

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

**Policy Chapter:** Adoption  
**Policy Number:** 6.03.02  
**Policy Name:** Post Adoption Special Services Subsidy (PASSS)

**Original Effective Date:** 07/01/2004  
**Revision Date(s):** 07/01/2005  
**Current Revision Date:** 09/01/2015  
**Approved By:** Thomas D. Pristow

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

**SCOPE:** The Cuyahoga County Division of Children and Family Services (CCDCFS) is the Public Children Service Agency (PSCA) for Cuyahoga County, Ohio and in accordance with Ohio Administrative Code 5101:2-44-13(A) is responsible for the administration and determination of eligibility for the Post Adoption Special Services Subsidy (PASSS) program.

### **POLICY**

CCDCFS administers the Post Adopt Special Services Subsidy program in accordance with the requirements of Ohio Administrative Code (OAC) 5101:2-44-13 and 2-44-13.1.

### **PROCEDURES**

- I. **Description of PASSS and Explanation of State Fiscal Year:**
  - A. "Post Adoption Special Services Subsidy (PASSS)" is a state-funded program designed to assist eligible families, after adoption finalization, to receive services consistent with the provision of Ohio Administrative Code 5101:2-44-13.1.
  - B. PASSS funding is based on the state fiscal year (SFY), July 1 through June 30.
  - C. The family is eligible from the first day of the month in which the completed application is approved.

**II. Procedures for Applying for PASSS Funds are Outlined by the Following Ohio Administrative Code(s):**

- A. 5101:2-44-13 Public children services agency (PCSA) administration of the post adoption special services subsidy (PASSS) program.
- B. 5101:2-44-13.1 Eligibility and application process for the post adoption special services subsidy (PASSS) program.
- C. CCDCFS requests other documentation as deemed necessary.

**III. Cost of Services:**

- A. Under OAC 5101:2-44-13.1(M) a family who receives PASSS funds will pay at least five percent of the total cost of all services.
- B. CCDCFS may waive the five percent requirement if the gross income of the child's adoptive family does not exceed two hundred percent of the Federal Poverty Guideline.
- C. The Federal Poverty Guidelines published by ODJFS for the time period beginning 8/1/12 are as follows:

<b>FAMILY SIZE</b>	<b>200% OF FEDERAL POVERTY GUIDELINES</b>
<b>2</b>	<b>\$31,020</b>
<b>3</b>	<b>\$39,060</b>
<b>4</b>	<b>\$47,100</b>
<b>5</b>	<b>\$55,140</b>
<b>6</b>	<b>\$63,180</b>
<b>7</b>	<b>\$71,220</b>
<b>8</b>	<b>\$79,260</b>
<b>For each additional person add</b>	<b>\$8,040</b>

- D. CCDCFS applies additional guidelines as outlined in the CCDCFS PASSS Family Contribution Guideline to determine the percent of payment contribution by the adoptive family where the adoptive family's income exceeds ten or fifteen percent of poverty.
- E. Respite care services - Under OAC 5101:2-44-13.1 (F)(4)(a)(b): CCDCFS has outlined the following requirements when using the medical and mental health respite, as well as applying for the additional \$2,400:
  - 1. The family must apply for the initial \$2,400 and be approved. This initial \$2,400 must be exhausted before the family can apply for the additional money.
  - 2. The child must be receiving treatment for diagnosed condition.

3. The family must obtain an appropriate recommendation from the treating physician.
4. The family must document why they are in need of the additional respite money.
5. The family may not use respite for daycare purposes. A family can only use respite a maximum of four consecutive days in a one month period.
6. In order for the relative to be approved as a provider, the adoptive parent must document the special circumstances as to why a relative must provide the respite. Special circumstances are attachment issues on behalf of the child, medical issues that require training to care for the child or difficulty in finding a provider due to the nature of the child's medical or mental health diagnosis.

**SEE ALSO:**

Ohio Administrative Code Section: 5101:2-44-13

Ohio Administrative Code Section: 5101:2-44-13.1