

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 10: Adoption	Effective Date: July 1, 2020
	Section 21: Administrative Appeals for Adoption Assistance	Version: 4

STATEMENTS OF PURPOSE

The Department of Child Services (DCS) will process requests for an Administrative Appeal Hearing received from an adoptive parent or prospective adoptive parent concerning an administrative review decision made by DCS under policy [10.20 Administrative Review for Adoption Assistance](#). When a complete and timely request is received by DCS, DCS will forward the request to the Office of Administrative Law Proceedings (OALP) and request the appointment of an Administrative Law Judge (ALJ) to preside over the Administrative Appeal Hearing.

Note: A request for an Administrative Appeal Hearing must be based on the same issues, facts, and documentation presented in the request for administrative review. Any issues or facts that were not presented in the administrative review request will not be considered at the Administrative Appeal Hearing.

A prospective adoptive parent may utilize the administrative procedures for a review and hearing before obtaining a final decree of adoption of the child. Both the prospective adoptive parent and DCS **must** sign the Adoption Assistance Agreement before entry of the final adoption decree.

A prospective adoptive parent may elect to sign the Adoption Assistance Agreement for the amount of the periodic payment offered in the DCS Final Offer Letter and reserve the right to pursue the administrative review and hearing process, in accordance with policy [10.17 Negotiations for Adoption Assistance](#). In this circumstance, if a prospective adoptive parent with a current agreement pursues the administrative review and hearing process, any change in the periodic payment that is subsequently approved or ordered in an administrative hearing decision will be retroactive to the date of entry of the final decree of adoption.

In any administrative appeal hearing, the [appellant](#) has the burden of proof. See [Related Information](#) for additional information regarding requirements.

When an Administrative Appeal Hearing concerns the periodic payment amount for a fully signed Adoption Assistance Agreement, and the prospective adoptive parent did not pursue the administrative review and hearing process within 15 calendar days of the DCS Final Offer Letter date, the hearing request will be considered a request for a modification of the current agreement. Modifications will proceed in accordance with policy [10.18 Modifications for Adoption Assistance](#).

The [appellant](#) and DCS must execute an [Amendment to the Adoption Agreement](#), when the Final Agency Authority decision concludes the [appellant](#) met the burden of proof that the periodic payment amount approved by DCS should be changed, before the change to the periodic payment may be processed.

Note: The effective date will be retroactive to the date of entry of the final adoption decree or the date of the request for modification (whichever is later) when:

1. The prospective adoptive parent requests an administrative review and a hearing within 15 days of the Final Offer Letter;
2. The appeal concerns the periodic payment amount stated in the Adoption Assistance Agreement or amendment; and
3. The Adoption Assistance Agreement was signed before entry of the final decree of adoption.

Upon issuance of the written recommendation by the ALJ, the DCS Office of General Counsel (OGC) will automatically conduct a Final Agency Review of the recommendation. In conducting the review, the DCS Final Agency Authority will consider the facts of case and the ALJ recommendation. Upon completion of the review, the DCS Final Agency Authority will issue a decision upholding, reversing, or remanding the initial DCS decision which underlies the administrative appeal. DCS will then notify the parties of the decision. If the prospective guardian is dissatisfied with the results of the review, he or she may seek judicial review in accordance with [IC 4-21.5-5](#).

If the administrative review decision is upheld by the DCS Final Agency Authority, the amount of the periodic payment, as stated in the signed original Adoption Assistance Agreement or currently effective amendment, will remain in effect unless or until the periodic payment is changed in accordance with the modification procedures in policy [10.18 Modifications for Adoption Assistance](#).

The final DCS agency action, after exhaustion of available administrative review and appeal procedures, is subject to judicial review under applicable provisions of [IC 4-21.5-5](#).

An Administrative Appeal Hearing recommendation issued by the assigned ALJ is not the Final Agency Action of DCS unless the decision remands the case for further consideration by DCS which will allow the [appellant](#) another chance to request an Administrative Appeal Hearing should the [appellant](#) remain dissatisfied after action is taken in accordance with the remand. Upon issuance of the ALJ's written recommendation, it will be provided to the DCS OGC for Final Agency Action. The OGC's final agency decision is the Final Agency Action by DCS. If the [appellant](#) is dissatisfied with the results of the Final Agency Action, he or she may seek judicial review under the applicable provisions of [IC 4-21.5-5](#).

