



December 7, 2022

**Family, Children and Adult Services Manual Transmittal Letter No. 512**

**TO:** Family, Children and Adult Services Manual Holders

**FROM:** Matt Damschroder, Director

**SUBJECT:** **Amendment to Adoption Assistance Connections to Age Twenty-One (AAC) rules 5101:2-51-01, 5101:2-51-02 and 5101:2-51-03 of the Administrative Code. Forms JFS 00147, JFS 00148, JFS 00149, and JFS 00150**

This letter transmits amendments due to the 5-year review of Ohio Administrative Code rules 5101:2-51-01, 5101:2-51-02 and 5101:2-51-03 which set forth requirements of the Adoption Assistance Connections to Age Twenty-One (AAC) program.

OAC 5101:2-51-01 "**Administration of Adoption Assistance Connections to Age Twenty-One (AAC)**" provides guidelines for the administration of the AAC program. Language was added or revised including title changes of JFS AAC forms, definition of adopted young adult, case record retention, agreement form, and minor grammatical changes.

OAC 5101:2-51-02 "**Eligibility for Adoption Assistance Connections to Age Twenty-One (AAC)**" outlines the eligibility requirements for AAC that the adoptive parent(s) must assure they continue to provide parental responsibility for the adopted young adult, the adopted young adult also assures ongoing parental support, and the adopted young adult meets one of the five eligibility criteria. Language was added or revised including title changes of JFS AAC forms, eligibility requirements, termination notice mailing formats, and minor grammatical changes.

OAC 5101:2-51-03 "**Payments for Adoption Assistance Connections to Age Twenty-One (AAC)**" outlines the payment process for the AAC program. Minor grammatical revisions were made to this rule.

JFS 00147 "**Title IV-E Adoption Assistance Connections to Age Twenty-One (AAC) Application**" is the application form sent to all adoptive parents of children who enter into an adoption assistance agreement and finalize adoption at the age of 16 or 17. Minor grammatical revisions were made to this form.

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Columbus, OH 43215  
Jfs.ohio.gov

JFS 00148 "**Title IV-E Adoption Assistance Connections to Age Twenty-One (AAC) Agreement**" is an agreement between an AAC representative and the adoptive parent. Minor grammatical revisions were made to this form.

JFS 00149 "**Title IV-E Adoption Assistance Connections to Age Twenty-One (AAC) Semi-annual Assurance of Parental Responsibility and Eligibility for Continued Medicaid Coverage**" is completed by the adoptive parent semi-annually to assure that the adoptive parent maintains parental responsibility. Minor grammatical revisions were made to this form.

JFS 00150 "**Title IV-E Adoption Assistance Connections to Age Twenty-One (AAC) Adopted Young Adult Semi-annual Assurance of Parental Responsibility and Eligibility for Continued Medicaid coverage**" is completed by the adopted young adult semi-annually to assure that the adoptive parental maintains parental responsibility. Minor grammatical revisions were made to this form.

**INSTRUCTIONS:** The following chart depicts the material that should be deleted from the Family, Children and Adult Services Manual (FCASM) and the materials that are to be inserted in the FCASM.

<b>LOCATION</b>	<b>REMOVE AND FILE AS OBSOLETE</b>	<b>INSERT/REPLACEMENT</b>
Management and Administration	5101:2-51-01	5101:2-51-01
	5101:2-51-02	5101:2-51-02
	5101:2-51-03	5101:2-51-03
Forms	JFS 00147	JFS 00147
	JFS 00148	JFS 00148
	JFS 00149	JFS 00149
	JFS 00150	JFS 00150
Transmittal Letters	FCASMTL No.426	FCASMTL No.512

5101:2-51-01

**Administration of the adoption assistance connections (AAC) to age twenty-one (AAC).**

- (A) ~~In~~For the purposes of this program, in accordance with section 5101.1414 of the Revised Code, the Ohio department of job and family services (ODJFS) shall be responsible for the administration of the adoption assistance connections (AAC) to age twenty-one program. For the purposes of AAC, an adopted young adult is defined as a person that was adopted at age sixteen or seventeen and was in the permanent custody of an Ohio public children services agency (PCSA) and the adopted young adult attained the age of sixteen before the Title IV-E adoption assistance agreement became effective. The adopted young adult is to meet one of the eligibility requirements pursuant to rule 5101:2-51-02 of the Administrative Code: an adopted young adult is defined as a person that:
- (1) Was adopted at age sixteen or seventeen;
  - (2) Was in the permanent custody of an Ohio public children services agency (PCSA);
  - (3) Attained the age of sixteen before the Title IV-E adoption assistance agreement became effective; and
  - (4) Meets one of the eligibility requirements pursuant to paragraph (A)(4) of rule 5101:2-51-02 of the Administrative Code.
- (B) The Ohio department of job and family services (ODJFS)~~ODJFS~~ is responsible for ensuring the proper administration of funds both allocated or reimbursed.
- (1) In accordance with ~~federal requirements~~sections 473(a)(1)(B)(ii) and 473(a)(3) of the Social Security Act, ODJFS may not add any language to the AAC agreement that makes the AAC agreement subject to the availability of state funds.
  - (2) ODJFS is responsible for the full non-federal share.
- (C) ODJFS shall be responsible for:
- (1) Determining initial and continuing eligibility for the AAC program pursuant to rule 5101:2-51-02 of the Administrative Code.
  - (2) Maintaining a separate AAC case record for each program eligible adopted young adult for whom ODJFS has entered into an AAC agreement.
  - (3) Service planning to include:

