

Creating an Adoption Assistance Agreement

Note: Assignment to the child's Pre-Adoptive case is needed in order to create an agreement.

Note: To create an agreement, the child must have an approved Adoption Assistance Application for Decision, an approved out of home placement, an approved Child & Adolescent Needs & Strengths (CANS), and a Foster Care Rate.

1. From the desktop, go to the Cases tab and click the Create Case Work hyperlink [Create case work](#) or select 'Create Case Work' from the Actions drop-down next to the specific case to open the Create Case Work page.
2. On the Create Case Work page, select 'Adoption Assistance Agreement' from the Agreements/Notices/Notices drop-down. Select the appropriate Case and Participant and click the Create button [Create](#) to open the Adoption Assistance Agreement page.

Note: There must be a fully approved Adoption Assistance Application for Decision in order to create the Adoption Assistance (AA) Agreement.

The screenshot shows the 'Create Case Work' interface in Internet Explorer. The page title is 'Create Case Work - Internet Explorer'. The main header is 'eWiSACWIS'. The interface is divided into three main sections: 'Create Case Items', 'Cases', and 'Case Participants'.

Create Case Items: This section contains a list of categories with dropdown menus. The 'Agreements/Notices' category is highlighted with a red box, and 'Adoption Assistance Agreement' is selected within it.

Cases: This section displays a list of cases. The first case, 'Aardvark, Amy B. (9223581)', is highlighted in blue. Other cases listed include Aaron, Mother (9223516), Abba, John (9222396), Abby, Alice N. (9222744), Abby, Alice N. (9222746), Abby, Alice N. (9222756), Abby, Alice N. (9222913), Abby, Amber's A. (9222498), Abby, Amy (9222679), Abby, Anne A. (9221241), Abby, Anne A. (9221335), Abby, Anne A. (9221757), Abby, Anne A. (9221886), Abby, Anne A. (9222722), Abby, Anne A. (9222723), Abby, Annie (9223153), and Abby, Art J. (92273).

Case Participants: This section displays a list of participants. The participant 'Azul, Finn, Other Relative (9231519)' is highlighted in blue. Other participants listed include Aardvark, Abigail A., Biological Child (92265), Aardvark, Amy B., Reference Person (92265), Ace, Flora, Other Relative (9234361), Aflor, Aralia, Other Relative (9233879), Anteater, Weston, Other Relative (9227319), Azul, Rita, Other Relative (9231499), Does, Joes, Biological Child (9233539), Jones, Robert, Biological Child (9226176), and Jones, Robert, Biological Child (9226176).

3. Enter information for the Adoption Assistance Agreement. The agreement is divided into the following sections: Agreement Information, Application for Decision Information, Insurance Information, Eligibility Verification and TPR Orders. The following describes both pre-filled and user entered fields for each section.

eWiSACWIS
Resource Print Help

Agreement Information

Case Participant: [Azul Finn \(9231519\)](#) Effective Date:

Provider Name: [Provider Paul \(9222085\)](#) Anticipated Adoption Finalization Date (if known):

County: Milwaukee

Application for Decision Information

Adoption Subsidy Type: MA w/subsidy amount Agreement Amount: [\\$619.00](#)

Adoption Assistance Payee Name: Foster Care Rate: [\\$877.00](#)

Insurance Information

Yes No The adoptive parent will add the child to their private health insurance plan

Eligibility Verification**TPR Orders**

A. Agreement Information

- Case Participant: pre-fills with the child’s name as a hyperlink (to Person Management).
- Effective Date: defaults to the effective date of the Application for Decision but can be changed here without having to do a new application for decision. This date indicates when the Adoption Assistance Agreement starts, and when payment begins.
- Provider Name: pre-fills the current provider’s name as a hyperlink (to Provider Management).

- Anticipated Adoption Finalization Date (if known): the date adoption is expected to be finalized. This field is not required and defaults to the date on the Application for Decision, if it was completed there.
- Estimated End Date: pre-fills the date of the child's 18th birthday.
- County: pre-fills the county of the worker creating the page.

B. Application for Decision Information

- Adoption Subsidy Type: the type of subsidy, pre-filled from the Application for Decision.
- Agreement Amount: monthly agreement amount that will be paid out to the adoptive parent(s) once the AA agreement is established. Pre-fills from the Application for Decision.
- Foster Care Rate: total amount on the foster care rate linked to the Application for Decision.
- Payee Name: the name to display on checks. The user selected values are 'Parent 1,' 'Parent 2,' and 'Parent 1 or Parent 2.'