An Administrative Appeal Hearing will not be provided for the following decisions:

1. Approval or disapproval of any requested change in the language or format of the Adoption Assistance Agreement from DCS submitted for completion and signature;
2. Determinations relating to percentage reductions in current State Adoption Subsidy (SAS) periodic payments; or
3. Any other decision or determination of DCS relating to the administration of AAP under [IC 31-19-26.5](#) or this policy that is not described in this policy.

Code References

1. [IC 4-21.5-5: Judicial Review](#)
2. [IC 31-19-26.5: Adoption Subsidies](#)
3. [45 C.F.R. 205.10 Hearings](#)
4. [45 C.F.R. 1355.30 Other applicable regulations](#)
5. [465 IAC 3 Administrative Reviews and Hearings](#)
6. [465 IAC 4 Indiana Adoption Assistance and Guardianship Assistance Programs](#)

7. [42 USC 671 \(a\)\(12\) State Plan for foster care and adoption assistance](#)
8. [IC 4-15-10.5: Office of Administrative Law Proceedings](#)

PROCEDURE

Initiation of Administrative Appeal for Adoption Assistance

DCS will:

1. Send notice of an administrative review decision to the adoptive parent, along with the [Request for Administrative Hearing \(SF 54349\)](#);
2. Review the [Request for Administrative Hearing \(SF 54349\)](#); and
3. Forward the completed [Request for Administrative Hearing \(SF 54349\)](#) to OALP in a timely manner and request the appointment of an ALJ to preside over the Administrative Appeal Hearing.

During an Administrative Appeal Hearing for Adoption Assistance

1. A DCS Attorney will represent DCS;

Note: An Attorney for DCS who was involved in the negotiation and determination of periodic payment amount or modification that is the subject of an Administrative Appeal Hearing will assist the DCS Attorney litigating the case, as requested, in presenting the DS position at the hearing.

2. The DCS Local Office Director (LOD) or designee will provide technical assistance, including testimony, to support the position of DCS for Administrative Appeal Hearings concerning the periodic payment amount or modifications of periodic payment amounts based on a change of circumstances;
3. DCS Centralized Eligibility Unit (CEU) will provide technical assistance, including testimony, to support the position of DCS for Administrative Appeal Hearings concerning the eligibility for continuation of adoption assistance beyond the child's 18th birthday, termination of Adoption Assistance Agreements, or administrative suspension of adoption assistance payments; and
4. DCS Legal Operations will provide assistance, including testimony, to support the position of DCS for an Administrative Appeal Hearing concerning the result of an administrative review under policy [10.21 Administrative Review for Adoption Assistance](#).

DCS Final Agency Authority

The DCS Final Agency Authority will:

1. Review the ALJ's recommendation, consider the facts of the case, and issue a decision of the case. The DCS Final Agency Authority may also consider his or her own experience and training in the relevant subject matter;

Note: The DCS Final Agency Authority may schedule status conferences or briefing deadlines during his or her review, however, failure to attend these status conferences or respond to briefing deadlines will not result in a dismissal of the case or a failure of the Final Agency Authority to issue a decision on the case.

2. Notify the parties and OALP of the decision, including any applicable right to seek judicial review as provided in [IC 4-21.5-5](#).

Following the decision of the DCS OGC to uphold, reverse, or remand the administrative review decision, the DCS Attorney will notify DCS staff as to the appropriate procedures to comply with the decision.

PRACTICE GUIDANCE

Timeline for an Administrative Appeal Hearing

An Administrative Appeal Hearing requested and granted under this policy will be scheduled and held within 120 calendar days after receipt of the hearing request by OALP, unless the assigned ALJ continues the hearing date by agreement of the parties or upon motion for good cause. The parties will be notified by OALP as to the specific time, date, and place for each hearing. The hearing will be conducted under applicable rules and policies of OALP and DCS pertaining to administrative hearings. The ALJ's recommendation shall not be construed to be a decision on the case.

