

PAARP
Claiming Guidelines for 2nd Claim (\$5,000)

DOCUMENTS NEEDED

- **6 copies of form AD 830 (1 original & 5 copies)**
- **4 copies of form AD 830 (this form will be included by agency, it is a copy of the 1st claim that was submitted)**
- **3 copies of form AD 4348 (1 original & 2 copies)**
- **1 copy of form ADOPT 215, the “Order of Adoption” (This 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. AAP Case Number (Box 4) is not required at this time
- e. County Making AAP Payment (Box 5) is required
- f. Agency's Cost for Placement (Box 6) is required for reimbursement
- g. Net Amount Claimed (Box 7) is required. This information should reflect the amount of the adoption agency's claim, it will either be \$2,500 or \$5,000
The total amount of the claim should be entered in the “total claim” box
- i. Reimbursement Amount (Box 8) is not required
(It's used by the accounting dept.)
- j. Make sure that there is a signature and date on the form.

B. 4 copies of form AD 830

This form will be included by agency; it is a copy of the 1st claim that was submitted.

C. 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. Federal eligibility is determined by referencing the AAP 4 which is part of the documentation package.
- d. Date Case Home Study was approved.

D. 1 copy of form ADOPT 215, the “Order of Adoption”

This will have the finalization date of the adoption stamped by the court.

