

**Department of Mental Health  
Children, Adolescent and Family Unit**

**Procedure for notifying DCF for children placed out-of-home who have Adoption Assistance Subsidies.**

**Purpose:**

When a treatment team *begins considering* placing a child in an out of home placement that is funded by DMH, and the child receives an Adoption Assistance Subsidy, the Post-Adoption Services Coordinator from the Permanency Unit of the Department of Children and Families (DCF) should be immediately informed of the possible change in placement. (Note: If a child was adopted through another state, then the family and/or team should contact the other state to determine if there are any applicable policies to follow.)

**Possible Use of the Adoption Assistance Agreement (or “Subsidy”):**

The Adoption Assistance Agreement (AAA) is a legal contract between the state and the adoptive parents. It is intended to help families adopt children with special needs, primarily from foster care. When a treatment team begins discussion around a plan to place a child in out-of-home treatment, the Community Mental Health Center (CMHC) may discuss what assets the family can bring to support the plan, including any cash payments that may be part of an AAA – this discussion should always focus on how any treatment might support the family in returning the child to their care. The CMHC may also advise the family to contact the Permanency Unit’s Post-Adoption Coordinator to re-negotiate the AAA.

**Notification Procedure:**

1. When the family is working with a Post-Adoption Agency, the post adoption case manager should be asked to assist the family in evaluating the AAA.<sup>1</sup>
2. If the family does not have an assigned post-adoption case manager, then the mental health case manager will ask the family for a release-of-information and inform the Permanency Unit of the potential placement, as well as any agreement the team has come to around possible use of the AAA.
3. If the family declines the release of information, it is their responsibility to inform the Permanency Unit of the potential change in placement.<sup>2</sup>
4. Upon receipt of a written release, the Permanency Unit will send DMH a copy of the AAA.

---

<sup>1</sup> If a child has been adopted through DCF and is exhibiting behaviors serious enough to endanger the child’s placement, and the family is **not** currently receiving Post-Adoption Services, then the team should make an immediate referral for those services in an effort to provide community-based supports needed to maintain the placement

<sup>2</sup> According to the Adoption Agreement, the family has 30 days to notify DCF of any change in the child’s address – including a move to out-of-home treatment. However, ideally, the conversation should start as early as possible, and especially **before** an out-of-home placement is made.