
PROCEDURE

The supervising adoption agency must initiate the process of applying for **adoption assistance**, **nonrecurring adoption expenses**, and **medical subsidy** programs. By law (MCL 400.115m), all prospective adoptive families of children in the state's care must be given information about the adoption assistance programs and the opportunity to request a determination of eligibility. The DHS Publication 538, Michigan's Adoption Subsidy Program, and the DHS-4081, Adoption Assistance Intent Statement, must be provided to the prospective adoptive family at the time the DHS-4809, Intent to Adopt, is given to the family. The Department of Health and Human Services (DHHS) recommends that agencies apply for the adoption assistance programs for all children being adopted from the state's care in order for the DHHS Adoption Subsidy Office to make determinations of eligibility.

An adoption medical subsidy application should be submitted for all currently diagnosed medical and/or mental health conditions.

For additional information, see the Adoption Subsidy Manual (AAM 200, Support Subsidy Eligibility, and AAM 400, Medical Subsidy Eligibility) and DHS Publication 538, Michigan's Adoption Subsidy Program. Publication 538 is available online at <http://www.michigan.gov/dhs>.

For youth being adopted within 120 days of their 18th birthday, in addition to the adoption assistance eligibility process found in AAM 200, the adoption worker must assist the prospective adoptive family with completing the Young Adult Extension application criteria found in AAM 631-Extensions For Youth Adopted At Ages 16-17.