

Claiming Instructions for PAARP
Completed Adoption Claim
\$10,000

DOCUMENTS NEEDED

- **6 copies of form AD 830 (1 original & 5 copies)**
- **3 copies of form AD 4348 (1 original & 2 copies)**
- **3 copies of form AAP 4 (1 original & 2 copies)**
- **1 copy of form ADOPT 215, the “Order of Adoption” this form will have the finalization date of the adoption stamped by the court.**

A. 6 copies of form AD 830 (1 original & 5 copies)

Form AD 830 needs to have the following information:

- a. Agency’s name, address and telephone #
- b. State Case Number ADA and Child’s first name (Boxes 1 & 2)
- c. AAP Eligibility (Box 3) must have “federal” or “non federal”
- d. Financially responsible County AAP Payment (Box 5) is required
- e. Agency’s Cost for Placement (Box 6) is required for reimbursement
- f. Net Amount Claimed (Box 7) is required. This information should reflect the amount of the adoption agency’s claim, it will either be \$5,000 or \$10,000
- g. The total amount of the claim should be entered in the “total claim” box
Reimbursement Amount (Box 8) is not required (It’s used by the accounting dept.) Make sure that there is a signature and date on the form

B. 3 copies of form AD 4348 (1 original & 2 copies)

Form AD 4348 must be filled out completely with the following information.

- a. Adoption Case Number (ADA)
- b. CMS/CWS Case Identification Number
- c. Federally eligible and non-federally eligible children eligibility is determined by referencing the AAP 4 which is part of the documentation package.
- d. Date Case Home Study was approved.

C. 3 copies of form AAP4 (1 original & 2 copies)

- a. Form AAP 4 Federal Eligibility Information must be filled out.
- b. One (1) signature is needed on the bottom of the form. If signature is not included, call the agency and have them mail or fax a copy of the signed form.

Eligibility will be indicated under the paragraph titled ***Federal Eligibility***