



Eric J. Holcomb, Governor
Eric Miller, Director

"Children will live in safe, healthy and supportive families and communities."

If you suspect a child is being abused or neglected, call the Child Abuse & Neglect Hotline at (800) 800-5556.

Date: September 20, 2024

To: All DCS Staff

From: Jasmine Williams, Chief Financial Officer

Subject: Administrative Letter DCS-24-6 Modifications to Adoption and Guardianship Assistance Agreement

Effective August 1, 2024, the Department of Child Services (DCS) will process modifications to a Guardianship or Adoption Assistance Agreement through the Central Eligibility Unit (CEU).

The Family Case Manager (FCM) will notify the DCS Local Office Director (LOD) and the CEU when:

1. The child, guardian, or adoptive parent has experienced a change in circumstances which was unknown or not anticipated at the time the current periodic payment was negotiated or the most recent amendment to the agreement was determined; or
2. A child receiving guardianship or adoption assistance has been removed from the home of the guardian or adoptive parent.

The DCS CEU will:

1. Upon notification of a change in circumstance the [Request for Modification of Adoption and Guardianship Assistance Agreement \(SF 56660\)](#) form will be sent to the guardian or adoptive parent to complete;
2. Coordinate gathering information including detailed explanation of the change in circumstance, if the guardian or adoptive parent request a modification. The explanation should include circumstances related to the child or guardian or adoptive parent that were not known or anticipated at the time the current periodic payment was negotiated and collect all documentation.

The following policies will be updated to reflect these changes:

1. [14.03 Modification of a Guardianship Assistance Agreement](#)
2. [14.09 Modification of an Adoption Assistance Agreement](#)

Please send any questions regarding this information to the DCS Central Eligibility Unit email at Centralized.Eligibility@dcs.in.gov.

APPROVED

Date: 9/1/2024

Jasmine Williams

Jasmine Williams,
Chief Financial Officer
Indiana Department of Child Services