- (a) AAC case management ~~to include~~ including initial and ongoing eligibility determination of all AAC applications and redeterminations, ~~coordination approval and termination~~ of subsidy payments, ~~coordination of and referral for~~ medicaid coverage provided by the Ohio department of medicaid, and ~~denial and termination of subsidy payments and medicaid coverage~~, as applicable.
- (b) Referral for post-finalization adoption services.
- (D) ODJFS shall provide the adoptive parent(s) of an adopted young adult with a JFS 00147 "Title IV-E Adoption Assistance Connections (AAC) to Age Twenty-One (AAC) Application" and the JFS 04059 "Explanation of State Hearing Procedures."
- (E) The adoptive parent(s) shall submit the JFS 00147 and verification of eligibility to ODJFS.
- (F) ODJFS is to enter into a JFS 00148 "Title IV-E Adoption Assistance Connections to Age Twenty-One (AAC) Agreement" with the adoptive parent(s) of an eligible adopted young adult. The JFS 00148 will be referred to as the AAC agreement.
- (G) For an adopted young adult with an AAC agreement in effect who moves out-of-state or resides out-of-state, ODJFS shall follow the interstate compact on adoption and medical assistance (ICAMA) rule 5101:2-44-05.2 of the Administrative Code. ODJFS may ask the children services agency (CSA) in the ~~new~~ other state to document the present situation of the adoptive parent(s) and to assist the adoptive parent(s) in completing all required forms.
- (H) The AAC agreement remains in effect even though the adoptive parent(s) and the adopted young adult move to another county, state, or country. The responsibility for management of the adoption assistance connections (AAC) case remains with ODJFS as the agency that entered into the AAC agreement prior to the move.
- (I) If the adoptive parent(s) and the adopted young adult for whom an Ohio-executed AAC agreement is in effect reside in or move to another state, the adopted young adult will be provided Title XIX (medicaid) and Title XX (social service block grant) services by the state in which the adopted young adult resides. If any of the Title XX services specified in the AAC agreement are not available in the state where the adopted young adult resides, ODJFS shall be responsible for ~~providing or~~ securing those services.
- (1) The adopted young adult will be provided with Title XX services, as specified in the AAC agreement by the county where the adopted young adult resides.
- (2) Nothing shall prohibit the adoptive parent(s) of an adopted young adult for whom an AAC agreement is in effect from seeking Title XX services available in the

Title XX social service plan in the county of residence, even if the services are not already specified in the AAC agreement. The adoptive parent(s) may:

- (a) Apply for the Title XX services in the county where the adoptive parent(s) resides; and
- (b) Seek to amend the ~~child's~~ young adult's AAC agreement.

(J) The case record shall include the following information, when applicable:

- (1) ODJFS's actions in determining eligibility for AAC.
- (2) A copy of ~~the~~ signed JFS 00147 forms.
- (3) A copy of ~~the~~ signed JFS 00148 forms.
- (4) A copy of parental responsibility eligibility documentation.
- (5) A copy of ~~the~~ ODM 6612 "Health Insurance Information Sheet-" forms.
- (6) A copy of state mediation conference, state hearing, administrative appeal and judicial review filings.
- (7) A copy of ~~the~~ JFS 01470 "Adoption Assistance State Mediation Conference Request-" forms.
- (8) A copy of ~~the~~ interstate compact and adoption medical assistance forms.
- (9) Documentation verifying completion of all required adoptive parent criminal record checks obtained by the PCSA prior to adoption finalization.
- (10) A copy of adopted young adult eligibility documentation of education, employment, ~~or~~ programs to remove ~~barrier~~ barriers to employment; or verification of disability.
- ~~(11) A copy of adoption assistance connections to age twenty-one (AAC) disability verification form(s).~~
- ~~(12)~~ (11) A copy of the JFS 01453 "Title IV-E Adoption Assistance (AA) Agreement" in effect with the PCSA at the time of adoptive placement of the adopted young adult.
- ~~(13)~~ (12) A copy of ~~the~~ JFS 00149 "Title IV-E Adoption Assistance Connections to Age Twenty-One (AAC) Semi-Annual Assurance of Parental Responsibility and Eligibility for Continued Medicaid Coverage-" forms.

- ~~(14)~~(13) A copy of ~~the~~ JFS 00150 "Title IV-E Adoption Assistance Connections to Age Twenty-One (AAC) Adopted Young Adult Semi-Annual Assurance of Parental Responsibility and Eligibility for Continued Medicaid Coverage": forms.
- ~~(15)~~(14) A copy of JFS 07334 "Notice of Denial of Your Application for Assistance:" forms.
- ~~(16)~~(15) A copy of adoption assistance connections to age twenty-one (AAC) notice of eligibility approval form(s).
- ~~(17)~~(16) A copy of adoption assistance connections to age twenty-one (AAC) notice of redetermination form(s).
- ~~(18)~~(17) A copy of adoption assistance connections to age twenty-one (AAC) notice of continued approval form(s).
- ~~(19)~~(18) A copy of adoption assistance connections to age twenty-one (AAC) notice of termination form(s).
- (K) ~~In accordance with rule 5101:2-33-23 of the Administrative Code, the AAC case record shall be permanently maintained~~ Pursuant to sections 5101.13 and 5101.131 of the Revised Code, the AAC case record is confidential and is to be retained in the Ohio statewide automated child welfare information system (SACWIS). Case record information that cannot be recorded in SACWIS is to be retained in electronic file format.

