

**ADOPTION PROMOTION PROGRAM WEBINAR  
QUESTION & ANSWER DOCUMENT  
DECEMBER 18, 2018**

**DSS – 5320 MONTHLY  
ADOPTION REPORTING  
FORM**

**How do you access the Monthly Reporting Form (DSS-5320)?**

*The DSS-5320, DSS-5320A and DSS-5113 have been posted on the DHHS On-Line forms site. You can access them here:*

*<https://www2.ncdhhs.gov/info/olm/forms/>*

*The forms were also sent as attachments with the Dear County Director Letter issued on November 26, 2018.*

**Will county child welfare agencies be submitting the DSS-5320 three times a year?**

*The current fiscal year (2018-2019) will require county child welfare agencies to submit the DSS-5320 three times due to the delayed start with new program requirements. To get “caught up,” child welfare agencies shall provide adoptions completed from July 1, 2018 – November 30, 2018 in the first submission. In future years, the DSS-5320 will be submitted on a quarterly basis (four times per year).*

**The second submission date for the DSS-5320 is March 10<sup>th</sup> (a Sunday). Can the submission be made on March 11<sup>th</sup>?**

*Yes, they may be submitted either the Friday before or Monday after.*

**Can we use the same password for July – November workbooks when submitting?**

*As clarification, you are only submitting 1 workbook for the July – November adoptions. Do not send separate sheets for each month. The workbook is sent as 1 document.*

*You may use the same password for all three submissions throughout the year. (December 18<sup>th</sup>, March 10<sup>th</sup>, and June 3<sup>rd</sup>)*

**Is there a specific password for the workbook we should use?**

*No, however, it would be helpful to use the same password for each submission.*

**Should the child be listed on the DSS-5320 by their adoptive name?**

*It doesn't matter, however; be consistent. The child's name on the ASA should match the name on the DSS-5320. For consistency, we recommend using the same method for all children (e.g. if an agency decides to use the adoptive name, use every child's adoptive name on the form).*

**When a county child welfare agency partners with another child welfare agency in an adoption, who lists the child on the DSS-5320?**

*In most cases the custodial county child welfare agency would list the child on their DSS-5320. The child would count towards the custodial agency's baseline. However, we recognize there may be exceptions to this and encourage county child welfare agencies to reach out to the Division for guidance.*

**Does year-end allocation mean that funds will only be dispersed one time at the end of the year? If so, do we hold the DSS-5320 until the end of the year?**

*Year-end allocation means that county child welfare agencies with eligible adoptions will receive one, lump sum proportional payment at the end of the year.*

*No, do not hold the DSS-5320 until the end of the year. Submit the DSS-5320 on the required due dates of December 18<sup>th</sup>, March 10<sup>th</sup> and June 3<sup>rd</sup>.*

**If a child welfare agency completes 0 adoptions, do we still have to submit a DSS-5320?**

*Yes. All 100 county child welfare agencies must submit the DSS-5320 regardless of whether adoptions have been finalized or not. The Division must verify the total number of eligible statewide adoptions to calculate the year end county allocation. The only way to do that accurately is to have submissions from all 100 counties.*

DSS-5113  
ADOPTION SERVICES  
AGREEMENT

**Can a designee for the county child welfare agency director sign the Adoption Services Agreement (DSS-5113) or does it have to be signed by the Director?**

*The preference is for the agency Director to sign the form. However, in the interest of preventing further delays in the adoption process, the Division will accept a signature from the Director's designee. If a designee is utilized, the signature should be consistent (i.e. same designee signature on each form submitted) when possible.*

**Will a stamped signature for the Agency Director be accepted?**

*No, it must be an original signature.*

**Do child welfare agencies need a copy of the DSS-5113 for their adoption files?**

*Although it is not a requirement to maintain the form specifically in the adoption file, the county agency is responsible for maintaining a copy of the agreement for 10 years, per record retention requirements.*

**When should the DSS-5113 be completed with the private child placing agency?**

*It is recommended that partnering agencies communicate about the ASA at the time the family is identified as the adoptive placement to determine what services are needed to achieve a timely and successful adoption. The ASA can be amended at any time.*

SERVICRE AREAS &  
SERVICE RATES

**If a child welfare agency is requesting a private child placing agency to provide most of the legal documents needed for an adoption, can the private agency claim the fee for that service?**

*If the county child welfare agency has formally requested that a private child placing agency complete portions of the legal work, yes, a private agency can and should receive the fee for that service.*

*Remember, the responsibility for completing legal paperwork for the adoption is the responsibility of the county child welfare agency. The child*

