

**PARENT
RESPONSIBILITIES**

The adoptive parent(s) must notify the adoption subsidy office, in writing, within two weeks after one or more of the following events occur for as long as adoption assistance is continued:

- The child is no longer the legal responsibility of the adoptive parent(s).
- The adoptive parent(s) are no longer providing any support for the child.
- The child becomes an emancipated minor.
- The child marries.
- The child enlists in the military.
- The child dies.
- Change of family's address.
- The child is placed in a legal guardianship.
- The child becomes a ward of the Juvenile Court through voluntary or involuntary actions.

Recoupment procedures will be followed for changes not reported timely that result in an overpayment.

ANNUAL REPORTS

The department will conduct annual reviews to determine whether the adoptive parent(s) remain legally and financially responsible for the child.

**Title IV-E Funded
Cases**

The DHS-1347, Annual Report/Status Change, will be mailed to all adoptive parents receiving title IV-E funded adoption assistance. The report will include directions and time frames for reporting.

**State-Funded
Cases**

The DHS-678, Annual Report/Status Change - Eligibility for Services Funded by the Federal TANF Block Grant will be mailed to all adoptive parents receiving state funded adoption assistance. This report will be used to determine whether TANF funding or state funding may be used to fund the adoption assistance. The report will include directions and time frames for reporting.

**ANNUAL REPORT
COMPLETION**

Failure to complete and return either the DHS-1347 or DHS-678 to the adoption subsidy office will result in further action to determine the adoptee's continued eligibility for adoption assistance.