Effective: 1/10/2023  
Five Year Review (FYR) Dates: 9/20/2022 and 01/10/2028

CERTIFIED ELECTRONICALLY

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Certification

12/02/2022

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Date

Promulgated Under: 119.03  
Statutory Authority: 5101.1414  
Rule Amplifies: 5101.1411, 5101.1412, 5101.1413, 5101.1414  
Prior Effective Dates: 01/10/2018, 02/01/2020

5101:2-51-02      **Eligibility for the adoption assistance connections ~~(AAC)~~ to age twenty-one (AAC).**

(A) To be eligible for the adoption assistance connections ~~(AAC)~~ to age twenty-one (AAC), an adopted young adult is to meet the following requirements:

- (1) Was adopted at age sixteen or seventeen;
- (2) Was in the permanent custody of an Ohio public children services agency (PCSA);
- (3) Attained the age of sixteen before the JFS 01453 "Adoption Assistance (AA) Agreement" became effective;
- (4) Meets one of the following requirements:
  - (a) Is completing secondary education or a program leading to an equivalent credential;
  - (b) Is enrolled in an institution that provides post-secondary or vocational education;
  - (c) Is participating in a program or activity designed to promote or remove barriers to employment;
  - (d) Is employed for at least eighty hours per month; or
  - (e) Is incapable of doing any of the activities described in paragraphs (A)(4)(a) to (A)(4)(d) of this rule due to a diagnosed physical or mental health condition, which incapacity is supported by updated information semi-annually.
- (5) Has reached the age of eighteen but is not yet twenty-one years of age;
- (6) Is continuing to receive parental support including but not limited to providing the young adult with shelter, food, or clothing. Residing in the same physical location is not required;
- (7) Is not enlisted in the military. Enlisted in the military is defined as the date of report for active duty;
- (8) Is not married; and
- (9) Is not in receipt of adoption assistance past age eighteen pursuant to rule 5101:2-49-04 of the Administrative Code.



(B) The adoptive parent(s) may apply for AAC by submitting all of the following to the Ohio department of job and family services (ODJFS): if the adopted young adult has attained the age of eighteen and meets the following requirements:

(1) A completed JFS 00147 "Title IV-E Adoption Assistance Connections to Age Twenty-One (AAC) Application:"

~~(1)~~(2) The Documentation the adopted young adult meets one of the eligibility requirements outlined in paragraph (A)(4) of this rule; and

~~(2)~~(3) The Documentation the adoptive parent(s) maintains parental responsibility for the adopted young adult; and. An adoptive parent(s) maintains parental responsibility if the adoptive parent(s) provides the adopted young adult with shelter, food, and clothing, or other support regardless of the physical location of the adopted young adult.

(4) A copy of the signed JFS 001453 "Title IV-E Adoption Assistance (AA) Agreement" with the PCSA.

~~(C)~~ The adoptive parent(s) shall submit the JFS 00147 "Adoption Assistance Connections to Age Twenty-One Application", documentation that the adopted young adult meets one of the eligibility requirements outlined in paragraph (A)(4) of this rule, a copy of the signed JFS 01453 "Adoption Assistance (AA) Agreement" with the PCSA, and documentation of parental responsibility to ODJFS.

~~(D)~~(C) ODJFS, within thirty calendar days after a completed JFS 00147 and all necessary documentation is received, shall determine eligibility in the Ohio statewide automated child welfare information system (SACWIS) and approve or deny the ~~AAC~~JFS 00147.

~~(E)~~(D) ODJFS, as the ~~Title IV-E agency~~, is to obtain documentation verifying completion of all ~~completed~~ adoptive parent criminal record checks obtained by the PCSA prior to adoption finalization pursuant to rule 5101:2-48-10 of the Administrative Code.

~~(F)~~(E) If ODJFS determines an adopted young adult is eligible for AAC, ODJFS is to provide the adoptive parent(s) with the following:

(1) ~~The adoption~~Adoption assistance connections to age twenty-one (AAC) notice of eligibility approval ~~form~~; and

(2) The JFS 04059 "Explanation of State Hearing Procedures."

~~(G)~~(F) Upon determination of eligibility, ODJFS will send the JFS 00148 "Title IV-E Adoption Assistance Connections to Age Twenty-One (AAC) Agreement" to the

adoptive parent(s) for signature. The AAC agreement is effective on the date it is signed by both the adoptive parent(s) and ODJFS, unless a later date is indicated for the subsidy to begin as designated on the AAC agreement form "Article IX Effective Date," which will then become the effective date of the AAC agreement.

~~(H)~~(G) The AAC agreement is binding on all parties. The terms of the AAC agreement may be amended at any time if both parties agree to the change.

~~(H)~~(H) The AAC agreement shall remain in effect regardless of the state where the adoptive parent(s) or the adopted young adult resides unless the AAC agreement is terminated.

~~(H)~~(I) ODJFS shall give a copy of the signed AAC agreement and all amendments to the adoptive parent(s) and keep the originals in the AAC case record.

~~(K)~~(J) ODJFS, as the agency that entered into the AAC agreement, shall secure Title XIX medicaid and Title XX social services block grant services if the services are not available in the state or county where the adopted young adult resides in accordance with rule 5101:2-51-01 of the Administrative Code.

~~(L)~~(K) Nothing shall prohibit the adoptive family from seeking Title XX services available in the county of residence even if they are not specified in the AAC agreement. The adoptive parent(s) may:

- (1) Apply for the Title XX services in the county where they reside; and
- (2) Request to amend the AAC agreement.

~~(M)~~(L) If ODJFS determines an adopted young adult does not meet eligibility requirements outlined in paragraphs (A) and (B) of this rule, ODJFS shall provide the adoptive parent(s) with the following:

- (1) The JFS 07334 "Notice of Denial of your Application for Assistance-": and
- (2) The JFS 04059.

