



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

1803.1 EXTENDED ADOPTION ASSISTANCE PROGRAM PROCEDURES

Policy Directive: **20-06**

Effective Date: **April 2020**

Implements Policy: **1803**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the Division's Extended Adoption Assistance Program for young adults.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. The Adoption Supervisor or designee shall inform eligible youth and adoptive parents of the opportunity for Extended Adoption Assistance and the qualifying activities to which they meet eligibility requirements *before the youth turns age 18*.
- II. The Adoption Program Supervisor or designee will provide young adults or adoptive parents choosing to pursue Extended Adoption Assistance with the following and collect the completed forms:
 - A. Extended Adoption Assistance Agreement Application (Form 1809) signed by the young adult or adoptive parent;
 - B. Request for supplemental documentation of the qualifying activity, or Young Adult Health Verification for Extended Services (Form 2663) if required; and
 - C. If paying the young adult directly, an updated Alternate W9 Form and Foster/Adoptive/Kinship Provider Enrollment/Change Form (Form 1850).
- III. Upon receipt of the application materials, the Adoption Program Supervisor or designee must make a determination of program eligibility and benefit, by the youth's 18th birthday by:
 - A. Reviewing the information provided, and gathering any other available information to determine applicant eligibility for Extended Adoption Assistance. This may include contacting the applicant for additional information;
 - B. Making the final determination for Extended Adoption Assistance for the youth; and
 - C. Determining the type of assistance the young adult or adoptive parent may receive.

- IV. The Adoption Program Supervisor or designee shall develop an Extended Adoption Assistance Agreement (Form 1810) with the youth or adoptive parent.
 - A. A copy of the signed agreement must be provided to the Fiscal Specialist.
- V. The young adult or adoptive parent must update any change of participation in the initial qualified activity throughout their participation in Extended Adoption Assistance.
- VI. The Adoption Program Supervisor or designee shall advise the young adult or adoptive parent to submit a Young Adult Adoption Assistance Extension Review (Form 1808) within one month before the young adult's 19th and 20th birthday to maintain their Extended Adoption Assistance benefits.
- VII. Documentation of qualifying activities for Extended Adoption Assistance eligibility is as follows:
 - A. Proof of an approved educational/vocational program may include:
 1. College transcript with the dates and the number of credit hours completed;
 2. Proof of enrollment for the current semester with the number of credit hours enrolled;
 3. High School report cards for the current semester;
 4. HiSet classes, including tests or final exam results;
 5. Letters of acceptance to a college, vocational or technical school including a start date or other qualified program such as GED programs;
 6. Certificate of completion in vocational or technical classes;
 7. Completion of enrollment;
 8. Proof of online distance learning classes including attendance, transcripts and completion criteria; or
 9. Other applicable educational-related documentation;
 - B. Young adults enrolled in post-secondary programs must provide proof of at least 6 credit hours completed per semester no later than 30 days after the completion of a semester, earning of a certificate, or at the end of an educational program;
 - C. Proof of participation in activities to promote or remove barriers to employment for 15 hours per week, may include:

1. Written acknowledgment from the instructor (or other staff) of participation or successful completion of a program with dates included;
 2. Course schedule;
 3. Activities or project schedules provided by volunteer organizations or internship programs;
 4. Pre- and post-testing schedules; or
 5. Other acceptable verification of efforts to remove barriers to employment from Job Corp, the Division of Economic and Housing Stability or New Hampshire Employment Security; and
- D. Proof of employment for at least 80 hours per month may include:
1. Copies of weekly, biweekly or monthly check stubs or pay statements;
 2. Phone verification from the employer, with prior approval from the young adult;
 3. Letters from the employer; or
 4. Other documentation showing proof of employment.

VIII. Circumstances in which the young adult is unable to perform either an educational or work-related activity due to a health condition will be documented through:

- A. Initial provision of any of the following:
1. A statement from one or more medical doctors as documented on Form 2663;
 2. Determination of a disability from the Social Security Administration; or
 3. Determination of an intellectual disability as determined by one or more medical doctors or other licensed and qualified professional; and
- B. The young adult or adoptive parent must update this documentation annually through Form 1808.

Applicable Forms

Form	Title
1808	Young Adult Adoption Assistance Extension Review
1809	Extended Adoption Assistance Application
1810	Extended Adoption Assistance Agreement
1850	Foster/Adoptive/Kinship Provider Enrollment/Change Form
2663	Young Adult Health Verification for Extended Services
A-W9	State of New Hampshire Alternate W-9 Form

Frequently Asked Questions

Q1. What are activities to promote or remove barriers to employment?

- A** Activities to promote or remove barriers to employment, include but are not limited to:
- i. Activities and classroom instruction on career awareness, exploration, and preparation such as those offered by the Division of Economic and Housing Stability or New Hampshire Employment Security;
 - ii. Internships, job shadowing, on-the-job training positions and volunteer projects;
 - iii. Supported employment in which the young adult is provided intensive support accessing and learning job duties as well as ongoing supports available to the young adult and employer to maintain the young adult in the job;
 - iv. Apprenticeship programs;
 - v. Adult basic education classes;
 - vi. Programs such as American YouthWorks, AmeriCorps, or other young adult initiatives that improve workplace knowledge and skills; or
 - vii. Other similar job-training program.

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

For the Purpose of this Document:

“Young Adult” means an individual who is age 18 to 21.

Document Change Log

PD	Modification Made	Approved	Date
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