

## Adoption Revenue Maximization Eligibility Checklist

Child's Name: \_\_\_\_\_ Person ID: \_\_\_\_\_  
Adoptive Parent(s) Name(s): \_\_\_\_\_ Provider ID: \_\_\_\_\_

Funding Determination (Completed by Rev Max): ☐ IV-E Eligible ☐ TANF Eligible ☐ State Funded

### ADOPTION INFORMATION:

- ☐ Adoption Information CWIS Page Completed
- ☐ Adoption Home Study – Approved UHS in CWIS or upload to FSN Provider File Cabinet
- ☐ TPR Petition & Order – Upload in CWIS file cabinet as a Legal Document
- ☐ Surrenders/Relinquishment Documents, if applicable – Upload in CWIS as a Legal Document
- ☐ Legal Record Termination of Parental Rights Entry (Unless Deceased Parents) and Permanently Committed Status
- ☐ Verification of Citizenship (US Citizen or Qualified, Non-Citizen) and Date of Birth (one of the following)
  - ☐ Birth Certificate
  - ☐ Birth Records (Hospital)
  - ☐ Passport
  - ☐ FLORIDA Screens (AIIA, MNOV, AICZ)
  - ☐ Declaration of Citizenship or Qualified Non-Citizen Status (Form CF-ES-2058)
  - ☐ Documents from the U.S. Citizen and Immigration Services (USCIS): \_\_\_\_\_
- ☐ Verification of Special Needs:
  - ☐ Child Cannot Return Home Documentation: \_\_\_\_\_
  - ☐ Hard-to-Place Factor(s) (at least one of the following & indicate all that are met)
    - ☐ Race Documentation: \_\_\_\_\_
    - ☐ Age (8 or older) Documentation: \_\_\_\_\_
    - ☐ Sibling Group - Same Adoptive Parent(s) Documentation: \_\_\_\_\_
    - ☐ Medical or Disability Requirement Met for SSI Documentation: \_\_\_\_\_
    - ☐ Intellectual Disability Documentation: \_\_\_\_\_
    - ☐ Emotional Disability Documentation: \_\_\_\_\_
    - ☐ Physical Disability Documentation: \_\_\_\_\_
    - ☐ Developmental Delay Disability Documentation: \_\_\_\_\_
    - ☐ Medically Fragile Documentation: \_\_\_\_\_
    - ☐ Visual/Hearing Impaired Documentation: \_\_\_\_\_
    - ☐ At Risk of Medically Diagnosed Condition Documentation: \_\_\_\_\_
  - ☐ Efforts to Place Without Subsidy Documentation: \_\_\_\_\_
    - ☐ Exception due to significant emotional attachment to relative(s) or licensed foster parent(s).

### BACKGROUND CHECKS (Based on date of the previously completed background check for each type)

- ☐ National/Federal Background within 1 year. Date(s): \_\_\_\_\_
- ☐ State Background within 1 year. Date(s): \_\_\_\_\_
- ☐ Local Background within 1 year. Date(s): \_\_\_\_\_
- ☐ Florida Abuse Registry within 30 calendar days. Date(s): \_\_\_\_\_
- ☐ Department of Juvenile Justice (DJJ) within 1 year. Date(s): \_\_\_\_\_
- ☐ Abuse Registry (Adam Walsh) in all other relevant states. Date(s): \_\_\_\_\_

### FUNDING ELIGIBILITY INFORMATION:

- ☐ Removal Documents or Voluntary Placement Agreement – Upload in CWIS file cabinet as Legal Document
- ☐ SSA Award Letter (SSI Recipients Only)
- ☐ Prior IV-E Adoption Assistance, if applicable. Documentation: \_\_\_\_\_
- ☐ TANF-MAS-Specific documentation: State of Residence and child income supporting documentation.

### SUBSIDY INFORMATION: Required upon execution of the AAA for payment to be issued.

- ☐ Initial Adoption Assistance Agreement (CF-FSP 5079) (fully signed) – Upload to CWIS File Cabinet
- ☐ Maintenance Adoption Subsidy Approval (CF-FSP 5077) (fully signed) – Upload to CWIS File Cabinet
- ☐ Upon adoption finalization, the Final Decree Order must be provided to REVMAX to process Medicaid