
POST ADOPTION ASSISTANCE

PROVINCIAL GUIDELINES

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INTRODUCTION

The Post Adoption Assistance program provides financial assistance to families who adopt children designated with special service needs or special placement needs and is intended to reduce financial barriers to adoption from ministry care.

The Post Adoption Assistance Program is governed by the *Adoption Act* (Section 80)

“Subject to the regulations, the director may:

- a) Provide financial assistance or other assistance to a person who proposes to adopt, or who adopts a child placed for adoption by the director, and
- b) Review, alter or terminate the assistance provided.”

In order to safeguard the sustainability of the program and to ensure that existing funds reach children and families with the greatest need, changes have been made. This handbook will familiarize adoption social workers about these changes as well as reinforce practice that remains the same.

The 2006/07 internal audit of the Post Adoption Assistance program made a number of recommendations; however the current economic climate has imposed unforeseen limitations on how these recommendations can be implemented. The Provincial Handbook will address one of the audit’s recommendations which was to provide greater consistency across regions in how the program is administered.

This manual is intended to be a hands-on support to adoption social workers. Whether determining an adoptive parent’s eligibility at the initial application stage, assessing specific service spending limits or calculating the rate of maintenance support, the handbook should provide easily accessible answers.

Funding for specific services is available only after other sources have been fully explored and should not be in addition to similar supports from other programs. As well, funding through PAA cannot exceed what is available to a child in care.

This handbook is not intended to replace the Practice Standards and Guidelines for Adoption. Social workers should continue to refer to the Standards to guide and direct their adoption practice. Applicable standards are therefore referenced throughout.

Chapter One – Assessing Eligibility

Is the child is designated? (Practice Standard 24)

PAA is only available for a child who meets the following criteria for Designation:

- The child is under the age of 19 and is a continuing custody ward (*CF&CS Act*), an *Adoption Act* ward or a *Family Relations Act* ward OR
- The child was adopted under the *Adoption Act* by a person who was his/her guardian under the *Family Relations Act* or the *Infants Act*;
- The child has a special service or special placement need (see definitions);
- The child has been placed or is on proposal status to the adoptive home;
- The designated child and the parents(s) have a demonstrated need for one or more of the specific services described in Chapter 2.

Determining if the adoptive family is eligible (Practice Standard 51)

Adoptive parents may be eligible to receive PAA if:

- The child has been designated;
- The child has been placed or is on proposal status to the home (on the Adoption Management System);
- The designated child and the parent(s) have a demonstrated need for one or more services;
- The family has a demonstrated financial need as determined by an income test (Chapter 2);
- The family has gross assets under \$300,000 excluding a primary house, vehicle and pensions/RRSPs (Chapter 2).

A family who adopted a child prior to November 4, 1996, remains eligible for PAA if the child was designated and a nil agreement was completed.

DEFINITIONS

Special Service Need

- A diagnosed physical disability or mental disability or both;
- A diagnosed emotional disturbance or both;
- A recognized high risk of developing a physical or mental disability or both;
- A recognized high risk of developing an emotional disturbance or behavioural disturbance, or both, due to pre-natal history.

Special Placement Need

- The child is a member of a family group that should be placed together, either jointly or successively;
- The child has established significant emotional ties with a person who proposes to adopt the child, OR
- The child has cultural ties that require a culturally compatible placement or support.

Points to Remember

When planning adoption for a child you must:

- Review the age, legal status and special service and placement needs of the child;
- Determine if the child meets the criteria for designation;
- Obtain the approval of your team leader to designate the child and
- Ensure the child is registered and designated for PAA on AMS (Adoption Management System.)
- When determining if a child has a special service need, the social worker must review all relevant medical, psychiatric, and educational reports.
- Designating a child does not mean that the Director will provide financial assistance. Providing assistance is at the discretion of the Director. Some families may not meet the eligibility requirements, and others may not require financial assistance.
- FORM CF2208 is required to designate a child. Social workers can locate it on the Adoption SharePoint site and on the iconnect page under FORMS
 - <https://mcfshare.gov.bc.ca/ds/adpts/default.aspx>
 - http://icw.mcf.gov.bc.ca/forms/cf2208_FILL_JUN08.pdf
- If the criteria are met, a child can be designated before or after placement. It is preferred that the designation be completed prior to the granting of the adoption order. Children designated after the granting of the order can only be designated as having special service needs (not special placement needs.)
- Not all requests for specific services can be supported by PAA. See Chapter 2 for a list of services NOT covered by this program.