~~(N)~~(M) Semiannual redetermination is to be completed every one hundred eighty calendar days to maintain program eligibility for AAC. The semiannual redetermination date is determined by the initial AAC effective date.

~~(O)~~(N) No later than thirty calendar days prior to the semiannual redetermination due date, ODJFS is to provide the adoptive parent(s) with the following:

- (1) ~~The adoption~~Adoption assistance connections ~~(AAC)~~ to age twenty-one (AAC) notice of redetermination;

- (2) The JFS 00149 "Title IV-E Adoption Assistance Connections to Age Twenty-One (AAC) Semi-Annual Assurance of Parental Responsibility and Eligibility for Continued Medicaid Coverage" form; and
- (3) The JFS 00150 "Title IV-E Adoption Assistance Connections to Age Twenty-One (AAC) Adopted Young Adult Semi-Annual Assurance of Parental Responsibility and Eligibility for Continued Medicaid Coverage:" form.
- ~~(P)~~(O) Completed JFS 00149 and JFS 00150 forms, documentation that the adopted young adult meets one of the eligibility requirements outlined in paragraph (A)(4) of this rule, and documentation of parental responsibility is to be received prior to the semiannual redetermination due date. Upon receipt of the required forms and documentation listed in this paragraph, ODJFS will check for continued eligibility as follows:
- (1) If redetermined as eligible, ODJFS is to provide the adoptive parent(s) with the following:
- (a) ~~The adoption~~Adoption assistance connections to age twenty-one (AAC) notice of continued approval ~~form~~; and
- (b) The JFS 04059.
- (2) If redetermined as ineligible, or if documentation is not received by the redetermination due date, ODJFS is to provide the adoptive parent(s) with written notice of the proposal to terminate AAC and the right to a state hearing. ODJFS is to provide the adoptive parent(s) with the following thirty calendar days prior to the termination date:
- (a) ~~The adoption~~Adoption assistance connections to age twenty-one (AAC) notice of termination ~~form~~; and
- (b) The JFS 4059.
- (3) If sufficient documentation to support eligibility is received by ODJFS from the adoptive parent(s) and/or adopted young adult prior to the termination date, ODJFS may proceed with semiannual redetermination of continued eligibility for AAC.
- ~~(P)~~(P) The adoptive parent(s) and the adopted young adult are to submit the JFS 00149 and JFS 00150 semiannually and whenever there is a significant change in the family situation for continued eligibility.
- ~~(R)~~(Q) At any time a JFS 00148 is in effect, the JFS 00148 may be amended.

- (1) The adoptive parent(s) and ODJFS may by mutual agreement amend the JFS 00148 to reflect changes for payment amount or provision of services. Upon agreement, the following is to occur:
  - (a) ODJFS and the adoptive parent(s) are to sign the amended AAC agreement;
  - (b) ODJFS is to provide a copy of the amended AAC agreement to the adoptive parent(s) and retain the original in the case record; and
  - (c) ODJFS is to provide the adoptive parent(s) with the JFS 04059.
- (2) If the adoptive parent(s) and ODJFS cannot agree on the amendment requested by the adoptive parent(s) or ODJFS, the following is to occur:
  - (a) ODJFS and the adoptive parent(s) may complete a JFS 00148 for a mutually acceptable AAC agreement while negotiations continue through the state mediation process, or the adoptive parent(s) request a state hearing; or
  - (b) ODJFS is to provide the adoptive parent(s) with a JFS 07334, and a JFS 04059.

~~(S)~~(R) The adoptive parent(s) is to notify ODJFS within fifteen calendar days of the date of any of the following:

- (1) The adopted young adult's primary health care insurance coverage changes from medicaid to private health care insurance. The adoptive parent(s) is to complete an ODM 06612 "Health Insurance Information Sheet" as a result of this change.
- (2) The family relocates.
- (3) The adopted young adult enlists in the military.
- (4) The adopted young adult has married.
- (5) The adoptive parent(s) no longer has parental responsibility for the adopted young adult.
- (6) The adopted young adult is no longer eligible pursuant to ~~paragraphs~~ paragraph (A) ~~and (B)~~ of this rule.

~~(F)~~(S) The AAC agreement will terminate when any of the following circumstances apply:

- (1) At the end of the month of the adopted young adult's twenty-first birthday.

- (2) If the adoptive parent(s) no longer has parental responsibility for the adopted young adult as defined in paragraph ~~(B)(2)(A)(6)~~ of this rule.
- (3) If the adoptive parent(s) requests to terminate the AAC agreement.
- (4) If the adoptive parent(s) dies.
- (5) If the adopted young adult dies.
- (6) If the adopted young adult marries.
- (7) If the adopted young adult enlists in the military.

~~(U)~~(T) ODJFS will propose to terminate the AAC agreement under any of the following circumstances:

- (1) ODJFS denies eligibility for AAC at semiannual redetermination.
- (2) ODJFS denies the amount of monthly payment requested by the adoptive parent(s).
- (3) ODJFS and the adoptive parent(s) are unable to come to a mutual agreement following a state mediation conference.
- (4) ODJFS proposes to ~~reduce or terminate the amount of~~ the payment specified on the current AAC agreement.
- (5) ODJFS denies a request by the adoptive parent(s) to amend the payment amount or provision of service terms of the current AAC agreement.

~~(W)~~(U) If ODJFS proposes to terminate the AAC agreement due to any of the circumstances listed in paragraph (S) or (T) of this rule, ODJFS is to provide the following to the adoptive parent(s) thirty calendar days prior to the termination date:

- (1) The adoption assistance connections to age twenty-one (AAC) notice of termination ~~form~~; and
- (2) The JFS 04059.

