

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 - WisconsinRapids
Open OHP exists for associated participant(s)

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

Primary worker:
Cake, 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 (03/01/2017) Preadopt, Peter \$698.00 Approved
- Adoption Assistance Agreement (03/01/2017) Preadopt, Peter \$698.00 Approved**

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

eWiSACWIS Print Help

Adoption Assistance Payee Name: Paul Provider ▼ Foster Care Rate: \$719.00

Insurance Information

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

Health Insurance Information Form (F-10115): [06/22/2017](#)

Eligibility Verification

Agreement Signed by Parents: [10/15/2016](#) Father Legal Status: [02/02/2017 - Guardianship to DCF](#)
 Agreement Signed by DCF: [01/01/2017](#) Mother Legal Status: [02/02/2017 - Guardianship to DCF](#)

TPR Orders

Parent	Date		
Mother ▼	10/10/2017		
Father ▼	10/10/2017		

Insert

Options: Actions Approval Agreement Ending Reopen Agreement Go Save Close

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

Agreement Ending Print Help

Child

Child: Preadopt, Peter (9228346) DOB: 10/02/2006 Date of Agreement: 03/01/2017

Agreement Ending

End Date: 00/00/0000

End Reason:
 Agreement Terminated
 Family Request
 Made in Error

Override

Options: ▼ Go Save Close

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

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.