Chapter 2 –Determining the Appropriate PAA and Developing the Agreement

Post Adoption Assistance is subject to an income and asset test in order to determine whether a financial need exists. The following information assumes that the criteria for eligibility from Chapter One have been met.

Asset Test (Practice Standard 52)

- To access the program a family must complete the asset test.
- Families with under \$300,000 in gross assets, excluding their primary residence, vehicle, and RRSP's/RESP's are eligible for PAA providing the criteria from Chapter One are met.
- If a family has a secondary business (it is not their primary income source,) a value needs to be assigned to that business (income tax records) and it is listed as an asset.

The Income Test (Practice Standard 52)

- Adoptive parents must complete the income test attached to their Application for PAA (CF2207) and must include their income tax return from the preceding year. If an adoptive parent does not file an income tax return, an alternate verification of income will be acceptable as determined by the social worker and team leader.
- Line 236 from the adoptive family's previous year's income tax return(s) determines the amount of maintenance they are eligible to receive.
- Where an adoptive family's income from line 236 is under \$80,000, they qualify to receive the maximum monthly maintenance.
- For every \$5,000 above the \$80,000 income threshold, the adoptive family's maintenance is reduced by 10%.
- For every dependent child in the home, the income threshold will increase by \$5,000. (Refer to Appendix B for a financial chart.)
- The child or children being placed are considered dependents.
- Income through fostering is excluded from this test and the children in the Resource are not considered dependents.

Specific Services (Practice Standard 52)

If the family meets PAA eligibility criteria and the child has received designation, funding for specific services may be negotiated. This process is based on the child's special service/placement needs as recorded on the designation, assessments, and recommendations from specialists. There are spending caps on specific services. Refer to Appendix A to determine funding limits.

- **Service recommendations should be from an independent party, not the person who will be providing the service.**
- If an assessment from an independent third party is not available, social workers may recommend services after acquiring the team leader's approval. The rationale for the service must be documented on the PAA file (AA.)
- Financial assistance is not provided if the required service is available to the family at no cost from another source. If the service is available at a reduced cost from another source, financial assistance does not exceed the amount of the reduced cost.
- Specific service requests should only be considered after all other sources have been explored. This should be documented and accompany any requests for services provided through other programs.

- Services cannot be duplicated. For example, if a family receives respite through the CYSN program, they become ineligible for respite through PAA.

Other sources may include:

- **Fair PharmaCare [http://www.health.gov.bc.ca/pharmacare/Extended Health Plan](http://www.health.gov.bc.ca/pharmacare/ExtendedHealthPlan)**
Before negotiating medical services, ensure that families have registered for Fair Pharmacare. Families must also consult with their extended health plan carriers to determine the costs their plan covers.
- **Healthy Kids Program <http://www.eia.gov.bc.ca/publicat/bcea/Healthykids.htm>**
Before funding for medical and/or dental or vision services for low and moderate income families are negotiated, the family should apply to the Healthy Kids Program.
- **Supported Child Care <http://www.mcf.gov.bc.ca/childcare/>**
Before funding for day-care or pre-school is negotiated, families must have applied to this program. PAA may provide funding until services become available through Supported Child Care.
- **At Home Program http://www.mcf.gov.bc.ca/at_home/**
The At Home program is intended to assist families who are facing extraordinary costs and care demands because of their child's severe disabilities or complex health needs.
- **Autism Spectrum Disorder <http://www.mcf.gov.bc.ca/autism/>**
Funding is available to families who are parenting a child diagnosed with Autism spectrum Disorder. This funding is available from time of diagnosis until age 18.
- **Travel Assistance Program <http://www.health.gov.bc.ca/msp/mtapp/index.html>**
If a family is required to travel outside their region for non-emergency medical appointments, they should apply to the Travel Assistance Program prior to requesting funding through PAA.
- **Complex Developmental Behavioural Conditions (CDBC) <http://www.mcf.gov.bc.ca/fasd/assessment.htm>**
Multi-disciplinary assessment and support services are available for children with complex developmental behavioural conditions, including children who may have FASD.
- **In Your Grasp <http://www.inyourgrasp.bc.ca/>**
The BC Federation of Foster Parent Associations, the Adoptive Families Association of BC and the Federation of Aboriginal Foster Parents have combined their resources and expertise to create a regional and provincial database of available community resources.
- **Education**
Parents requesting specific service funding for educational services must check with their school and school district to ascertain whether those services are offered through the Ministry of Education. It is expected that adoptive families will have to register on a waitlist for some services (i.e. Psycho-educational assessments.)

