

## APPENDIX A

### ADOPTION SERVICES PROGRAM 5/1/92

D. If an on-going subsidy is not in place, the Agreement shall terminate upon payment of the non-recurring costs.

#### VII. Post-Legal Adoption:

A. Once the adoption is finalized, and no subsidy is in place, send the file to the State Office for sealing (see Adoption Rules). There should be no record of the child with his birth name in the county office.

B. If there is a subsidy in place, the following documents must be kept in the adoption file at the field office:

1. The initial order or agreement removing the child from the home;
  2. The Title IV-E eligibility documents used to make the determination at the time of placement in foster care and the documents used to make the determination at the time the adoption proceeding was initiated;
  3. The termination of parental rights order or voluntary relinquishment of parental rights document;
  4. The final decree of adoption;
  5. The Application for Adoption Assistance;
  6. The initial Adoption Assistance Agreement and any subsequent agreements;
- and
7. Annual review forms for adoption assistance.

C. The files shall be maintained under the adopted name of the child.

D. The remainder of the adoption file shall be sent to the state office for sealing.