~~(W)~~(V) If ODJFS proposes to terminate the AAC agreement, and the adoptive parent(s) has requested a state hearing, the following shall apply:

- (1) If a state hearing is requested within fifteen calendar days of the mail or electronic mailing date on the notice in accordance with provisions set forth in Chapters

5101:6-1 to 5101:6-9 of the Administrative Code, the AAC agreement shall continue to be in effect until a state hearing decision is issued.

- (2) If a state hearing is requested within fifteen calendar days of the mail or electronic mailing date on the notice and the hearing decision is favorable to the adoptive parent(s), the AAC agreement shall remain in effect or an amended AAC agreement may be entered into by mutual agreement.
- (3) If a state hearing is requested within fifteen calendar days of the mail or electronic mailing date on the notice and the hearing decision is to terminate the AAC agreement as specified in paragraph (O) of this rule, the adoptive parent(s) is not required to return the payments received prior to the issuance of the state hearing decision.
- (4) If no timely hearing is requested, the AAC agreement shall be terminated. Following the termination, the adoptive parent(s) may reapply for the AAC at any time prior to the adopted young adult attaining the age of twenty-one.

~~(X)~~(W) If the AAC agreement is terminated, ODJFS shall:

- (1) Send the adoption assistance connections to age twenty-one (AAC) notice of termination ~~form~~ to the adoptive parent(s); and
- (2) Send the ODM 07236 "Your Rights & Responsibilities as a Consumer of Medicaid Health Coverage" to the adoptive parent(s).

Effective: 1/10/2023

Five Year Review (FYR) Dates: 9/20/2022 and 01/10/2028

CERTIFIED ELECTRONICALLY

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Certification

12/02/2022

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Date

Promulgated Under: 119.03

Statutory Authority: 5101.1414

Rule Amplifies: 5101.1411, 5101.1412, 5101.1413, 5101.1414

Prior Effective Dates: 01/10/2018, 02/01/2020

5101:2-51-03      **Payments for ~~the~~ adoption assistance connections-~~(AAC)~~ to age twenty-one (AAC).**

- (A) The maximum amount of the monthly adoption assistance connections-~~(AAC)~~ to age twenty-one (AAC) payment shall not exceed the cost of the monthly foster care maintenance (FCM) payment that was paid or would have been paid if the adopted young adult had remained in a foster home.
- (B) The monthly payment identified in paragraph (A) of this rule shall not exceed the monthly statewide maximum adoption assistance (AA) payment amount established by the Ohio department of job and family services (ODJFS) through the "Family, Children and Adult Services Manual Procedure Letter."
- (C) If the adopted young adult receives supplemental social security income (SSI) benefits, the adopted young adult may receive AAC and SSI concurrently. If there is concurrent receipt of payments from both programs, the social security administration will decrease the monthly SSI benefit by the monthly AAC payment amount. It is the responsibility of the ~~adopted~~ adoptive parent(s) to advise the social security administration that the adopted young adult is in receipt of AAC.
- (D) If ODJFS and the adoptive parent(s) cannot mutually agree on the monthly AAC payment amount after negotiating for at least thirty days, the adoptive parent(s) may request a state mediation conference using the JFS 01470 "Adoption Assistance State Mediation Conference Request." The JFS 01470 shall be sent to the ODJFS state hearings department in the manner described on the form.
- (1) The state mediation conference shall be held within thirty business days from the receipt of the request.
  - (2) The state mediator, ODJFS representative and adoptive parent(s) shall participate in the state mediation conference.
  - (3) If the state mediation conference is successful and results in a mutually acceptable monthly AAC payment amount, it is considered a final decision between both parties.
  - (4) If the state mediation conference is not successful-~~the~~ ODJFS shall provide the adoptive parent(s) with the following:
    - (a) A written notice which shall contain a clear and understandable statement that all parties were not in agreement and the right to a state hearing.
    - (b) The JFS 04059 "Explanation of State Hearing Procedures."



Effective: 1/10/2023

Five Year Review (FYR) Dates: 9/20/2022 and 01/10/2028

CERTIFIED ELECTRONICALLY

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Certification

12/02/2022

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Date

Promulgated Under: 119.03

Statutory Authority: 5101.1414

Rule Amplifies: 5101.1411, 5101.1412, 5101.1413, 5101.1414

Prior Effective Dates: 01/10/2018, 02/01/2020

Ohio Department of Job and Family Services  
**TITLE IV-E ADOPTION ASSISTANCE CONNECTIONS TO AGE TWENTY-ONE (AAC)  
 APPLICATION**

Ohio Administrative Code Chapter 5101:2-51 requires that an application be completed for each child for whom adoption assistance is requested. Note: If adoption assistance connections to age twenty-one (AAC) is provided on behalf of an adopted young adult who is receiving SSI, it is the responsibility of the adopted parent(s) to advise the social security administration. This application must be completed by the adoptive parent(s).