The following services will NOT be funded through PAA:

(regardless of whether family is in receipt of Maintenance)

- Vehicles
- Basic medical and dental coverage
- Daycare for the sole purpose of parent(s) employment
- Housekeeping
- gardeners
- Au pairs and nannies
- Home appliances
- Computers, computer programs or games
- Family recreation passes
- Backyard recreational equipment
- General recreation (i.e. swimming, ballet, music lessons, skiing, summer camps, kinder gym gymnastics.) Many recreational programs can be deemed to have therapeutic value. Unless the program is designed for children with a disability, the activity will not be funded.
- 4-H memberships
- Animal husbandry
- Babysitting
- Private schools
- Nutritional supplements
- Dietary supplements
- Any service that the Ministry of Education covers – adoptive parents should expect to register on waitlists for certain services such as psycho-educational assessments.
- Openness agreements
- Cultural plans
- Home renovations (ensuring that families have adequate living space is a consideration that must be discussed during the SAFE assessment.) Renovations to address mobility needs may be considered.

Developing Post Adoption Assistance Agreements (Practice Standard 53)

Once the appropriate Post Adoption Assistance has been determined, the social worker is required to complete the necessary documentation, including the PAA Agreement. These documents are then submitted electronically for a quality assurance review prior to being forwarded to the Regional Deputy Director of Adoption for approval.

Once approved, the social worker should obtain the signatures of the adoptive parent(s) who is the payee, on THREE agreements. Once the Agreements are processed by Financial Services, TWO will be returned to the social worker. One is placed on the Adoption Assistance (AA) file and the other submitted to the family for their records.

Social workers must ensure that the correct financial forms are completed and submitted so that the adoptive family can begin to receive support (CF0025 – Authorization to Pay Contracts and Grants; FIN312 – Direct Deposit.)

Points to Remember

- The child's name should be his/her name by adoption
- If the adoption has not been finalized, record the date of Notice of Placement in the Date of Adoption box;
- The agreement can be registered in the names of both parents or one parent. It is easier to use one parent as only one signature is required for agreements, modifications, etc. If that parent dies, the contract terminates and the surviving parent would need to reapply;
- In order to receive your Regional Director's funding approval, the child and adopting parents must be registered on the AMS and on proposal status or placement;
- After the draft agreement has been approved, obtain the signature(s) of the adoptive parent(s) who is the payee on THREE agreements.

Chapter 3 – Modifying/Renewing and Terminating Agreements (Practice Standard 54)

Modifying Agreements

Adoptive parents may request a review at any time during the term of their agreement. Any changes must be made via a modification agreement which is used to either add to or reduce current funding. When requesting additional funding, all the requirements to assess the need for service must be met or provided. The family does not need a new income test.

Renewing Agreements

When renewing a PAA agreement, the same eligibility requirements exist as when the agreement was first negotiated. If eligible to receive maintenance, line 236 from their previous year's income tax return is used to determine funding. An asset test should be repeated and the same threshold of \$300,000 would apply.

- The renewal process should begin well in advance of the current agreement's expiry (4 to 6 months prior.)
- Families may be asked to provide their specific service receipts and should be advised to keep them in an organized and secure manner.
- Should a review of an expiring agreement indicate overpayment, the amount of the overpayment will be collected from the adoptive family and paid to the Minister of Finance OR the adoptive family could agree to repay the identified overpayment by having their renewal agreement reduced by that amount. (FORM CF2710)
- A revised Agreement should be negotiated and documentation prepared as with the preceding Agreement.
- The approval and processing procedure should occur in the same fashion as the original agreement.

