



# Post-Adoptive Child Care Benefit

To receive child care as a post-adoptive benefit, you must complete an application for child care with Adult and Family Services (AFS) and provide the following:

- a completed Form 04AN002E, Adoption Assistance Agreement, listing child care as an adoption benefit;
- a completed Form 04AN033E, Post Adoption Child Care Referral;
- identification showing the adoptive parent's name;
- a copy of a school or training schedule for each parent, if applicable;
- a copy of a work schedule or pay information;
- the provider's name and address the family wants to use; and
- the Final Decree of Adoption.\*

Please remember that child care on the child welfare case is closed effective the date of the adoption finalization. To avoid a break in eligibility, you must apply for child care through AFS as soon as you can. Child care application can be made up to 30 days before adoption finalization. Child care is never backdated prior to the date all verifications are received by AFS. Applications for child care can be made at the local county office or online at [www.OKDHSLive.org](http://www.OKDHSLive.org).

In most cases, AFS child care is approved for one year. At the time of renewal, you will receive a letter with instructions about what documents need to be provided. The child is eligible for child care with no household income considered until the review after the child turns six. At that time, the household needs to reapply for child care and all household income (except adoption subsidy payments) is considered.

\* Since the Final Decree of Adoption must be provided for child care approval, do not leave your adoption finalization without this document. All child care expenses are your responsibility after finalization until all documents are received and child care is approved through AFS.



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# Frequently Asked Questions

- 1. Can I apply for child care benefits in advance for the child that I am going to adopt?** You can apply for post-adoptive child care with AFS up to 30 days prior to the finalization of the adoption. This will allow your AFS worker time to schedule and complete the interview and notify you of the verifications that are required to determine eligibility. Applying in advance is recommended to help you avoid a break in child care benefits.
- 2. What is the earliest date post-adoptive child care can be approved?** Your child care is currently approved through Foster Care Services. The foster care case is closed the day the adoption is finalized. Post-adoptive child care benefits can be approved effective the day after finalization when all verifications have been provided to the AFS worker, including the Final Decree of Adoption.
- 3. If there is a gap in child care coverage between the date of the finalization of the adoption and the date the post-adoptive child is approved through AFS, can the benefits be backdated?** Child care is never backdated. Child care is only approved after the family has been interviewed and all verification has been provided. The family will be responsible for paying out-of-pocket for any care the child receives between adoption finalization and post-adoptive child care approval.
- 4. Will I need to provide proof of my household's income?** Adoptive families who meet the policy requirements for child care with no household income considered should NOT be asked to provide proof of income at the time of initial application or at renewal. Your worker will document that the child care is a post-adoption benefit so that any worker who may handle the case in the future can see that income verification is not required.
- 5. Will I need to provide my work schedule?** Adoptive families can either choose to provide a work schedule from the employer or declare work schedules as long as pay stubs or other pay information that shows hours worked are provided.
- 6. Will I have a copayment for the child I have adopted?** If the family meets all of the policy requirements, the household income is not considered and there will not be a copayment.
- 7. After my child turns six, will the adoption subsidy payment be counted as income?** Adoption subsidies are never considered as income for child care benefits.
- 8. Is my family eligible for post-adoptive child care if one parent is working and the other parent is disabled?** As long as both of the adoptive parents meet one or more of the need factors, care may be approved. Your worker will need to explore the protective or preventive need factor when one or both of the parents are not working, receiving training, or going to school.
- 9. Will the child care benefits need to be renewed like other cases?** All child care benefits must be renewed every 12 months. You will receive a letter with information on how to renew your benefits when the renewal is due.
- 10. Will the child care be closed the day before my child turns six?** When a child receiving post-adoptive child care turns age six during an eligibility period, the child remains eligible until the next renewal. At the next renewal, the family will need to apply for child care and household income will be considered. Again, adoption subsidies are never considered as income for child care benefits.

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