

<h1>ACF</h1> <p>Administration for Children and Families</p>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families	
	<b>1. Log No:</b> ACYF-CB-IM-07-09	<b>2. Issuance Date:</b> November 13, 2007
	<b>3. Originating Office:</b> Children's Bureau	
	<b>4. Key Words:</b> IV-E State Plan; Adoption Assistance; Self-Assessment	

### INFORMATION MEMORANDUM

**TO:** State and Territorial Agencies Administering or Supervising the Administration of Title IV-E of the Social Security Act.

**SUBJECT:** Title IV-E Adoption Assistance State Self-Assessment Tool

**LEGAL AND RELATED REFERENCES:** Title IV-E, Sections 471, 472 and 473 of the Social Security Act; 45 CFR 1356.40-41

**PURPOSE:** The purpose of this Information Memorandum is to provide States with a self-assessment tool and the option to use it as a guide to review their State's compliance with the Federal requirements of the title IV-E adoption assistance program.

**INFORMATION:** The title IV-E adoption assistance program self-assessment was developed by the Department of Health and Human Services, Administration for Children and Families, Children's Bureau (CB), to provide a process by which State title IV-E agencies may voluntarily review their title IV-E adoption assistance programs for consistency with Federal requirements. The self-assessment tool is intended only for internal use by State title IV-E agencies. This tool is *not* a Federal requirement and States are *not* required to complete it.

We encourage the State to consult with its appropriate CB Regional Office to address questions or concerns regarding State implementation of the title IV-E adoption assistance requirements.

**INQUIRIES:** Children's Bureau Regional Program Managers

/s/

Joan E. Ohl  
Commissioner

**Attachments:** Title IV-E Adoption Assistance State Self-Assessment Tool  
Title IV-E Adoption Assistance Eligibility Flow Chart