



DIVISION OF CHILDREN AND FAMILY SERVICES

Jim Doyle
Governor

Helene Nelson
Secretary

State of Wisconsin
Department of Health and Family Services

5/10/2011

Comment [TM1]: Page: 1
The Date pre-fills from the database based on the current date and is not editable on the template. This date cannot be updated.

[Redacted]

Comment [TM2]: Page: 1
The Provider Name and Address pre-fills with Parent 1 and Parent 2 from the database based on the child's open placement and is not editable on the template. This data can be updated in the First Name and Last Name fields on the Basic Tab of the Person Management window.

Dear [Redacted]:

Comment [TM3]: Page: 1
The Dear field pre-fills the names of with Parent 1 and Parent 2 from the database based on the child's open placement and is not editable on the template.

Thank you for your recent application for Adoption Assistance related to your planned adoption of [Redacted], born on [Redacted].

Comment [TM4]: Page: 1
The Child Name pre-fills from the database based on the child/case participant selected on the Create Case Work window and is not editable on the template.

Our review of the information submitted indicates that we can not approve Adoption Assistance for the adoption of this child. The materials indicate that the following requirement(s) have not been met:

Comment [TM5]: Page: 1
The Date of Birth pre-fills from the Birth Date field on the Basic tab of the Person Management window for the child and is not editable on the template. The Date of Birth can be updated in the Birth Date field on the Basic tab on the Person Management window.

- The child does not exhibit any of the special needs characteristics required by Administrative Code HFS 50.03(1)(b) (copy enclosed.)
- The child is not in the guardianship of a public or private adoption agency in Wisconsin or an Indian Tribe in Wisconsin as required by s. 48.975(4)(a) Wisconsin Statutes.
- The child has already been adopted and 48.975(4) Wisconsin Statutes and HFS 50.04 (copy enclosed.) requires that an initial agreement for Adoption Assistance must be signed before the adoption.
- The child was brought from abroad to be adopted and Administrative Code HFS 50.03(1)(d) allows the provision of Adoption Assistance only when there is Wisconsin responsibility.
- Reasonable efforts to place the child for adoption without Adoption Assistance were not made because the child was placed for adoption by a court in response to your request and the materials do not document the development of a new special needs characteristic after to the court-ordered placement.
- Other: [Redacted]

Comment [TM6]: Page: 1
This field is user entered on the template.

Please feel free to contact me at [Redacted] with any questions.

Comment [TM7]: Page: 1
This field pre-fills with the supervisor's telephone number from the Work Phone field on the Maintain Worker Information window for the supervisor of the worker who created this document and is not editable on the template. The supervisor's work phone can be updated by his/her supervisor in the Work Phone field on the Maintain Worker Information window.

You may have a right to appeal this decision. Requests for an appeal should be submitted in writing to the Division of Hearings and Appeals, P.O. Box 7875, Madison WI 53707-7875. If you choose to file an appeal, you are advised to delay completion of the adoption until the appeal is resolved. Proceeding to complete an adoption before being granted Adoption Assistance may make you ineligible for Adoption Assistance and therefore may impact the outcome of your appeal.

Thank you for your commitment to the best interest of children.

Sincerely,

Comment [TM8]: Page: 1
The Supervisor Name pre-fills from the Worker Maintenance window for the worker creating this document and is editable on the template for printing purposes. This data can be updated in the Supervisor field on the Worker Maintenance window for the worker creating the document.

[Redacted], Supervisor
Adoption and Consultation Unit
Division of Children and Family Services
cc: [Redacted]

Comment [TM9]: Page: 1
This field is user entered on the template.