Terminating an Agreement

Agreements are terminated by submitting an Authorization to Pay Contracts and Grants (CF0025.) PAA agreements terminate in the following circumstances:

- When a child turns 19;
- On the death of a child
- On the death of the last remaining adoptive parent
- When the child is no longer in the custody of the parents(s) including when:
 - The child is living independently.
 - The parent(s) have entered into a Voluntary Care Agreement or Special Needs Agreement under the *Child, Family and Community Service Act (CFCSA)*,
 - The child has been removed and is in custody of a Director under the *CFCSA*,
 - The child moves in with other caregivers/guardians and is no longer being supported by the parent(s).

Transferring to Another Region

- When an adoptive family moves out of Region, they must give the Director at least 30 days notice or as much notice as possible to ensure minimal service disruption;
- The adoptive family should then apply for PAA in the new Region as soon as possible as the agreement will terminate 30 days after beginning to reside in the new Region. The transferring social worker should facilitate this for the family by alerting the new Region and determining the new worker for the family.
- The transferring social worker should send the adoptive parents(s) a transfer letter (see Appendix F) and should have them sign a modification agreement, in the originating region, cancelling the contract on the last day of the month.
- The AA file should be sent to the new worker who then must negotiate a new agreement.
- The social worker in the receiving Region proceeds to renegotiate the contract as per any reapplication.

Families Moving within the Region

PAA agreements should not be terminated when families are moving within the region. Standard file transfer procedures to transfer the AA file would apply.

Families Moving Out of Province/Out of Country (Practice Standard 7-12 and 7-13)

When negotiating agreements for families living outside the province or country, instruct the family to contact the local Child Welfare agency to arrange an appointment with an adoption social worker. The family should meet with this individual to discuss local funding and programs that might be available to them. The local adoption social worker may be able to assist the ministry adoption worker in completing the PAA process.

Transferring PAA to an Appointed Guardian

The *Adoption Act* and **Adoption Regulation** permit post adoption assistance to be paid to a guardian of an eligible adopted child after the death of the child's parents(s).

Points to Remember

- Terminating Foster Care Payments – Practise Standard 45 provides the guideline “you must advise a caregivers(s)’ resource worker well in advance of the child being placed for adoption, so that the resource worker can give the caregiver(s) 60 days’ notice of termination.

Chapter 4 – Dispute Resolution Process

If an adoptive family has a complaint/dispute regarding a regional decision on post adoption assistance, the regional complaint's resolution process would apply. Complaints should initially be raised with the social worker followed by the Team Leader followed by the appropriate Community Services Manager. If the individual making the complaint is not satisfied with the outcome of this process, the next step would be to contact the Complaint Resolution Consultant in their region to initiate a formal review of the dispute.

Additional information is available on the Ministry of Children and Family Development Intranet website <http://www.mcf.gov.bc.ca/complaints/process.htm>

APPENDIX A - SPECIFIC SERVICES (all services must be preapproved prior to purchasing)

Specific Service	Funding through PAA	Considerations
Counseling	<p>Non-Psychologist (Clinical Counselors)</p> <ul style="list-style-type: none"> • \$75.00 per/hour • 6 to 12 month time limit • 36 hours maximum per year <p>OR</p> <p>Psychologist</p> <ul style="list-style-type: none"> • \$120 per/hour • 6 to 12 month time limit • 36 hours maximum per year 	<p>Adoptive parents are expected to access community-based Child and Youth Mental Health services prior to applying for funds for private practitioners.</p> <p>Waitlists are common and if after 12 months a space has not been made available, or if professional opinion determines that a child requires services only available through a private practitioner, funding through PAA may be available.</p>
Assessments	<p>Neuropsychological</p> <ul style="list-style-type: none"> • \$3000 maximum <p>Psycho educational</p> <ul style="list-style-type: none"> • \$2000 maximum <p>A maximum of 3 assessments during the child’s growing up years will be considered.</p>	<p>Adoptive parents are expected to utilize assessment services provided through their child’s school.</p> <p>Waitlists for assessments done within the school are common. If after 12 months an assessment has not begun, or if professional opinion determines that an alternate assessment offered only through a private practitioner is required, funding may be available through PAA.</p>
Special Needs Day-Care and Preschool	<p>Current established rate of the program (not for employment purposes) and must be recommended by a specialist and be related to the child’s special needs.</p>	<p>Families must apply to the Supported Child Care Program before applying for funding. If a space is made available, no additional funding can be provided through PAA for this service (no duplication of services.)</p>
Speech/Physiotherapy/ Occupational Therapy	<p>Speech</p> <ul style="list-style-type: none"> • \$90 per/hour <p>Physiotherapy</p> <ul style="list-style-type: none"> • \$50 per/hour <p>Occupational</p> <ul style="list-style-type: none"> • \$100 per/hour <p>Maximum 6 to 12 month time limit and 36 hours maximum</p>	<p>Adoptive parents must apply to the Early Intervention Therapy and School-Aged Therapy programs prior to requesting funding through PAA.</p> <p>Waitlists for these programs are common and if after 12 months therapy has not begun, funding through PAA may be available.</p>
Corrective Dental & Orthodontics	<p>Life-time maximum of \$5000.</p>	<p>Adoptive parents are expected to pay for their child’s basic dental expenses and to utilize extended dental benefits or INAC resources where available.</p>