*welfare agency must ask for the assistance of the private agency. It cannot be the decision of the private agency to initiate any of the paperwork.*

**If a county child welfare agency requests a private child placing agency to provide Family Post Placement Support to a family who is licensed by the child welfare agency, can the private agency receive a fee just for that one service?**

*Yes, if a county child welfare agency is in need of assistance in providing Family Post Placement Support to one of their families, the county can request a private agency to provide services. You must enter into an Adoption Services Agreement for that service and the private agency will receive payment once the adoption is finalized.*

**Does the fee for service payment rate for sibling groups of 3 or more apply per child or for the total sibling group?**

*The rate is set per child in the sibling group. For example: A private child placing agency providing Adoptive Family Readiness services for a sibling group of 3. The fee would be \$7,000/per child for a total of \$21,000.*

**Do the service rate amounts listed on the ASA only apply to private agencies?**

*Yes. The service rates have no impact on child welfare agency allocations.*

**If a private child placing agency provided Family Readiness Services and Family Post Placement Support Services to a family intending to adopt, but the plan changes to guardianship; can the private agency later bill for those services if the family retains an attorney and completes the adoption on their own?**

*No. A child must be exiting directly from foster care to adoption to be eligible for reimbursement or payment from the Adoption Promotion Program.*

## CONTRACT REQUIREMENTS

**Do private child placing agencies still need to complete the quarterly performance report?**

*No. The transition to a Purchase of Service contract eliminates that requirement. The information that needs to be tracked can be obtained from the monthly invoice.*

**What is the deadline for private child placing agencies to submit the DSS- 5320, invoice and ASAs each month?**

*The deadline will remain the same, the 10<sup>th</sup> day of each month.*

**How are the services going to be tracked by the private agency with follow up for the Division to review? (ie progress notes, etc.?)**

*Private child placing agencies should clearly document in case notes the work provided in each of the service categories. Programmatic reviews of the agency include reviewing case notes and case records. The Adoption Services Agreement will be compared to those documents.*

**Do county child welfare agencies have to turn in the Affidavit of Adoption Expenditures?**

*No. That is no longer a requirement.*

**When and how long do counties have to spend funds they receive from the APP fund? If funds are not spent in one year, do they roll over or are they given back to the state?**

*Currently, there is no set time frame for when counties are required to expend funds they receive from the Adoption Promotion Program. Any unspent funds can be rolled over to the next year. The hope is that agencies will have more time to utilize these funds in a meaningful way to truly make an impact in their adoption program.*

*While agencies are not required to turn in the Affidavit of Expenditures, per NCGS § 108A-50.2 (a), agencies must spend funds in ways that will enhance their adoption programs. According to NCGS § 108A-50.2 (c), the Division shall monitor the total expenditures in the Adoption Promotion Fund and redistribute unspent funds to ensure that the funds*

## AFFIDAVIT OF EXPENDITURES

*are used in accordance with state statute. The Division is currently in the process of establishing a process for monitoring expenditures.*

*The APP Fund Uses document is provided to give agencies ideas to consider. It is not meant to be an all-inclusive list.*

**Will we have access to the list of appropriate use of funding?**

*Yes. It has been posted with this webinar and Q&A Document at: <https://www2.ncdhhs.gov/dss/training/childwelfare.htm>*

MISCELLANEOUS

**Do county child welfare agencies need to complete an ASA with all private agencies, even if they are not participating in APP?**

*County child welfare agencies do not need to enter into Adoption Service Agreements with private agencies who do have a current contract with the Division for Adoption Promotion. For SFY 2018-2019, only the private child placing agencies who are listed in the webinar PowerPoint and the updated APP Fact Sheet are eligible to participate in the Adoption Promotion Program.*

**Do private agencies also need to submit a copy of the adoption decree?**

*No. County child welfare agencies must open 5095s in the Child Payment and Payment System timely, so adoptions can be verified.*

**What time period are we reporting completed adoptions?**

*In SFY 2018-2019, county child welfare agencies will report adoptions completed between July 1, 2018 – May 31, 2019.*

*Beginning in SFY 2019-2020, county child welfare agencies will report adoptions completed between June 1, 2019 – May 31, 2020.*

**How much total money is available for private agencies? Is there a cap?**

*Total budgets for SFY 2018-2019 contracts are based on final 2017-2018 contract amounts. The total contract amount will be a combination of direct pay value (thru December 31, 2018) and the remaining contract budget.*

*The estimated total amount provided in the webinar was incorrect. The total amount allotted for private contract agencies for SFY 18-19 is \$2,365,200.*

*Contract budgets will be evaluated in early 2019. The Division will assess reallocations as necessary.*