

SPECIAL CHILDREN ADOPTION FUND (ADOPTION PROMOTION PROGRAM FUND)

93.558	TEMPORARY ASSISTANCE FOR NEEDY FAMILIES
93.556	PROMOTING SAFE AND STABLE FAMILIES
93.603	ADOPTION INCENTIVE PAYMENTS PROGRAM
N/A	STATE APPROPRIATIONS'

State Project/Program: SPECIAL CHILDREN ADOPTION FUND (A/K/A ADOPTION PROMOTION PROGRAM FUND)

**U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
 ADMINISTRATION FOR CHILDREN AND FAMILIES**

Federal Authorization: Social Security Act, Title IV, Part A, as amended; Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Public Law 104-193; Balanced Budget Act of 1997, Public Law 105-33. Reauthorized by the Deficit Reduction Act of 2005, Public Law. 109-171. Temporary Assistance for Needy Families (TANF) Final Rule was published in the Federal Register on April 12, 1999 (Vol. 64. No. 69). The Tribal Temporary Assistance for Needy Families (TANF) Proposed Rule was published in the Federal Register July 22, 1998 (Vol. 63 No. 140), 45 CFR 200 et seq. The Tribal TANF Final Rule was published in the Federal Register on February 18, 2000 (Vol. 65, No. 34). The Interim Final Rule was published in the Federal Register June 29, 2006 (Volume 71, Number 125). The Final Rule was published in the Federal Register on February 5, 2008 at 73 Fed. Reg. 6772 and was effective October 1, 2008. TANF is subject to the A-102 Common Rule and OMB Circular A-87. This authorization is in contrast to AFDC, which, as described in Appendix I, was excluded from the A-102 Common Rule.

State Authorization: Session Law 2015-241
<http://www.ncleg.net/Sessions/2015/Bills/House/PDF/H97v9.pdf>
 Joint Conference Committee Report 2013
http://www.ncleg.net/sessions/2013/budget/2013/SB402_Committee_Report_2013-07-21.pdf

**N. C. Department of Health and Human Services
 Division of Social Services**

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N. C. DHHS Confirmation Reports:

SFY 2019 audit confirmation reports for payments made to Counties, Local Management Entities (LMEs), Managed Care Organizations (MCOs), Boards of Education, Councils of Government, District Health Departments and DHSR Grant Subrecipients will be available by mid-October at the following web address:

<https://www.ncdhhs.gov/about/administrative-offices/office-controller/audit-confirmation-reports>.

. At this site, click on the link entitled “[Audit Confirmation Reports \(State Fiscal Year 2018-2019\)](#)”. Additionally, audit confirmation reports for Nongovernmental entities receiving financial assistance from DHHS are found at the same website except select “[Non-Governmental Audit Confirmation Reports \(State Fiscal Years 2014-2019\)](#)”.

The Auditor should **not** consider the Supplement to be “safe harbor” for identifying audit procedures to apply in a particular engagement, but the Auditor should be prepared to justify departures from the suggested procedures. The Auditor **can** consider the Supplement a “safe harbor” for identification of compliance requirements to be tested if the Auditor performs reasonable procedures to ensure that the requirements in the Supplement are current. The grantor agency may elect to review audit working papers to determine that audit tests are adequate.

I. PROGRAM OBJECTIVES

Special Children Adoption Fund (SCAF), also referred to as the Adoption Promotion Program Fund, promotes public-private partnerships and enhances and expands adoption services to find permanent homes for hard-to-place children who are living in (or likely to be placed in) foster homes or institutions. The fund is intended to secure adoptive homes for more children than would otherwise be possible within the limitations of existing financial resources.

II. PROGRAM PROCEDURES

This program is supported with funds appropriated by the NC General Assembly as a component of the Temporary Assistance for Needy Families (TANF) Block Grant, Title IV-BII and federal Adoption Incentive funds. All of these funding sources are 100% federal funds. State appropriations are also utilized to support this program.

Participants in this program include county Departments of Social Services (DSS) and any licensed, private adoption agency that has entered into a contract with the State Division of Social Services to provide adoption services to special needs children. These funds are performance-based in that payments can only be made after a Decree of Adoption has been issued. Payments can only be made on behalf of children who have been determined eligible for adoption assistance benefits.

Guidelines for use of Special Children Adoption Fund/Adoption Promotion Program Fund, are found in the Adoption Promotion Program Criteria and Guidelines that can be found at <https://www2.ncdhhs.gov/dss/dcdl/famsupchildwelfare/CWS-47-2018a1.pdf>.

The State utilizes the DHHS Office of Procurement, Contracts and Grants (OPCG) policies and procedures to award contracts to subrecipients. These subrecipients are reimbursed through submission of a monthly invoice form to the NC DHHS Controller’s Office. All federal and state requirements are communicated to subrecipients as part of the contracting process.

These funds may be used for direct provision or purchase by contract for adoption services, adoption recruitment, adoption assistance case management, child specific recruitment, assessment, training of adoptive parents, and post adoption case management. Conversely these funds cannot be used to purchase automobiles or to supplant the salaries of county workers.

The State is required to monitor, evaluate and report on all programs funded by this grant. Funds awarded to County Social Service Agencies are monitored in accordance with regulations adopted by the NC DSS, which can be found at: [NC Local County Social Service Agencies Monitoring Plan](#).

Funds awarded to licensed private adoption agencies that have entered into a contract with the State Division of Social Services are monitored in accordance with the regulations adopted by the NCDSS which can be found at: <https://www2.ncdhhs.gov/dss/Monitoring/index.htm>

III. COMPLIANCE REQUIREMENTS

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The compliance requirements in the Division of Social Services “Crosscutting Requirements” in Section D (Supplement #DSS-0) are applicable to this grant.