<b>SECTION I: ADOPTIVE PARENT(S) INFORMATION</b>		
Name of Adoptive Parent ( <i>first and last</i> )	Name of Adoptive Parent ( <i>first and last</i> )	Phone Number
Address		
City, State, Zip		
Email Address		
Name of agency that you currently have/had an Adoption Assistance Agreement with:		
Was the adopted young adult age 16 or 17 when the original Adoption Assistance Agreement was signed? <input type="checkbox"/> Yes <input type="checkbox"/> No      If No, please explain below. Was the adopted young adult adopted at age 16 or 17? <input type="checkbox"/> Yes <input type="checkbox"/> No      If No, please explain below. Do you maintain parental responsibility for the adopted young adult? <input type="checkbox"/> Yes <input type="checkbox"/> No      If No, please explain below. Does the adopted young adult reside in your home? <input type="checkbox"/> Yes <input type="checkbox"/> No      If No, please explain below. Is the adopted young adult enlisted in the military services? <input type="checkbox"/> Yes <input type="checkbox"/> No      If Yes, please explain below. Is the adopted young adult married? <input type="checkbox"/> Yes <input type="checkbox"/> No      If Yes, please explain below.		
Provide a detailed explanation regarding any responses to the above questions, if applicable.		
<b>SECTION II: ADOPTED YOUNG ADULT'S INFORMATION</b>		
Name of Adoptive Young Adult ( <i>First, Middle, Last</i> )	Date of Birth ( <i>mm/dd/yyyy</i> )	<input type="checkbox"/> Male <input type="checkbox"/> Female
Identify AAC requirements the adopted young adult meets:		
<input type="checkbox"/> Is completing secondary education or a program leading to an equivalent credential. <input type="checkbox"/> Is enrolled in an institution that provides post-secondary or vocational education. <input type="checkbox"/> Is participating in a program or activity designed to promote or remove barriers to employment. <input type="checkbox"/> Is employed for at least eighty hours per month. <input type="checkbox"/> Is incapable of doing any of the following activities described above due to a medical condition, which incapacity is supported by regularly updated information.		
<b><i>Please attach documentation to support the requirements marked above i.e., school or college enrollment letter, current class schedule, most recent month of employment payment stubs, letter from job training program verifying participation, written verification from a qualified professional verifying that the adopted young adult has a medical condition that prevents them from participating in the activities above. Your application will not be processed until all required documentation is submitted.</i></b>		
<b>SECTION III: HEALTH INSURANCE</b>		
If the adopted young adult is or will be covered by health, accident, or hospital insurance, complete the following:		
Policy Holder	Policy Number	
Name of Insurance Company	Effective Date	
Benefits to be paid		
<input type="checkbox"/> Hospital <input type="checkbox"/> Doctor <input type="checkbox"/> Person Insured		

Identify any limitations/riders affecting the coverage for the adopted young adult.

**SECTION IV: PARENT SIGNATURE**

Parent's Signature	Date	Parent's Signature	Date
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**SECTION V: FOR AGENCY COMPLETION**

- Was the adopted young adult's age 16 or 17 when the original AA Agreement was signed?  Yes  No
- Was the adopted young adult adopted at age 16 or 17?  Yes  No
- Is the parent(s) maintaining parental responsibility for the adopted young adult?  Yes  No
- Does the adopted young adult meet one of the AAC requirements?  Yes  No

Provide a detail explanation regarding any No responses to the above questions.

- The Adoption Assistance Connections Application is approved.
- The Adoption Assistance Connections Application is pending.
- The Adoption Assistance Connections Application is denied.

Provide a detail explanation regarding a pending or denied application.

Printed Name of Eligibility Determiner

Signature of Eligibility Determiner

Date

## TITLE IV-E ADOPTION ASSISTANCE CONNECTIONS TO AGE TWENTY-ONE (AAC) AGREEMENT

### ASSISTANCE AGREEMENT

The following adoption assistance connections to age twenty-one (AAC) agreement, hereinafter called "the agreement" has been entered into by and between the Ohio Department of Job and Family Services (ODJFS) hereinafter called "agency," and the adoptive parent(s) \_\_\_\_\_, residing at:

This is an:       Initial Agreement                       Amended Agreement Effective (MM/DD/YY) \_\_\_\_\_

### ARTICLE I: GENERAL PROVISIONS

1. The adoptive parent(s) represents that he/she/they:
  - Have adopted a child that is now an adopted young adult.
  - Are maintaining parental responsibility for the adopted young adult.
  - Adopted young adult has attained the age of eighteen and meets one of the following requirements:
    - Is completing secondary education or a program leading to an equivalent credential.
    - Is enrolled in an institution that provides post-secondary or vocational education.
    - Is participating in a program or activity designed to promote or remove barriers to employment.
    - Is employed for at least eighty hours per month.
    - Is incapable of doing any of the following activities described above due to a medical condition, which incapacity is supported by regularly updated information.
2. The name of such adopted young adult is \_\_\_\_\_ (*Adopted Young Adult Name*)
3. Adoption assistance may begin no earlier than the month following the adopted young adult's eighteenth birthday. The agreement must be signed by the adoptive parent(s) and the agency prior to the initial payment.
4. The initial agreement or any that is subsequently amended shall remain in effect regardless of the county or state in which the adoptive parent(s) and the adopted young adult resides.
5. The agreement remains in effect as long as the adoptive parent(s) continues to maintain parental responsibility for the adopted young adult's care and the adopted young adult meets the eligibility requirements in 5101:2-51-02 of the Ohio administrative code.
6. The AAC payment shall be paid to the adoptive parent(s) to assist the adoptive parent(s) in maintaining the adopted young adult into the adoptive family and meeting any ongoing needs of the adopted young adult. The payment is not restricted to meeting the daily support of the adopted young adult but may be used to fund any other needs of the adopted young adult, including such services as education.
7. The agreement may be amended or terminated at any time by the mutual consent of the adoptive parent(s) and the agency or by the agency as described in Article VII of this agreement.
8. Both the adoptive parent(s) and agency are legally bound by this agreement.

