

AAP Services Reassessment

(Created 08/02/19)

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Forms

The following forms are referenced in this file:

- [AAP 2](#) Adoption Assistance Agreement and Payment Instructions
- [AAP 3](#) Reassessment Information Adoption Assistance Program
- [AD 4320](#) Adoption Assistance Program Agreement

Policy

A reassessment of the AAP benefit is required every two years beginning from the date of the signed Adoption Assistance Program Agreement (AD 4320) between the Agency and adoptive parent(s).

A reassessment must be completed by the AAP SW unless:

- the youth has attained the age of 18 or 21.
- the adoptive parents are no longer legally responsible for the support of the child.
- the AAP SW has made the determination that the adoptive parents are no longer providing support to the child.

Any change in rate or demographics must be reflected on an AAP 2.

**Reassessment
Process**

Follow the below steps for AAP Reassessment:

Step	Who	Action
1	AAP LSA	<ul style="list-style-type: none"> • Run query by renewal dates for 3 months out. • Generate AAP 3 and cover letter via mail merge. • Save copy on S drive. • Mail documents with return envelope to adoptive parent(s) at least 60, and not more than 90 days prior to the date the reassessment is due.
2	Adoptive Parent(s)	<ul style="list-style-type: none"> • Complete AAP 3 and return to AAP LSA.
3	AAP LSA	<ul style="list-style-type: none"> • If an AAP 3 is returned by the adoptive parent(s), go to step 4. • If no AAP 3 is returned by the adoptive parent(s), go to step 7.
4	AAP LSA	<p>Upon receipt of AAP 3 from the parent(s):</p> <ul style="list-style-type: none"> • pull the child's AAP file. • attach the AAP 3 to the file. • give the file to the AAP SW to process.
5	AAP SW	<ul style="list-style-type: none"> • Enter the updated reassessment date, rates, and rate type into CWS/CMS: <ul style="list-style-type: none"> ○ Placement Management Section (red) ○ Existing Adoptive Placement ○ AAP Agreement • Document the following information in the case file: <ul style="list-style-type: none"> ○ Renewal dates ○ Rate type and amount ○ If an AAP 3 was returned by the parent(s) • If the parent(s) provide new information or request any changes (e.g. rate increase, change of address/name/payee, Regional Center eligibility) on the AAP 3, the AAP SW will follow the procedures outlined in the AAP Redetermination policy and complete an AAP 2 indicating the changes. • Return the file to AAP LSA.

**Reassessment
Process (cont.)**

6	AAP LSA	<table border="1"> <thead> <tr> <th style="background-color: #cccccc;">If...</th> <th style="background-color: #cccccc;">then...</th> </tr> </thead> <tbody> <tr> <td>an AAP 2 is completed by the AAP SW,</td> <td> <ul style="list-style-type: none"> enter AAP 2 info as well as next renewal date, current rate(s) and rate type into the database. scan AAP 2 to AAP HSS. re-file AAP file. </td> </tr> <tr> <td>no AAP 2 is provided by the SW,</td> <td> <ul style="list-style-type: none"> enter next renewal date, current rate(s) and rate type into the database. re-file AAP file. </td> </tr> </tbody> </table>		If...	then...	an AAP 2 is completed by the AAP SW,	<ul style="list-style-type: none"> enter AAP 2 info as well as next renewal date, current rate(s) and rate type into the database. scan AAP 2 to AAP HSS. re-file AAP file. 	no AAP 2 is provided by the SW,	<ul style="list-style-type: none"> enter next renewal date, current rate(s) and rate type into the database. re-file AAP file.
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7	AAP LSA	<p>Enter next renewal date, current rate(s), and rate type in database. The new renewal date is every two years from the date of the start date of the original AAP 2.</p> <p>No AAP 2 is required.</p>							
8	AAP HSS	<p>If no AAP 2 is provided for renewal:</p> <ul style="list-style-type: none"> Run renewal in CalWIN after the first of the renewal month. 							

Alignment with SET

This policy supports SET [Value 2](#) and the agency practices to have ongoing assessments and be responsive and supportive of the unique needs of resource families.