

Processing a New AAP Packet

(Revised 12/02/22)

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Forms

The following forms are referenced in this file:

- 02-82C Interagency Adoptive Placement Agreement
 - 02-130 AAP Checklist
 - [AAP 2](#) Payment Instructions Adoption Assistance Program
 - [AAP 4](#) Eligibility Certification Adoption Assistance Program
 - [AD 907](#) Adoptive Placement Agreement
 - [FC 8](#) Federal Eligibility Certification for Adoption Assistance Program
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Introduction

The Adoptions Assistance Program (AAP) is a federally funded program that utilizes subsidies designated by Congress in the Adoption Assistance and Child Welfare Act of 1980. AAP provides financial benefits and health insurance to eligible adopted children, with the intent of removing barriers to permanency.

Policy

The child's SW is responsible for completing all AAP paperwork with the adoptive family and submitting the AAP packet to the AAP PSS once the family has signed adoptive placement paperwork. The AAP supervisor will verify that the packet includes all necessary elements to start AAP payments to the family.

The AAP PSS will process the packet within five business days of receiving it.

Procedure

When a new AAP packet is completed and submitted to the AAP PSS:

Step	Who	Action
1	AAP PSS	Date stamp the AAP packet at the bottom of the supervisor AAP Checklist cover sheet NOTE: Packet must be processed within five days of initial receipt.
2	AAP PSS	Check to see that all documents listed on the 02-130 are in the AAP Packet.
3	AAP PSS	Stamp AAP 2 with RED stamp: <ul style="list-style-type: none">• “No age increase” at top of AAP 2 in blank mailing address section• “US citizen/Adopt Placement Date” – Middle right section on AAP 2 in the blank area next to “two checks to be issued” section.
4	AAP PSS	Review Telling and complete AAP 2 <ul style="list-style-type: none">• Check to see if the child was born in a hospital in the United States. If the answer is yes, check the “Y” box in RED. If the answer is no, check “N” box and verify that there is documentation of citizenship in the file.• If the telling is in Spanish, check to see that Spanish is checked on the AAP Checklist cover sheet. Also, write in RED “Spanish” on top of the AAP 2 in the blank mailing address section.
5	AAP PSS	Review the AD 907 or 02-82C <ul style="list-style-type: none">• Write in RED the date of the adoptive placement on the AAP 2.• Write in RED the payee’s date of birth underneath their address on the AAP 2.

Procedure (cont.)

Step	Who	Action
6	AAP PSS	<p>Review the entire packet to ensure all required documents listed on the Cover Sheet are included.</p> <ul style="list-style-type: none"> • If any form/document is missing or incomplete contact the SW and the PSS via email requesting completion of the missing documents. <p>NOTE: AAP PSS can use their own discretion in signing documents on behalf of a PSS or SW when necessary.</p>
7	AAP PSS	<p>Review AAP 2</p> <ul style="list-style-type: none"> • Start and End dates for AAP <ul style="list-style-type: none"> ○ Start dates should be the 1st day of the following month. End dates are the end of the month before the month two years hence. (not the child's 18th birthday) • Total amount • Child's full adoptive name and date of birth • SD number and Adoption Agency case number (AP or AD number) • Date AD4320 was signed
8	AAP PSS	<p>Review AAP 4</p> <ul style="list-style-type: none"> • All boxes check on AAP 4 must be an exact match to the information on the FC 8
9	AAP PSS	<p>Submit AAP packet to Adoption PSPM for review and approval</p>
10	Adoptions PSPM	<p>Sign AAP and return packet to AAP PSS</p>

Procedure (cont.)

Step	Who	Action
11	AAP PSS	Submit Packet to AAP clerk
12	AAP Clerk	Review Packet: <ul style="list-style-type: none">• Return to AAP PSS if there is missing or incorrect information• Enter new record in database• Scan and email to HHSA AAP eligibility inbox and create a new hard copy AAP file• File new AAP case file

Alignment with SET

This policy aligns with SET [Value 2](#) and the guiding principle to provide supportive services for resource families and the agency practice to recognize and respond to the unique needs of resource families.

It further aligns with SET [Value 3](#) and how AAP allows children and youth to develop lifelong relationships by valuing the most permanent option for youth, and providing support to ensure this can happen.