### ARTICLE II: OBLIGATIONS OF ADOPTIVE PARENTS

1. The adoptive parent(s) will
  - Notify the agency within fifteen calendar days of a change if they are no longer maintaining parental responsibility for the adopted young adult's care, the family relocates, the adopted young adult marries, enlists in the military, no longer meets the eligibility requirements, or dies.
  - Comply with any interstate requirements for AAC if the family moves to another state.
  - Notify the agency if health care insurance coverage is made available to the adopted young adult and submit the ODM 06612 "Health Insurance Information Sheet".
  - Semi-annually complete and return the JFS 00149 "Title IV-E Adoption Assistance Connections to Age Twenty-One (AAC) Semi-Annual Assurance of Parental Responsibility and Eligibility for Continued Medicaid Coverage" and JFS 00150 "Title IV-E Adoption Assistance Connections to Age Twenty-One (AAC) Adopted Young Adult Semi-Annual Assurance of Parental Responsibility and Eligibility for Continued Medicaid Coverage".
  - Semi-annually submit documentation to support ongoing parental responsibility and adopted young adult eligibility criteria.
  - Advise the social security administration that the adopted young adult is in receipt of AAC.

**ARTICLE III: OBLIGATION OF THE ODJFS ADMINISTRATION**

1. The agency will notify the adoptive parent(s) of changes in agency, state, or federal policy that have a potential effect on the amount of the AAC payment.
2. The agency will verify semi-annually the adopted young adult's continuing eligibility for AAC. The criteria for continuing eligibility are:
  - The adoptive parent(s) continues to maintain parental responsibility for the adopted young adult's care.
  - The adopted young adult continues to meet the AAC eligibility requirements.

**ARTICLE IV: ADOPTION ASSISTANCE CONNECTIONS TO AGE TWENTY-ONE PAYMENT**

1. Adoption assistance connections payments in the amount of \$ \_\_\_\_\_ per month will be provided on behalf of (adopted young adult's adoptive name) \_\_\_\_\_.
2. The terms of the agreement may be amended at any time if both parties agree to the change.

**ARTICLE V: MEDICAL CARE**

1. The adopted young adult is eligible for Medicaid benefits provided under Title XIX of the Social Security Act for as long as the agreement is in effect.
2. The adopted young adult is eligible for Medicaid benefits described in number 1. above in the state where he or she resides.

**ARTICLE VI: TITLE XX SOCIAL SERVICES AND OTHER SERVICES**

1. The adopted young adult is eligible for Title XX funded social services as long as the agreement is in effect.
2. The adopted young adult is eligible for Title XX funded social services in the state in which he/she resides. If a needed service(s) specified in this agreement is not available in the other state of residence, the state making the original adoption assistance payments remains financially responsible for providing the specified service(s).
3. If the adopted young adult moves to another Ohio county, the adopted young adult will be provided with Title XX funded social services in the county where the adopted young adult resides. If any of the Title XX funded social services specified in this agreement are not available in the county where the adopted young adult resides, ODJFS shall be responsible for securing those services. Nothing shall prohibit the adoptive parent(s) from applying for Title XX funded social services in the county of residence, even if the services are not already specified in this agreement.
4. The adopted young adult will be provided the following Title XX funded social services:  
\_\_\_\_\_  
\_\_\_\_\_
5. The agency shall provide or secure funding for the following services, whether or not they are available through Title XX.  
\_\_\_\_\_  
\_\_\_\_\_

**ARTICLE VII: TERMINATION**

1. The agreement is subject to termination if the agency determines:
  - The adoptive parent(s) is no longer maintaining parental responsibility for the adopted young adult's care.
  - The adoptive parent(s) dies.
2. The agreement is subject to termination if the agency determines:
  - The adopted young adult no longer meets the eligibility requirements.
  - The adopted young adult enlists in the military.
  - The adopted young adult marries.
  - The adopted young adult dies.
3. The agreement terminates at the end of the month of the adopted young adult's twenty-first birthday.
4. Following the termination, the adoptive parent(s) may reapply for AAC at any time prior to the adopted young adult attaining the age of twenty-one.

**ARTICLE VIII: APPEAL**

1. The adoptive parent(s) may appeal any agency decision to deny, reduce or terminate AAC or to deny the amount of AAC payment requested by the adoptive parent(s).
2. The agency must inform the adoptive parent(s) in writing of any decision to deny, reduce, or terminate AAC or to deny the amount of the AAC payment requested by the adoptive parent(s). The notice of denial must inform the adoptive parent(s) of the right to appeal through a state hearing as well as the procedure for requesting a state hearing.
3. The adoptive parent(s) may also appeal through a request for a state hearing in any case in which the agency fails to inform the adoptive parent(s) about potential financial, medical, or service benefits that may be available to the adopted young adult through the Title IV-E adoption assistance program.

**ARTICLE IX: EFFECTIVE DATE**

1. The agreement is effective on the date of final signature by both the adoptive parent(s) and ODJFS unless a later date is indicated in the space below for the subsidy payment to begin.
2. Subsidy Effective Date:        /        /        OR     Not Applicable

**SIGNATURES**

Adoptive Parent's Signature	Date (mm/dd/yyyy)
Adoptive Parent's Signature	Date (mm/dd/yyyy)
Authorized Agency Representative's Signature	Date (mm/dd/yyyy)

**TITLE IV-E ADOPTION ASSISTANCE CONNECTIONS TO AGE TWENTY-ONE (AAC)  
SEMI- ANNUAL ASSURANCE OF PARENTAL RESPONSIBILITY AND ELIGIBILITY FOR  
CONTINUED MEDICAID COVERAGE**

