

# Reopening an Adoption Assistance Agreement Ended in Error

**Note:** Assignment to the case is needed in order to reopen an Agreement.

**Note:** The reopen function described in this guide applies to both Adoption Assistance and Private Adoption Assistance Agreements.

## Introduction

An Adoption Assistance Agreement can be reopened when the agreement is ended in error and associated service closed. The reopen function opens the agreement, service, and amendment (if applicable) with the same information; no information is changed in this process. An Amended Agreement will only be reopened if one was open at the time the agreement was terminated.

## Related User Guides

[Adoption Assistance Amended Agreement](#)

## Reopening the Agreement and Service

1. Locate the closed Adoption Assistance Agreement on the case outline. Note: Adoption Assistance Agreements and Private Adoption Assistance Agreements can be found on the Cases or Providers tab. Click the hyperlink to launch the agreement.

**Preadopt, Peter (9223374)**

**Case details:**  
Pre-Adoptive Child  
Wood - WisconsinRapid  
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](mailto:ccake@wisconsin.gov)

**Actions:**

**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](#)

07/01/2022	Preadopt, Peter	\$698.00	Approved
07/01/2022 - 07/01/2022	Preadopt, Peter	\$698.00	Made in Error

2. On the Adoption Assistance Agreement page, select 'Reopen Agreement' from the Options drop-down and click Go to open the Reopen Agreement History page.

**Agreement Information**

Case Participant: [Preadopt. Peter \(9228346\)](#) 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**

Agreement Signed by Parents: [06/23/2022](#) Father Legal Status: [None documented](#)

Agreement Signed by DCF: [06/24/2022](#) Mother Legal Status: [None documented](#)

**TPR Orders**

Parent	Date		
<input type="text" value="Mother"/>	<a href="#">08/30/2022</a>		
<input type="text" value="Father"/>	<a href="#">08/30/2022</a>		

Options:

- Actions
- Approval
- Agreement Ending
- Reopen Agreement

- The Reopen Agreement History page displays any previous reopening of the agreement. Click Insert to add a new row. The Agreement End Date, Date Closed, and Reason Closed will automatically prefill from the last agreement ending. Click Save.

**Reopen Agreement History** Print Help

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**Basic**

Child: [Preadopt, Peter \(9228346\)](#)      Service Provider: [Provider, Paul \(9222085\)](#)

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**Reopen Agreement History**

Agreement End Date	Date Closed	Reason Closed	Reopened By	Date Opened
<input type="button" value="Insert"/>				

4. The following message will then display: "Saving this page will reopen the agreement, service, and amendment if one was open at the time of agreement closure. Do you wish to continue?" Clicking Yes automatically reopens the Agreement, Service, and Amendment (if applicable), closes the message, and refreshes the Reopen Agreement History page.
5. The name of the worker reopening the agreement prefills under Reopened By and today's date under Date Opened. Click Close to return to the desktop.

**Basic**

Child: [Preadopt. Peter \(9228346\)](#)

Service Provider: [Provider. Paul \(9222085\)](#)

**Reopen Agreement History**

Agreement End Date	Date Closed	Reason Closed	Reopened By	Date Opened
12/01/2022	02/08/2023	Made in Error	Caitlin C.Cake	02/08/2023

[Insert](#)

[Save](#) [Close](#)

6. To view changes, refresh the desktop. The agreement and service (and Amendment if applicable) are now open.