

To: DCF Area Administrators
Tribal Chairpersons
Child Placing Agency Directors
Child Welfare Agency Directors
County Departments of Community Programs Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Group Home Providers
Tribal Social Service/Indian Child Welfare Directors
Private Child Placing Agencies
Residential Care Center Providers
Shelter Care Providers

From: Fredi-Ellen Bove 
Administrator

Re: Customary Adoption Eligibility for Adoption Assistance

PURPOSE

This memo addresses the application process for adoption assistance payments for tribal adoptions including customary adoptions completed in tribal courts. This memo is a brief overview of the tribal agencies responsibilities to complete the adoption assistance process that must be followed in order for an adoptive family to receive adoption assistance approval from the Department of Children and Families (DCF).

BACKGROUND

November 28, 2016 DSP Informational Memo Series 2016-38i established that tribal customary adoption meets the criteria for an adoption for the purposes of Adoption Assistance. Since the issuance of this memo, the process to apply for Adoption Assistance has been updated.

INFORMATION SUMMARY

To apply for adoption assistance for tribal or customary adoptions completed in tribal court, the updated two part "Adoption Assistance Rate Determination and Application for Tribal or Customary Adoptions" form (DCF-F-5159) must be completed and submitted to the Department by the tribal agency. The Adoption Assistance Agreement must be approved and signed by all required individuals **PRIOR** to the adoption finalization.

The "Adoption Assistance Rate Determination and Application for Tribal or Customary Adoptions" form (DCF-F-5159) contains information about which documents are required to submit by the tribal agencies when applying for Adoption Assistance. This form may be found on the Department's website at <https://dcf.wisconsin.gov/forms>.

CENTRAL OFFICE CONTACT: Adoption Assistance Eligibility Coordinator
(608) 422-6919
AAEligibility@wisconsin.gov

Adoption Program Specialist
(608) 422-6905

MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>