



Transfer of Adoption Subsidy Upon Death of Adoptive Parent(s) Required Documents Checklist

Transfer of Payment to Guardian/Custodian OR from Guardian/Custodian to another Guardian/Custodian

1. Letter of Guardianship/Order of Custody
2. Death certificate of sole or remaining adoptive parent[s]
3. Child's birth certificate (post adoptive)
4. Certificate of Adoption/ or Notice of Legal Adoption
5. Medicaid eligibility confirmation
6. Subsidy Agreement
7. Notarized statement (Guardian/Custodian) with the following information:
 - Willing to be payee for the child
 - That child lives with the guardian/custodian
 - Date child was physically in the home of the guardian/custodian
7. Notarized Statement (For Youth 18 or Older) stating Youth's consent to guardian's appointment
8. Copy of Photo ID (Guardian)
9. Copy of SS Card (Guardian)
10. Legal proof of age (Guardian)
11. Proof of Address (Guardian)

Transfer of Payment to Youth (18 +)

1. Death Certificate of sole or remaining adoptive parent[s]
2. Copy of Child's Birth Certificate
3. Confirmation that child's 18th birth date occurred before the adoptive parent's death (Date on BC precedes Date of Death on Death Certificate)
4. Certificate of Adoption / or Notice of Legal Adoption
5. Subsidy Agreement
6. Medicaid eligibility confirmation
7. Documentation that demonstrates the ability to manage payments:
 - Proof of work or income; Enrollment in school or work training program; Bank account; Proof of residential maintenance.
8. Proof of Address
9. Copy of Photo ID

10. Copy of Soc. Security Card
11. Notarized statement from Youth stating:
 - Where child resides
 - They wish to be their own payee and either that they do not wish to have a guardian as their payee, or that no guardian was available.

Transfer of Payment to Representative Payee

1. Death certificate of sole or remaining adoptive parent[s]
2. Child's birth certificate (post adoptive)
3. Certificate of Adoption/ or Notice of Legal Adoption
4. Subsidy Agreement
5. Medicaid eligibility confirmation
6. Notarized statement (Representative Payee)
 - Willing to be payee for the child
 - Will appropriately manage funds for the youth, which will strictly be utilized for the care of the youth
 - Will submit an annual report by December 31st of each year describing the use of the adoption subsidy payments
7. Notarized Statement from Youth 18 or Older stating:
 - Youth consents to Representative Payee's Appointment (If not, provide fair hearing letter).
8. Copy of Photo ID (Representative Payee)
9. Copy of SS Card (Representative Payee)
10. Legal proof of age (Representative Payee)
11. Proof of Address (Representative Payee)

Send the documentation by mail or fax to:

Mail: NYC Administration for Children's Services
Adoption Subsidy Mail Center
150 William Street, 14th Floor
New York, NY 10038
Fax: (212) 676-9032