

**Cuyahoga County Division of Children and Family Services  
(CCDCFS)  
Policy Statement**

**Policy Chapter:** Adoption  
**Policy Number:** 6.03.03  
**Policy Name:** Cuyahoga County Special Services Subsidy

**Original Effective Date:** 07/01/2004  
**Revision Date(s):** 12/01/2021, 12/01/2018, 09/01/2015, 07/01/2005  
**Current Revision Date:** 12/01/2024  
**Approved By:** Jacqueline M. Fletcher

**PURPOSE:** To establish the Cuyahoga County Division of Children & Family Services Special Services Subsidy program.

**SCOPE:** Children who have been adopted from Cuyahoga County Division of Children and Family Services

**NOTE: \*ALL SERVICES ARE BASED ON AVAILABILITY OF FUNDS\***

**POLICY**

- I. The Cuyahoga County Division of Children and Family Services makes Special Service Subsidies available to adopted children who have special needs. Special Services shall be used to pay for services either identified or anticipated to meet the child's immediate special needs that are unavailable through Post Adoption Special Services Subsidy (PASSS) Program. The service needs of the child must be beyond the economic ability and resources of the adoptive family. The child and adoptive family must meet all the eligibility requirements and policies established by the Cuyahoga County Division of Children and Family Services. There are no income guidelines for initial eligibility for the Cuyahoga County Special Services Subsidy Program. However, the family's annual gross income, resources and other sources of assistance may be taken into consideration when determining the type and/or amount of subsidy available to meet the child's immediate special needs. Other sources of assistance include, but are not limited to, Title IV-E adoption assistance, veteran's benefits, supplemental security income, Medicaid, Title XX, family insurance, Social Security or any program for children with medical or physical disabilities. Medicaid is considered a payment in full and, the Cuyahoga County Special Services Subsidy cannot be used to pay or supplement any service covered by Medicaid.

The items and services requested must be agreed upon by the Cuyahoga County Division of Children and Family Services and family PRIOR to the

service being provided. The approval for Cuyahoga County Special Services Subsidy shall only include items or services that are documented as related to the child's recognized, immediate special need. This policy should not be interpreted as a guarantee of payment or reimbursement for the services referenced in the policy. Rather, this policy merely sets forth guidelines for Special Services, which may be considered by the Cuyahoga County Division of Children and Family Services.

## **PROCEDURES**

### **I. Application Procedure:**

- A. In order to request consideration from the special services subsidy program for Cuyahoga County, the family contacts the Post-Adoption Services Unit at 216-881-4090 to discuss reason for request. The reason for this telephone conversation is to discuss the situation, review potential options, and permit CCDCFs to provide information as to the documentation that may be required.
- B. Following this discussion, the family makes the request for services in writing. These written requests must be mailed to Cuyahoga County Division of Children and Family Services, Adoption Subsidy Department, Jane Edna Hunter Social Services Building, 3955 Euclid Ave., 307W, Cleveland, Ohio 44115. The letter must provide basic information, including, your name, the name of the child, your address, phone number(s), the item or service you are requesting, the quantity or type of item or service you are requesting, the reason for this request, the expected cost of the requested item or service, and the name, address and phone number of the provider of the item or service. Please include all documentation that supports the request.
- C. For Cuyahoga County Special Services Subsidy Agreement effective on or after July 1, 2004, CCDCFs will conduct a re-determination as needed, in the sole discretion of CCDCFs. CCDCFs expects that special services will be limited in scope and a time frame, which will be identified if the request is approved by CCDCFs.

### **II. An Approved Special Services Subsidy may be Suspended or Terminated if:**

- A. The family or child has not utilized the service in a reasonable time period, or the time period established by CCDCFs, following the approval of the request for special services.
- B. Any other reason CCDCFs deems equitable in the circumstances.
- C. CCDCFs may decide, in its discretion, that the available funding is not adequate for this program. In such situations, CCDCFs may issue notice of suspension or termination of existing approvals and may deny applications based the concern of CCDCFs about available funding.

### **III. Review of CCDCFS Decisions:**

- A. For all CCDCFS actions, a county review process will be offered. Anyone who is not satisfied with an act or omission of CCDCFS staff may request a county review. The request for a county review must be in writing to Senior Supervisor of Permanency Support, Cuyahoga County Division of Children and Family Services, Jane Edna Hunter Social Services Building, 307W, 3955 Euclid Ave., Cleveland Ohio 44115 or Community Relations Unit at CCDCFS, Jane Edna Hunter Social Services Building, 3955 Euclid Ave., Cleveland Ohio 44115 (216) 432-2273.

The matter will be reviewed by one or more persons who are either a Senior Supervisor or higher, or as may be designated by the CCDCFS Director, within the CCDCFS chain of command. That decision will become final.

### **IV. Receiving Payment - Billing to Program**

- A. All claims for payment or reimbursement for items or services must be received by the Subsidy Unit of the Cuyahoga County Division of Children and Family Services, Jane Edna Hunter Social Services Building, 307W, 3955 Euclid Ave., Cleveland Ohio 44115, within 90 days from the date the service is provided. Failure to comply with the 90 day time frame may result in the denial of the claims. It remains the responsibility of the adoptive parent(s) to verify the status of payments to the provider.
- B. The ultimate responsibility for reimbursement or payment to the provider of items or services remains with the adoptive parent(s).