Note: If two parents are listed on the agreement, select the 'Parent 1 or Parent 2' value.


C. Insurance Information




- The adoptive parent will add the child to their private health insurance plan: the associated radio buttons are not required, however if 'Yes' is selected then the Health Insurance Information Form (F-10115) is required to be attached. To include this form, click the [Imaging Search](#) link to search for the image.

D. Eligibility Verification

- Agreement signed by Parents: the effective date of the relevant AA Agreement image. Automatically pre-fills the most recently created AA agreement image if it is already uploaded. If nothing pre-fills or if the incorrect image pre-fills, select the [Imaging Search](#) hyperlink to select the appropriate document.
- Agreement signed by DCF: the effective date of the relevant AA Agreement image. Automatically pre-fills the most recently created AA agreement image if it is already uploaded. If nothing pre-fills or if the incorrect image pre-fills, select the [Imaging Search](#) hyperlink to select the appropriate document.
- Father Legal Status: the most recent hearing date and legal status for the father from the child's legal record. It must display 'Guardianship to DCF' or 'Guardianship to Agency' for approval. To update the legal status, click the [Modify](#) hyperlink that will launch the legal record for the child. Defaults to N/A if no parent is listed on the child's Person Management page and the child was previously adopted.
- Mother Legal Status: the most recent hearing date and legal status for the mother from the child's legal record. It must display 'Guardianship to DCF' or 'Guardianship to Agency' for approval. To update the legal status, click the [Modify](#) hyperlink that will launch the legal record for the child. Defaults to N/A if no parent is listed on the child's Person Management page and the child was previously adopted.

E. TPR Orders

- Parent: allows linking of the appropriate TPR order to the appropriate parent. At least one Mother row is required if Mother Legal Status is not N/A. At least one Father row is required if Father Legal Status is not N/A. By default, one row is inserted automatically for Father (if not N/A) and one for Mother (if not N/A) upon page creation.
- Date: displays 'None Selected' until the [Imaging Search](#) hyperlink is accessed, and an appropriate image is selected. Once the image is linked, the date displays the Document Date of the image. The [Delete](#) hyperlink deletes an associated row. The Insert button  inserts a new row if needed.

4. Next, send the Adoption Assistance Agreement for approval by selecting 'Approval' from the Options drop-down and clicking the Go button . On the Approval History page, select the 'Approve' radio button and click the Continue button  to return to the Adoption Assistance Agreement page. Click the Save button  on the Adoption Assistance Agreement page to send for approval.
5. Upon supervisory approval it will be sent to the State Central Office Adoption Unit for final approval. Upon final approval, eWiSACWIS will automatically:
 - End the existing AAFC Foster Home Out of Home Placement as of the day before the date of agreement.
 - Create an AAFC Adoptive Home Non-Paid Out of Home Placement with a begin date of the date of agreement.
 - Create a fully approved AAFC Adoptive Home Service. The begin date of the Service will be set to the Date of Agreement and the child-specific rate will be set to the agreement amount.

Note: For Milwaukee Supervisors, when approving the agreement to send it to the Central Adoption Office, you will have to select 'Reroute' and choose appropriate individual's name.

Note: The AAFC Adoptive Home Service cannot be ended manually; it can only be ended by ending the Adoption Assistance Agreement.

Desktop Outliner Display

View case information

Access Reports	Adoption	Agreements and Notices	Assessments
Assets and Income	Assignments	Case/Permanency Plan	Eligibility
ICPC	Legal	Narratives	Participant Documents
Payments	Permanency Consultation	Placements	Planning
Related People	Safety	Serious Incident Notification	Services

Agreements and Notices

+ Images (5)					
+ Subsidized Guardianship Agreement	05/01/2017	Sample, Sally	\$826.00		
- Adoption Assistance Application for Decision	06/08/2020	Sample, Sally	\$826.00	Approved	
Adoption Assistance Agreement	06/08/2020	Sample, Sally	\$826.00	Approved	

Placements

Open Placements					
Provider, County - AAFC Adoptive Home (Non-Paid)	06/08/2020	Sample, Sally	Approved		State
Closed Placements					
+ Provider, County - Foster Home (Level 2+)	01/24/2014 - 06/08/2020	Sample, Sally	Closed - AA Agreement Approved		Milwaukee