Specific Service	Funding through PAA	Considerations
Medical Expenses	<p>Prescriptions and other prescribed supplies and/or medical equipment</p> <ul style="list-style-type: none"> • 100% funding if not covered by extended health plans and/or Fair PharmaCare. <p>Hearing Aids/Audiology</p> <ul style="list-style-type: none"> • \$1500 per ear/per 24 months • Maximum of 52 batteries per aid/pr year <p>Vision</p> <ul style="list-style-type: none"> • \$300 per year for frames/lenses • 100% reimbursement for eye exams <p>Orthotics/Bracing Devices</p> <ul style="list-style-type: none"> • 100% funding <p>Medical Travel Expenses</p> <ul style="list-style-type: none"> • Equivalent to Government rate for accommodation when travel outside of home community is required 	Adoptive parents are expected to utilize their health care plans and/or Fair PharmaCare, INAC resources where applicable, and the Travel Assistance Program prior to requesting funding through PAA.
Respite	<p>Single Child</p> <ul style="list-style-type: none"> • \$200 per/month <p>Sibling Group of 2</p> <ul style="list-style-type: none"> • \$160 per child/month <p>Sibling Group of 3 and over</p> <ul style="list-style-type: none"> • \$130 per child/month 	Where appropriate, adoptive parents must apply to the At Home Program prior to applying to PAA for funding. If eligible through that program, funding for respite cannot be paid by PAA (no duplication of services.)
Tutoring	Maximum of \$100 per/month	Must be a demonstrated need
Homemakers	<p>If a parent is incapacitated and there is no one else to assist, funding may be provided temporarily.</p> <ul style="list-style-type: none"> • \$25 per/hr maximum • \$300 per/day maximum 	<p>Time limited funding in the following circumstances:</p> <ul style="list-style-type: none"> • Parent is hospitalized; • Recovering from surgery; or • Has a life threatening illness.

