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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 91 LCM-191

Date: October 23, 1991

Division: Family and Children
Services

TO: Local District Commissioners

SUBJECT: Refined Definitions of SSRR Adoption Service Codes

ATTACHMENTS: SSRR Adoption Service Codes and Definitions
are available on-line.

The purpose of this communication is to inform local districts of refined definitions for SSRR adoption codes 01 and 81 and to encourage Adoption Unit Supervisors to review adoption workers' time reported in SSRR. Refresher training should be provided, as necessary, to ensure that all worker time related to activities covered by these codes is properly allocated for Federal reimbursement.

The new definitions of these codes reflect 45 CFR 1356.60(lc) and ACYF-PA-83-1 and are to be used in the ongoing allocation of the adoption related administrative costs. In general, code 01 reflects Title XX related social services, treatment and counseling services and code 81 reflects administrative and management activities eligible under the federal Adoption Assistance program for children freed for adoption.

The new definitions allow several adoption activities previously claimed under the closed-ended Title XX Program to be properly claimed under Title IV-E when provided to individuals so eligible. For example, the following worker activities should be coded as 81: recruitment, study and evaluation of prospective adoptive parents, evaluation of placement needs, selection and placement of children and supervision of children in adoption homes until legal action is completed.

Date October 23, 1991

Trans. No. 91 LCM-191

Page No. 2

It is important that the adoption workers be familiar with these code definitions and that they are clear as to which activities should be identified under each code.

As a reminder, Local District Adoption Unit supervisors should review adoption worker SSRR time to assure workers are accurately reporting their activities in SSRR.

Attached are the revised definitions of the SSRR adoption service codes. Please make this material available to the Adoption Unit immediately.

Joseph Semidei
Deputy Commissioner
Division of Family & Children
Services

ATTACHMENT

ADOPTION SERVICE CODES AND DEFINITIONS

Adoption Assistance-Code 81-are those activities directly related or considered necessary for the administration of Federal adoption assistance for children who have been legally freed for adoption. This includes: determination and redetermination of eligibility; fair hearings and appeals; rate setting; grievance procedures; negotiation and review of adoption agreements; post-placement management of subsidy payments; recruitment of adoptive homes; placement of the child in the adoptive home; case reviews conducted during a specific preadoptive placement for children who are legally free for adoption; case management and supervision prior to an interlocutory or final decree of adoption; referral to services; development of the case plan; home studies; training for prospective and approved adoptive parent(s); and a proportionate share of the development and use of adoption exchanges.

Adoption-Code 01-Are those social services provided to the child, child's family or adoptive family which provide counseling or treatment to ameliorate or remedy personal problems, behaviors or home conditions. This includes counseling with biological parent(s) concerning surrender of child for adoption; counseling for families after placement; and supervision of a child and family following legal adoption.