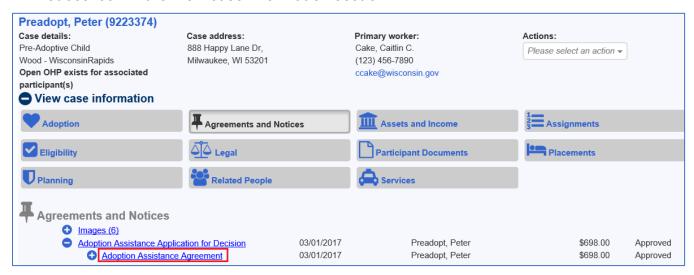
## **Ending an Adoption Assistance Agreement**

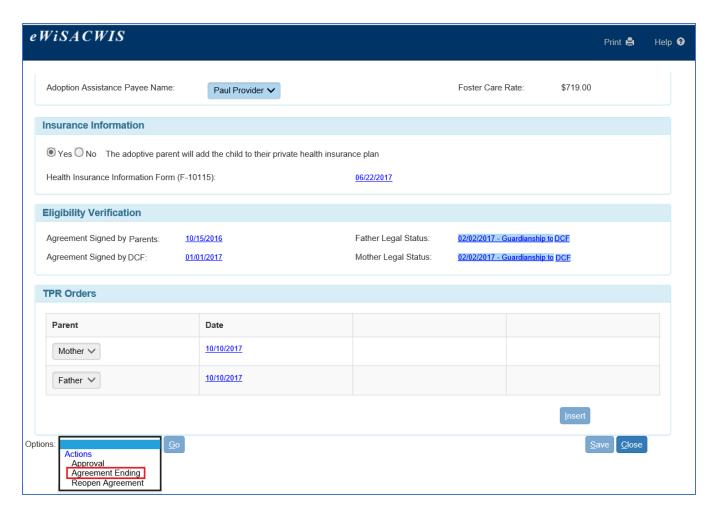
**Note:** In order to end an Adoption Assistance Agreement, an assignment to the case is needed.

1. Access the Adoption Assistance Agreement from your desktop via the Agreements and Notices icon in the View case information section.

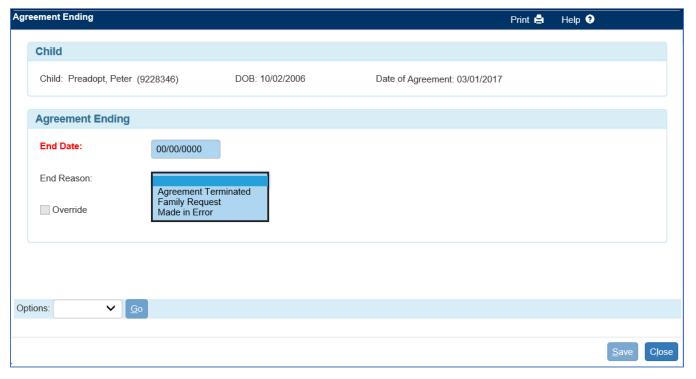


2. On the Adoption Assistance Agreement page, select 'Agreement Ending' from the Options drop-down and click Go.

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3. On the Agreement Ending page, enter the End Date and select an End Reason.



4. To approve the agreement ending, select 'Approval' from the Options drop-down and click

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the Go button Go. On the Approval History page, select the 'Approve' radio button and click the Continue button Continue on the Agreement Ending page, click the Save button and then the Close button Close button Close button

5. After the agreement ending is approved, the AAFC Adoptive Home Service will close and payments to the family will stop.

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