APPENDIX B - INCOME THRESHOLD CHART

\$80,000 Threshold, 10% reduction every \$5,000 until \$125,000

# of Dependent Children	Child's Age	\$0 to \$50,000	\$50,001 to \$55,000	\$55,001 to \$60,000	\$60,001 to \$65,000	\$65,001 to \$70,000	\$70,001 to \$75,000	\$75,001 to \$80,000	\$80,001 to \$85,000	\$85,001 to \$90,000	\$90,001 to \$95,000	\$95,001 to \$100,000	\$100,001 to \$105,000	\$105,001 to \$110,000	\$110,001 to \$115,000	\$115,001 to \$120,000	\$120,001 to \$125,000	\$125,001 to \$130,000	\$130,001 to \$135,000	\$135,001 to \$140,000	\$140,001 to \$145,000	\$145,001 to \$150,000	\$150,001 to \$155,000	\$155,001 to \$160,000	\$160,001 to \$165,000	\$165,001 to \$170,000	\$170,001 to \$175,000	\$175,001 to \$180,000				
1	<12	701.55	701.55	701.55	701.55	701.55	701.55	701.55	631.40	561.24	491.09	420.93	350.78	280.62	210.47	140.31	70.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
1	>=12	805.68	805.68	805.68	805.68	805.68	805.68	805.68	725.11	644.54	563.98	483.41	402.84	322.27	241.70	161.14	80.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
2	<12	701.55	701.55	701.55	701.55	701.55	701.55	701.55	701.55	631.40	561.24	491.09	420.93	350.78	280.62	210.47	140.31	70.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
2	>=12	805.68	805.68	805.68	805.68	805.68	805.68	805.68	805.68	725.11	644.54	563.98	483.41	402.84	322.27	241.70	161.14	80.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
3	<12	701.55	701.55	701.55	701.55	701.55	701.55	701.55	701.55	631.40	561.24	491.09	420.93	350.78	280.62	210.47	140.31	70.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
3	>=12	805.68	805.68	805.68	805.68	805.68	805.68	805.68	805.68	725.11	644.54	563.98	483.41	402.84	322.27	241.70	161.14	80.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
4	<12	701.55	701.55	701.55	701.55	701.55	701.55	701.55	701.55	631.40	561.24	491.09	420.93	350.78	280.62	210.47	140.31	70.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
4	>=12	805.68	805.68	805.68	805.68	805.68	805.68	805.68	805.68	725.11	644.54	563.98	483.41	402.84	322.27	241.70	161.14	80.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
5	<12	701.55	701.55	701.55	701.55	701.55	701.55	701.55	701.55	631.40	561.24	491.09	420.93	350.78	280.62	210.47	140.31	70.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
5	>=12	805.68	805.68	805.68	805.68	805.68	805.68	805.68	805.68	725.11	644.54	563.98	483.41	402.84	322.27	241.70	161.14	80.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
6	<12	701.55	701.55	701.55	701.55	701.55	701.55	701.55	701.55	631.40	561.24	491.09	420.93	350.78	280.62	210.47	140.31	70.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
6	>=12	805.68	805.68	805.68	805.68	805.68	805.68	805.68	805.68	725.11	644.54	563.98	483.41	402.84	322.27	241.70	161.14	80.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
7	<12	701.55	701.55	701.55	701.55	701.55	701.55	701.55	701.55	631.40	561.24	491.09	420.93	350.78	280.62	210.47	140.31	70.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
7	>=12	805.68	805.68	805.68	805.68	805.68	805.68	805.68	805.68	725.11	644.54	563.98	483.41	402.84	322.27	241.70	161.14	80.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
8	<12	701.55	701.55	701.55	701.55	701.55	701.55	701.55	701.55	631.40	561.24	491.09	420.93	350.78	280.62	210.47	140.31	70.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
8	>=12	805.68	805.68	805.68	805.68	805.68	805.68	805.68	805.68	725.11	644.54	563.98	483.41	402.84	322.27	241.70	161.14	80.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
9	<12	701.55	701.55	701.55	701.55	701.55	701.55	701.55	701.55	631.40	561.24	491.09	420.93	350.78	280.62	210.47	140.31	70.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
9	>=12	805.68	805.68	805.68	805.68	805.68	805.68	805.68	805.68	725.11	644.54	563.98	483.41	402.84	322.27	241.70	161.14	80.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
10	<12	701.55	701.55	701.55	701.55	701.55	701.55	701.55	701.55	631.40	561.24	491.09	420.93	350.78	280.62	210.47	140.31	70.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
10	>=12	805.68	805.68	805.68	805.68	805.68	805.68	805.68	805.68	725.11	644.54	563.98	483.41	402.84	322.27	241.70	161.14	80.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
11	<12	701.55	701.55	701.55	701.55	701.55	701.55	701.55	701.55	631.40	561.24	491.09	420.93	350.78	280.62	210.47	140.31	70.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
11	>=12	805.68	805.68	805.68	805.68	805.68	805.68	805.68	805.68	725.11	644.54	563.98	483.41	402.84	322.27	241.70	161.14	80.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
Percent of PAA Payment (1 Dependent Child)	Full PAA								Steady 10% Drop																							
	100%	100%	100%	100%	100%	100%	100%	100%	90%	80%	70%	60%	50%	40%	30%	20%	10%															

APPENDIX C - INITIAL LETTER INFORMING FAMILIES OF THEIR CONTRACTUAL OBLIGATIONS

Dear _____:

I am enclosing a signed copy of your Post-Adoption Agreement for your records. Please note that your agreement expires on _____.

Adoptive parent(s) may request a review of their agreement at any time during the term of the agreement by submitting a request in writing to me. In order to receive additional funding, you must provide an assessment and/or recommendation for the new service from an independent third party, not the person who will be providing the service. The Regional Deputy Director of Adoption must give funding approval before you engage the service.

