
CASE OPENING**Adoption
Assistance and
Pre-Adoption
Medical Subsidy**

The adoption worker is responsible for informing the adoption subsidy office of the child's adoptive placement immediately after the PCA 320, Order Placing Child After Consent has been signed. Adoption assistance, nonrecurring adoption expenses and/or adoption medical subsidy case opening is processed when all of the following have been completed:

- A subsidy agreement is signed by the adoptive parent(s) and the Department of Health and Human Services designee.
- The adoption worker has submitted the DHS-1344, Adoption Subsidy Case Opening Request, signed by the adoptive family, to the adoption subsidy office.

Note: The DHS-1344 is required to initiate the adoption assistance payment and to determine the appropriate funding source for the adoption assistance (title IV-E or state funds).

- The adoption worker has submitted a copy of the PCA 320, Order Placing Child After Consent or the PCA 321, Order of Adoption to the adoption subsidy office.

Note: In **all** adoption assistance cases and for adoption medical subsidy cases requested prior to adoption, the adoption worker must send a copy of the PCA 321, Order of Adoption to the adoption subsidy office when the adoption is finalized.

- The child's MiSACWIS record has been updated.

**Nonrecurring
Adoption Expense
(NRE) Case
Opening*****NRE with Adoption Assistance or Adoption Medical Subsidy***

The Adoption Subsidy Office opens the Nonrecurring Adoption Expenses (NRE) case at the same time as the adoption assistance and/or adoption medical subsidy case. The office initiates the

reimbursement process for NRE when a claim is received from the family. (See AAM 310, NRE Claim/Reimbursement.)

NRE without Adoption Assistance or Adoption Medical Subsidy

To open an NRE-only case, the adoption worker must submit the DHS-1344, Adoption Subsidy Case Opening Request and a copy of the PCA 320, Order Placing Child After Consent or PCA 321, Order of Adoption to the adoption subsidy office. The office initiates the reimbursement process when a claim is received from the adoptive family. (See AAM 310, NRE Claim/Reimbursement.)