

### ADOPTION PROMOTION DATA FORM

NAME OF COUNTY/AGENCY		NAME OF PREPARER				PREPARER'S TELEPHONE (    )				PREPARER'S EMAIL								
CHILD'S INFORMATION			SIS IDENTIFICATION NUMBER										WAS CHILD INCLUDED IN SPECIAL CHILDREN ADOPTION FUND CONTRACT?	WAS CHILD INCLUDED IN ADOPTION PROMOTION CONTRACT *?	DATE OF DECREE OF ADOPTION			
NAME	RACE	AGE																
1.	--															--	--	
2.	--															--	--	
3.	--															--	--	
4.	--															--	--	
5.	--															--	--	
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17.	--															--	--	
18.	--															--	--	
19.	--															--	--	
20.	--															--	--	

**CERTIFICATION:** I certify that the above adoption services were provided in compliance with Special Children Adoption Fund or Adoption Promotion guidelines and have been documented as required.

Signature of Authorized Official: \_\_\_\_\_ Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING ADOPTION PROMOTION FORM

<b>County/Agency</b>	Enter the name of the county department of social services or private agency.
<b>Preparer</b>	Enter the name of the individual preparing the Adoption Promotion Form.
<b>Preparer's Telephone Number</b>	Enter the area code and telephone number of the individual preparing the Adoption Promotion Form.
<b>Preparer's Email Address</b>	Enter the email address of the individual preparing the Adoption Promotion Form.
<b>Name</b>	Enter the adoptive name of the child for whom you are requesting payment.
<b>Age</b>	Enter the age of the child for whom you are requesting payment.
<b>Race</b>	Enter one of following codes: <b>AI</b> – American Indian; <b>AN</b> – Alaskan Native; <b>A</b> – Asian; <b>AA</b> - African American; <b>NH</b> – Native Hawaiian or Pacific Islander; <b>W</b> – White; <b>U</b> - Unable to Determine
<b>SIS Identification Number</b>	Enter the child's SIS identification number from the DSS-5095.
<b>Adoption Promotion Contract</b>	Enter <b>"YES"</b> , if you have received payment for this child under an Adoption Promotion contract. Enter <b>"NO"</b> , if you have not received any payment under another State Adoption Promotion contract for this child. * For the purposes of this letter, only children for whom the agency has <b><u>not</u></b> received payment under the Adoptions Promotion should be captured.
<b>Special Children Adoption Fund Contract</b>	Enter <b>"YES"</b> , if you have received payment for this child under a Special Children Adoption Fund contract. Enter <b>"NO"</b> , if you have not received any payment under a Special Children Adoption Fund contract for this child.
<b>Date of the Decree of Adoption</b>	Enter the date the Decree of Adoption (DSS-1814) was filed.