# Adoption Support Program Application Checklist

<table>
<thead>
<tr>
<th>CHILD’S NAME</th>
<th>ADOPTIVE FAMILY’S NAME</th>
<th>SSPS ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADOPTIVE FAMILY’S EMAIL</td>
<td>ADOPTIVE FAMILY’S TELEPHONE NUMBER(S)</td>
<td></td>
</tr>
<tr>
<td>DSHS STAFF’S NAME</td>
<td>DSHS STAFF’S EMAIL ADDRESS</td>
<td></td>
</tr>
<tr>
<td>DSHS STAFF’S TELEPHONE NUMBER</td>
<td>FAMILY’S PRIMARY LANGUAGE</td>
<td>INTERPRETIVE SERVICES NEEDED</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

Has this family previously adopted: □ Yes □ No □ In state □ Out of state □ Internationally

Name of Title IVE Specialist: ____________________________
Name of SSI Worker: ____________________________

### Email Documentation

- □ Application for the Adoption Support Program and / or Reimbursement of Adoption Finalization Costs, DSHS 09-998. Signed and dated by the adoptive parents.
- □ Adoption Support Worksheet, DSHS 09-997. Signed and dated by the adoptive parents.
- □ IRS 1040 Federal Income Tax Return (most current copy). If the family is exempt from filing an IRS 1040, enclose a financial statement listing current income and source, signed and dated by the adoptive parent(s).

### CA FamLink Documentation ** (see note below)

- □ Adoptive Home Study entered in FamLink or private agency home study uploaded into the FamLink Provider File.**
- □ Child’s special needs verification/or At Risk Statement**
  Documented in Health / Mental Health / Education pages uploaded as adoption support in FamLink.
- □ Child’s Birth Certificate** uploaded in FamLink or DSHS / DOH verification.
- □ Child’s Social Security Card** uploaded in FamLink or written verification from Social Security Administration or ACES.
- □ Termination of Parental Rights** for mother, father and/or John Doe as documented in FamLink / Legal.
- □ Shared Planning Meeting,** DSHS 14-474 (FamLink verification).
- □ Child’s Medical and Family Background,** DSHS 13-041 minus the attachments. Signed copy that is uploaded in FamLink.
- □ Adoption Support Child Registration, DSHS 10-061.** Any special needs checked on the application should be supported by documentation for eligibility purposes.
  ** For Private Agency / Tribal Adoptions / and Second IVE Adoptions, email or paper documentation is acceptable.

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Attach to Adoption Support Packet.

ADOPTION SUPPORT PROGRAM APPLICATION CHECKLIST  
DSHS 10-477 (REV. 06/2018)