



CDSS

WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.  
GOVERNOR

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

June 17, 2013

ALL COUNTY LETTER NO. 13-44

TO: ALL COUNTY WELFARE DIRECTORS  
ALL PUBLIC ADOPTION AGENCIES  
ALL PRIVATE ADOPTION AGENCIES

SUBJECT: **PRIVATE ADOPTION AGENCY REIMBURSEMENT PROGRAM (PAARP)**

REFERENCE: ALL COUNTY LETTER (ACL) NO. 08-40, ACL NO. 09-40, ACL NO. 12-18; GOVERNMENT CODE SECTION 16304.1; 45 CODE OF FEDERAL REGULATIONS (CFR), PART 95, SUBPART A.; COUNTY FISCAL LETTER (CFL) NO. 12/13-16.

This letter provides updated information to counties and private adoption agencies concerning PAARP. Due to the passage of Assembly Bill (AB) 118, (Chapter 40, Statutes of 2011,) local assistance funds for PAARP were realigned to counties; however, the procedures for processing PAARP claims remain unchanged. Private adoption agencies shall continue to submit them to the California Department of Social Services (CDSS) for processing/reimbursement processing. The PAARP claiming procedures are outlined in ACL No. 08-40.

The CDSS will continue to provide technical assistance to counties and private adoption agencies regarding PAARP.

**ELIGIBILITY CERTIFICATION ADOPTION ASSISTANCE PROGRAM (AAP 4) FORM**

The AAP 4 form is supplied to private adoption agencies for submittal with each PAARP claim and provides the eligibility determination of the prospective adoptive child for federal or state reimbursement.

The ACL No. 12-18 <http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/acl/2012/12-18.pdf> provided counties with updated Adoption Assistance Program (AAP) forms including the AAP 4 form and a list of questions and answers about AAP. According to ACL No. 12-18, CDSS will no longer accept an incomplete and/or outdated AAP 4 form. Signatures by both the responsible public adoption agency and county child welfare department must be included on the form. The responsible public agency refers to the county child welfare adoptions unit or CDSS' Adoptions District Office. The county child welfare department's eligibility unit determines the federal/state eligibility of the child (worker or supervisor) and is also responsible for signing the AAP 4.

### **PAARP CLAIMING PACKAGES**

As outlined in ACL No. 08-40, all private adoption agencies shall submit a PAARP claiming package containing the following forms:

- AD 830 – *Summary Claim for Reimbursement Private Adoption Agency Reimbursement Program* (6/99)
- AD 4348 - *Private Adoption Agency Reimbursement Program (PAARP)* (7/10)
- AD 558 – *Notice of Placement* (7/10)
- AAP 4 – *Eligibility Certification Adoption Assistance Program* (9/12)
- ADOPT-215 – *Adoption Order* (Revised January 1, 2011)

Updated AD forms can be located on CDSS' website at:  
<http://www.childsworld.ca.gov/PG1885.htm>.

The ADOPT-215 form can be located at: <http://www.courts.ca.gov/documents/adopt215.pdf>.

An improperly packaged claim (including omitted signatures) will not be processed and the submitting private adoption agency will be notified about any corrections required and asked to resubmit the claim.

### **PAARP CLAIM TIME LIMITATIONS**

The controlling laws pertaining to PAARP claiming can be found in Government Code section 16304.1 and 45 CFR, Part 95, Subpart A. Claims for reimbursement must be made within two years of the last day of the quarter for which the state/federal costs were incurred.

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For questions related to PAARP procedures and requirements, please contact the Recruitment Network Development Unit at (916) 651-7465.

Sincerely,

***Original Document Signed By:***

GREGORY E. ROSE  
Deputy Director  
Children and Family Services Division