

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.

Preadopt, Peter (9223374)
Case details:
Pre-Adoptive Child
Wood - Wisconsin Rapids
Open OHP exists for associated participant(s)

Case address:
888 Happy Lane Dr,
Milwaukee, WI 53201

Primary worker:
Coke, Caitlin C.
(123) 456-7890
ccake@wisconsin.gov

Actions:

Please select an action ▼

View case information

Adoption

Agreements and Notices

Assets and Income

Assignments

Eligibility

Legal

Participant Documents

Placements

Planning

Related People

Services

Agreements and Notices

[Images \(6\)](#)

[Adoption Assistance Application for Decision](#)

[Adoption Assistance Agreement](#)





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|------------|-----------------|----------|----------|
| 03/01/2017 | Preadopt, Peter | \$698.00 | Approved |
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2. On the Adoption Assistance Agreement page, select 'Agreement Ending' from the Options drop-down and click Go.

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

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