A. ACTIVITIES ALLOWED OR UNALLOWED

Allowable activities include:

- Recruiting and training of prospective adoptive families for individual foster children or for foster care children as a group;
- Pre-placement assessments of prospective adoptive families, including assessments by private adoption agencies in other states;
- Preparing children for adoption (preparation support groups, life books, etc.);
- Legal or court-related services to expedite the adoption process;
- Post placement services for adoptive families provided by an agency between the time that a child is placed in the home of his or her prospective adoptive parents and the time that the child's adoption is finalized in court. In accordance with State rules for allowable costs, the Special Children Adoption Fund aka Adoption Promotion Program Fund may be used for post-adoption services for families whose incomes exceed 200% Federal Poverty Level.
- Adoption services staff contracted to expedite the adoption process for foster children and assure a timely response to all families who indicate an interest in adopting a child in foster care; and
- Cost-allocated share of equipment that will directly benefit the adoption program.

Unallowable activities include:

- Services to foster children for whom the permanent plan is not adoption;

All expenditures must be connected with the goal of permanency through adoption for children.

B. ALLOWABLE COSTS/COSTS PRINCIPLES

All grantees that expend State funds (including federal funds passed through the N. C. Department of Health and Human Services) are required to comply with the cost principles described in the N. C. Administrative Code at 09 NCAC 03M .0201.

E. ELIGIBILITY

The Special Children Adoption Fund/Adoption Promotion Program Fund is used to enhance the adoption services in a county or private agency and applicable eligibility requirements must be met.

To qualify for payments from Special Children Adoption Fund Program/Adoption Promotion Program Fund baseline requirements for local child welfare agencies must be met. The Federal Baseline Methodology is used to establish county baselines for SFY 2018-2019. The federal baseline is determined by considering the number of adoptions that occurred over the past three years and the number of children in foster care. The rate is established by dividing the number of adoptions completed in one year by the number of children in foster care the preceding year. The lesser of the base rate for the previous year or the average rate for the previous three fiscal years is then multiplied by the number of foster children in foster care the previous fiscal year. This result gives a county its baseline for the current fiscal year. Data for the baseline calculations comes from the Child Placement and Payment System (CPPS) database and NC FAST. DSS-5094's closed due to adoptions realized within the fiscal year are counted towards the baseline.

YEAR-END DISTRIBUTION: County child welfare agencies will receive a one-time, year-end funding allocation. County agencies will receive a proportional share of the total statewide funding available to all counties based upon the sum of two factors:

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1. The total number of adoptions completed, regardless of age, that *exceed* federal adoption baseline targets for each county.
2. The total number of adoptions completed for children 13 years and older or sibling groups of 3 or more placed together for adoption, *that fall under the federal baseline*.

There is no baseline for private child placing agencies. Private child placing agencies are only eligible to receive reimbursement from the Special Children Adoption Fund/Adoption Promotion Program Fund to make up the difference between the fees collected from the adoptive family and the reimbursement rate for the placement.

The payment levels for disbursement of the Special Children Adoption Fund/Adoption Promotion Program Fund to private child placing agencies for eligible service areas and corresponding payment amounts for each eligible service are identified below:

Service Area	Children 0-12	Teens and Sibling Groups of 3+
Adoptive Family Readiness	\$4,000	\$7,000
Post-Placement Support (Family)	\$1,250	\$2,000
Post-Placement Support (Child)	\$1,250	\$2,000
Completion of Legal Procedures	\$1,500	\$2,500
Total	\$8,000	\$13,500

I. PROCUREMENT AND SUSPENSION AND DEBARMENT

The NC Department of Health and Human Services (DHHS) and all of its divisions/offices have developed a standard set of rules and regulations that are intended to meet all requirements in conducting day-to-day purchasing activities. These rules and regulations are set forth in the “DHHS Purchase and Contract Manual, Part I.” Additionally, the following state authorizations apply and are cited by reference in the DHHS Purchase and Contract Manual: (1) NC General Statute 143, Articles 3 and 3C, (2) the NC Administrative Code, Title 1, Chapter 5, and (3) the State Purchasing Manual. Unless an exception is made in the contract or program agreement with DHHS, all nongovernmental subrecipients are required to follow the same guidelines, as does DHHS when making procurements for goods and services.

All local government subrecipients are required to comply with NC General Statute 143, Article 8 with respect to procurement activities.

Grantees should follow the Uniform Guidance procurement requirements found in Title 2 Part 2 of the Code of Federal Regulations, §200.318 to §200.326 ([2 CFR Part 200 Uniform Guidance](#)) unless the NC State procurement requirements described in the North Carolina General Statutes and the North Carolina Administrative Code are more restrictive. Please refer to the North Carolina Agency Purchasing Manual accessible at: [NC Procurement Manual](#).

Nongovernmental subrecipients shall maintain written Procurement policies that are followed in procuring the goods and services required to administer the program.

L. REPORTING

Compliance Requirement

This program is required to annually report financial data for TANF on the OMB form ACF-196. Title IV-B II and Adoption Incentive fund are reported on SF-425. This requirement has not been passed to the subrecipients; therefore, additional testing is not required.

M. SUBRECIPIENT MONITORING

The NC Division of Social Services is responsible for conducting onsite visits to private child placing agencies receiving reimbursement from Special Children Adoption Fund/Adoption Promotion Program Fund annually.

The State is required to monitor, evaluate and report on all programs funded by this grant in accordance with regulation adopted by the NC DSS, which can be found at [.https://www2.ncdhhs.gov/dss/Monitoring/index.htm](https://www2.ncdhhs.gov/dss/Monitoring/index.htm).