

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

**Policy Chapter:** Adoption  
**Policy Number:** 6.03.04  
**Policy Name:** State Adoption Maintenance Subsidy (SAMS)

**Original Effective Date:** 07/06/2004  
**Revision Date(s):** 12/01/2021, 12/01/2018, 10/01/2015, 09/01/2009  
**Current Revision Date:** 12/01/2024  
**Approved By:** Jacqueline M. Fletcher

**PURPOSE:** To guide the administration of Cuyahoga County Division of Children & Family Services State Adoption Maintenance Subsidy (SAMS) program for adoptive families.

**SCOPE:** This policy is applicable to all adoptive parents eligible for State Adoption Maintenance Subsidy (SAMS).

**POLICY**

**I. State Law and Administrative Code Govern the SAMS Program**

The SAMS program is governed by state law and Ohio Administrative Code.

**II. Administration of SAMS: Determination of Eligibility**

CCDCFS is responsible for the administration and determination of eligibility for SAMS. SAMS eligibility requirements indicate adoptive parents must apply and be determined ineligible for the Title IV-E Adoption Assistance program.

As permitted by Administrative Rule, 5101:2-44-03(D), CCDCFS is to establish and maintain policy and procedures governing its state adoption subsidy program in accordance with 42 U.S.C. section 671(a)(21) and section 5153.163 of the Revised Code. Such policy and procedures are to be consistent with Chapter 5101:2-44 of the Administrative Code and must be part of the Public Children Services Agency (PCSA) adoption policy prepared pursuant to rule 5101:2-48-05 of the Administrative Code.

For purposes of this policy, the term “adoptive parent” means the identified person(s) who are considering adoption, even though the adoption has not yet finalized.

## **PROCEDURES**

### **I. MAXIMUM PAYMENT AMOUNT OF MONTHLY SUBSIDY**

The SAMS program provides a maximum payment of two hundred fifty dollars (\$250) per month per child for an approved state adoption maintenance subsidy. The state adoption subsidy payment amount is to be agreed upon between CCDCFS and the adoptive parent and is to be based on the needs of the adoptive child and in accordance with CCDCFS' adoption policy.

Per OAC 5101:2-44-03 (L): SAMS payments are to be made for no longer than 12 months prior to the issuance of a Final Decree, unless a Final Decree is delayed by proceedings or action under the jurisdiction of the Court. If, for any other reason, finalization of the adoption does not occur within the 12 month period of the State Adoption Subsidy payment, the payment is to be suspended pursuant to OAC 5101:2-44-10.

### **II. EXCEPTIONS TO THE LIMITS ON AMOUNT OF MONTHLY SUBSIDY**

For the beginning of each State fiscal year, a procedure letter that identifies the maximum monthly funding level for SAMS is published on the Ohio Department of Job and Family Services (ODJFS) website. If a PCSA negotiates a payment in excess of the maximum SAMS payment identified in the procedure letter, the PCSA enters into a separate county agreement with the adoptive parent for a County Adoption Maintenance Subsidy (CAMS).

The CAMS form outlines the responsibilities of the adoptive parent(s); as noted:

Responsibilities of the Adoptive Parent(s):

1. Cooperates with the agency in fulfillment of all requirements of the Cuyahoga County Stipend program.
2. Responsibly administers the county funds received on behalf of your child.
3. Immediately notifies the agency, in writing, when you are no longer legally responsible for the support of your child or are no longer supporting your child.
4. Immediately notifies the agency in writing of any change in circumstances.
5. Immediately notifies the agency in writing when there is an address change.

### **III. CONTINUATION OF SAMS AFTER THE ADOPTED CHILD'S 18<sup>TH</sup> BIRTHDAY**

SAMS may be continued past the age of 18, provided certain requirements are met, which are the following: child is between the ages of 18-21, and is mentally or physically disabled, as diagnosed by a qualified professional. In those situations, the maximum amount of subsidy permitted is limited to the State maximum amount the State of Ohio provides.

#### **IV. MEDICAL COVERAGE**

CCDCFS cannot guarantee or warrant that medical coverage will be available for the child. However, CCDCFS documents on the JFS1449 Determination of Special Needs for Medical, Mental Health or Rehabilitative Care form if the child has a special need for medical, mental health or rehabilitative care. If the above is not true for the child, there is no medical coverage provided for your child. It is the responsibility of the adoptive parent to pursue all potential avenues of administrative review or appeal in efforts to secure Medicaid benefits.

#### **V. REVIEW**

**A. State Hearings** - State hearings are available for certain aspects of the SAMS program. CCDCFS issues forms, as required by the State of Ohio, which document the right to an opportunity for a state hearing pursuant to section 5101.35 of the Revised Code and division level designation 5101:6 of the Administrative Code

**B. County Review Process:**

For all CCDCFS actions or omissions for which a state hearing is not provided, a county review process is 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, 3955 Euclid Ave., Cleveland Ohio 44115 Room 307W or Community Relations at CCDCFS, Jane Edna Hunter Social Services Building, 3955 Euclid Ave., Cleveland Ohio 44115 (216) 431-4500.

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

#### **SEE ALSO:**

Ohio Administrative Code Sections

5101:2-44-03; 5101:2-44-05.1; 5101:2-44-06; 5101:2-44-08; 5101:2-44-09;  
5101:2-44-10; 5101:2-44-11; 5101:2-44-12

Ohio Revised Code Sections

5101.14; 5101.35; 5153.16; 5153.161