The ALJ will issue a written Administrative Appeal Hearing recommendation within 90 calendar days of completion of the hearing, unless additional time is requested and approved by all parties and the ALJ, as stated in the hearing record. However, a recommendation issued more than 90 calendar days after completion of the hearing will not be void or voidable on the ground of untimeliness. The ALJ recommendation will be mailed to the parties and to the DCS Final Agency Authority.

FORMS AND TOOLS

1. [Final Adoption Program Eligibility Determination](#) – Available via CEU
2. [Payment Request Information \(PRI\)](#) – Available via CEU
3. [Amendment To Adoption Agreement](#) – Available via CEU
4. [Request for Administrative Hearing \(SF 54349\)](#)

RELATED INFORMATION

Appellant

For the purposes of administrative appeals for adoption assistance, an appellant is a person aggrieved by the decision made in an administrative review by DCS who is either:

1. A prospective adoptive parent, including the parent who has applied for AAP; or
2. An adoptive parent who is a party to an Adoption Assistance Agreement.

Disability for Adoption Assistance Continuation

For purposes of Adoption Assistance continuation, a disability is determined in accordance with the guidelines of the US Social Security Administration. Accordingly, a disability is a condition that is so severe that, even with medication, counseling, or other treatment, has a serious impact on the person's daily functioning, so as to limit his or her self-supporting capabilities, given his or her age.

Burden of Proof During Administrative Appeal Hearing

Eligibility for Adoption Assistance: The [appellant](#) has the burden to prove the child meets all applicable eligibility requirements. See policy [10.15 Eligibility Requirements for Adoption Assistance](#) for further guidance;

Continuation of Title IV-E Adoption Assistance for a Child 18 Years of Age and Older: The [appellant](#) has the burden to show that the child has a medical or mental condition, supported by sufficient medical documentation, that results in a disability. See [Related Information](#) for further guidance;

Modification Request that does not Include an Issue Concerning the Periodic Payment

Amount: The [appellant](#) has the burden to prove a change of circumstances occurred that supports the requested modification. This change of circumstances must have occurred after the original Adoption Assistance Agreement or any subsequent modification or amendment of the agreement was signed; and

Termination of an Adoption Assistance Agreement or Administrative Suspension of Periodic Payments under an Adoption Assistance Agreement, Before the Child Reaches 18 Years of Age: The [appellant](#) has the burden to prove termination or suspension does not comply with DCS policy or any applicable procedure, rule, or statute. See policy [10.19 Continuations, Terminations, and Suspensions of Adoption Assistance](#) for requirements.

Periodic Payment Amount: The [appellant](#) has the burden to prove one (1) or more of the following:

1. DCS did not substantially follow the procedures specified in policy [10.17 Negotiations for Adoption Assistance](#) or any other applicable policy, procedure, rule, or statute relating to a determination of adoption assistance periodic payments in conducting negotiations with the prospective adoptive parent or his or her attorney;
2. DCS did not consider relevant information or documentation while conducting the negotiations that the prospective adoptive parent or adoptive parent submitted in the [Payment Request Information \(PRI\)](#) form; or
3. The periodic payment DCS agreed to pay, as stated in the Final Offer Letter, is clearly unreasonable and not supported by substantial and relevant evidence presented by the prospective adoptive parent or adoptive parent.

For hearings involving a request for a modification of an existing Adoption Assistance Agreement to increase the periodic payment amount, the adoptive parent must prove one (1) of the three (3) factors listed above to challenge a periodic payment amount, while also meeting both of the following:

1. A change in the child's needs or family's circumstances occurred after the original Adoption Assistance Agreement or most recent amendment was signed. This change was not known or identified at the time the agreement or most recent amendment was signed, and it justifies an increase in the periodic payment; and
2. The adoptive parent has not submitted any other written request for modification of the Adoption Assistance Agreement to increase the periodic payment amount within 12 months of the request for modification, which is the subject of the administrative hearing request.