters out-of-home care into a group home placement.

APPROVED

This policy was approved by Mike Ryan, Director of CFS, on 1/29/2010. Signature on file.

OVERVIEW

In certain circumstances, AAP may cover an out-of-home placement. The adoptive parents must notify the Senior Social Worker (SSW) when the child has a condition that the parents believe requires placement of the child in a group home or into a residential treatment facility in or out of California.

POLICY

TIME FRAME

The AAP benefit is limited to 18-months per episode or condition justifying the out-of-home placement and only if reunification with the adoptive family is the goal. A new Adoption Assistance Agreement must be signed between the agency and adoptive parent.

Note: If an Adoption Assistance Agreement was signed prior to October 1, 1992 there is not a time limitation for out-of-home care.

BENEFITS

The SSW will determine the maximum AAP benefit available based on the state-approved group home rate classification level for which the child is eligible and whether the selected placement is able to meet the child's needs and qualifies for payments. The AAP payment will be made directly to the group home provider. Foster Care Program Manager is to be notified if group home is a for profit facility. The adoptive parent is to report if the child leaves the group home within 5 days.

For an out-of-state group home placement the adoptive parent is responsible for the placement. The AAP SSW must ensure the placement is approved by the Interstate Compact on the Placement of Children (ICPC) and that the out-of-state group home is not a lock down facility, and will meet the child's needs.

AAP GROUP HOME PAYMENT REPORT

In order to avoid overpayments, the group home provider will be paid in the arrears and must submit a payment report monthly in order to receive a payment. The group home provider must fax the Adoption Assistance Program Group Home Payment Report (F063-29-80) and mail the original report to the AAP Eligibility Technician (ET) who will issue the payment and send next month's report with a postage-paid envelope to the group home.

REFERENCES HYPERLINKS

Adoptions Program Regulations 35334

REQUIRED FORMS HYPERLINKS

Form Name	Form Number
Payment Instructions Adoption Assistance Program	AAP 2
Adoption Assistance Program Approval	CSC 18
Adoption Assistance Program Change	CSC 20
Adoption Assistance Program Reassessment Case Recording Sheet	F063-29-56
Adoption Assistance Program Group Home Payment Report	F063-29-80

PROCEDURE

REQUIRED ACTION

The following actions must be completed when an AAP 2 is received for a child entering a new group home placement episode.

Responsibility	Step	Required Action
AAP ET	1.	Receives AAP 2 that child is being placed in group home care and checks for completeness.
		Note: The SSW will notate on the AAP 2 that the group home has been notified of the AAP Group Home Payment Report process.
	1.	Sends group home provider the AAP Group Home Payment Report for the first month with a postage-paid envelope. Thereafter, will send report once prior month's report is received and child still remains in group home care.
	1.	Zero grants the case until the report is returned. The group home can expedite the payment by faxing the report to the ET. The payment can be issued using a faxed copy as long as the original signed copy is returned by the group home provider.
	1.	Needs to zero grant the case once the payment is made.
		 Example: Child was placed in a group home care on June 16th. Sends out the group home report for June to the provider and zero grants the case. The provider will return the report after June 30th to the ET. Issues the AAP payment to the provider by adding the negotiated rate into CalWIN to pay from June 16th to June 30th. Once payment is issued for June the ET will

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zero grant the case for the July payment.