<b>SECTION I: ADOPTED PARENT(S) INFORMATION</b>			
Adopted Young Adult's Name <i>(First, Middle, Last)</i>		Date of Birth <i>(mm/dd/yyyy)</i>	<input type="checkbox"/> Male <input type="checkbox"/> Female
Adoptive Parent's Name		Adoptive Parent's Name	
Address		Email Address	
City, State, Zip		Phone Number	
Do you still maintain parental responsibility of the adopted young adult? <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, please explain below. Does the adopted young adult reside in your home? <input type="checkbox"/> Yes <input type="checkbox"/> No    If No, please explain below. Is the adopted young adult enlisted in the military services? <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, please explain below. Is the adopted young adult married? <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, please explain below. Is there a need to amend the agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, please explain below.			
Provide a detailed explanation regarding any responses to the above questions, if applicable.			
<b>Please attach documentation to support the answers above.</b>			
Identify adoption assistance connections (AAC) requirements the adopted young adult meets: <input type="checkbox"/> Is completing secondary education or a program leading to an equivalent credential. <input type="checkbox"/> Is enrolled in an institution that provides post-secondary or vocational education. <input type="checkbox"/> Is participating in a program or activity designed to promote or remove barriers to employment. <input type="checkbox"/> Is employed for at least eighty hours per month. <input type="checkbox"/> Is incapable of doing any of the following activities described above due to a medical condition, which incapacity is supported by regularly updated information.			
<b>Please attach documentation to support the requirements marked above i.e., school or college enrollment letter, current class schedule, most recent month of employment payment stubs, letter from job training program verifying participation, written verification from a qualified professional verifying that the adopted young adult has a medical condition that prevents them from participating in the activities above. Your application will not be processed until all required documentation is submitted.</b>			
<b>SECTION II: LIST ALL HEALTH INSURANCE COVERAGE</b>			
LIST MEDICAID PROVIDER	<input type="checkbox"/> MOLINA	<input type="checkbox"/> CARE SOURCE	<input type="checkbox"/> UNITED HEALTHCARE
	<input type="checkbox"/> BUCKEYE	<input type="checkbox"/> PARAMOUNT	<input type="checkbox"/> OTHER: _____
<b>SECTION III: LIST ADDITIONAL INSURANCE COVERAGE</b>			
Policy Holder's Name		Policy Number	
Name of Insurance		Effective Date	
<b>SECTION IV: PARENT(S) SIGNATURE</b>			
Parent's Signature	Date	Parent's Signature	Date

**SECTION V: FOR AGENCY COMPLETION**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Is the adopted young adult under age 21?                          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the adopted young adult meet one of the AAC requirements?    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has the parent provided documentation of parental responsibility? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the adopted young adult enlisted in the military services?     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the adopted young adult married?                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Provide a detailed explanation regarding any responses to the above questions, if applicable.

- The AAC Agreement will continue without changes.
- The AAC Agreement will continue with changes as reflected on the amended agreement (*attach copy*).
- The AAC Agreement will not continue (*attach written documentation of evidence to terminate if applicable*).

Printed Name of Eligibility Determiner

Signature of Eligibility Determiner

Date (mm/dd/yyyy)



**TITLE IV-E ADOPTION ASSISTANCE CONNECTIONS TO AGE TWENTY-ONE (AAC)  
ADOPTED YOUNG ADULT SEMI-ANNUAL ASSURANCE OF PARENTAL  
RESPONSIBILITY AND ELIGIBILITY FOR CONTINUED MEDICAID COVERAGE**

Adopted Young Adult's Name ( <i>First, Middle, Last</i> )		Date of Birth ( <i>mm/dd/yyyy</i> )	<input type="checkbox"/> Male <input type="checkbox"/> Female
Adoptive Parent's Name		Adoptive Parent's Name	
Address		Email Address	
City, State, Zip		Phone Number	
Does your parent(s) still maintain parental responsibility for you? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain below			
Do you reside in your parent's home? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please explain below.			
Are you enlisted in the military services? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain below.			
Are you married? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain below.			
Provide a detailed explanation regarding any responses to the above questions, if applicable.			
<b>Please attach documentation to support the answers above.</b>			
<b>SECTION II: PROGRAM REQUIREMENTS</b>			
Identify adoption assistance connections (AAC) requirements that you meet:			
<input type="checkbox"/> Completing secondary education or a program leading to an equivalent credential.			
<input type="checkbox"/> Enrolled in an institution that provides post-secondary or vocational education.			
<input type="checkbox"/> Participating in a program or activity designed to promote or remove barriers to employment.			
<input type="checkbox"/> Employed for at least eighty hours per month.			
<input type="checkbox"/> Incapable of doing any of the following activities described above due to a medical condition, which incapacity is supported by regularly updated information.			
<b>Please attach documentation to support the requirements marked above i.e., school or college enrollment letter, current class schedule, most recent month of employment payment stubs, letter from job training program verifying participation, written verification from a qualified professional verifying that the adopted young adult has a medical condition that prevents them from participating in the activities above. Your application will not be processed until all required documentation is submitted.</b>			
<b>SECTION III: ADOPTED YOUNG ADULT SIGNATURE</b>			
Adopted Young Adult Signature			Date
<b>SECTION IV: FOR AGENCY COMPLETION</b>			
Is the adopted young adult under age 21?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the adopted young adult meet one of the AAC requirements?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the adopted young adult provided documentation of parental responsibility?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the adopted young adult enlisted in the military services?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the adopted young adult married?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provide a detailed explanation regarding any responses to the above questions, if applicable.			
<input type="checkbox"/> The AAC Agreement will continue without changes.			
<input type="checkbox"/> The AAC Agreement will continue with changes as reflected on the amended agreement ( <i>attach copy</i> ).			
<input type="checkbox"/> The AAC Agreement will not continue ( <i>attach written documentation of evidence to terminate if applicable</i> ).			
Printed Name of Eligibility Determiner			
Signature of Eligibility Determiner			Date ( <i>mm/dd/yyyy</i> )