It is important to keep receipts for all approved services. You may be asked to account for the services provided through the Post-Adoption Assistance program and if receipts are not kept, the funds will have to be reimbursed to the Minister of Finance.

Please notify me if the following circumstances should occur:

- The adopted child is no longer residing with the adoptive parent(s);
- The child begins living independently;
- There is a change in circumstances which may eliminate or reduce the need for assistance; or
- A service for which post-adoption assistance is being provided becomes available at no cost or at a reduced cost to the parent(s).
- The family moves to a different area of the province

Please contact me at least 4 to 6 months **before** the termination of this agreement so we can commence the reapplication process.

Sincerely,

Social Worker

**APPENDIX D - LETTER INFORMING ADOPTIVE PARENTS(S)
OF THE RENEWAL PROCESS**

Dear _____:

Your Post-Adoption Agreement expires on: _____.

I am enclosing a Re-Application form to determine your continued eligibility for the program. Please complete the form and return it to me at least 4 to 6 months before the termination of your current agreement at (social worker address.) To determine income, please use line 236 from last year's income tax return and include a copy of it with the re-application. Where two parents submit an income tax return, both returns must be accounted for and copies included.

If you are requesting the continuation of services, include recent service recommendations or assessments from an independent professional to support the request. Recommendations and/or assessments cannot be from the same party who will be providing the service.

Once I have your documentation, I will make an appointment to review your eligibility with you. Please do not hesitate to contact me if you have any questions.

Sincerely,

Social Worker

Enclosure (1)

APPENDIX E - LETTER REGARDING MODIFICATION AGREEMENT

Dear _____:

I am enclosing a copy of your **Post-Adoption Modification Agreement** for your records.

Adoptive parents are responsible for keeping receipts for all approved services purchased and may be asked to submit the receipts when this agreement expires, is renewed, or at any time deemed appropriate by the social worker.

To allow sufficient time to review and re-assess your eligibility for continuing serve once your current Agreement expires, please contact me *at least 90 days prior to the expiry date of your Agreement*.

If you should have additional questions or require further assistance, please do not hesitate to contact me.

Sincerely,

Social Worker

Enclosure (1)

APPENDIX F - LETTER REGARDING MOVE TO A NEW REGION

Dear _____:

Thank you for notifying this office of your pending move to _____ on _____. Effective _____ your Post Adoption Assistance contract(s) in this region will terminate. I have contacted the district office in your region to advise them of your pending relocation and to transfer your file. To ensure that you receive seamless service, once you have established your residency, it is imperative that you contact the following district to reschedule an appointment:

Ministry of Children and Family Development
Office address
Social worker and telephone number

I am enclosing a Post Adoption Assistance Application/Reapplication and a Direct Deposit form for your convenience. Please take the completed documents and verification of your income (income tax return) to the new office.

If you have additional questions or require further assistance, please do not hesitate to contact me.

Sincerely,

Social Worker

Enclosures (2)

APPENDIX G - Program Changes

Previous Rules	New Rules	Benefit of Change
<ul style="list-style-type: none">• No income threshold • Income test based on adding pay stubs • At time of contract renewal, adoptive parents must submit all receipts for specific services in previous agreement • Each region has their own program guidelines, including coverage amounts for covered services (ie. Hourly rates for counselling range from \$65 to \$125 an hour depending on the region.) • Asset test - more than \$100K in net assets excluding primary residence, vehicles and pension/RRSP.	<ul style="list-style-type: none">• Establish income threshold of \$80,000 after which payments will be reduced by 10% for each \$5,000.• The income threshold will increase based on the number of dependent children to acknowledge the extra funds required to raise a larger family. • Streamlined Income test linked to line 236 of the tax return • Risk management approach to auditing PAA Agreements - only a small number to be audited • Establish provincial program guidelines and available amounts for covered services.• This includes setting maximum rates for specific services. • Asset test - more than \$300K in gross assets excluding primary residence and vehicles and pension/RRSP.	<ul style="list-style-type: none">• Will reduce budget pressures and ensure sustainability of the program. • Streamlined test will and renewal process will reduce staff time required to administer and process applications and will be less work for families • Provincial guidelines will ensure consistency across the province and improve portability of agreements.