

**Notice for Documentation
To Continue Subsidy Payments Until Age 19 or 21**

Date: _____ Child's Name: _____

Child's ID #: _____ Child's Birthdate: _____

Child's 18th Birthday: _____

Per our conversation on _____, you indicated that your child has a need that would extend the subsidy beyond their 18th birthday. Additional documentation is required in order for the Department to extend the subsidy.

YOUR CHILD MAY BE ELIGIBLE FOR ONLY ONE OF THESE OPTIONS, AND CANNOT CHANGE THEIR CLASSIFICATION IN THE FUTURE.

Based on our discussion, you will need to provide the following information:

- OPTION 1:** The above named child has a physical or mental disability that substantially limits one or more of his/her major life activities. This disability or a risk factor for this disability was identified prior to the finalization of his/her adoption or guardianship and is documented in his/her subsidy agreement. **You are required to obtain and submit documentation that addresses the limitations caused by the disability. Specifically, you need to provide:**

- OPTION 2:** The above named child is attending high school and will not graduate before his/her 18th birthday. He/She DOES NOT have a physical or mental disability that substantially limits one or more of his/her major life activities. **You need to submit a letter from the child's high school that verifies the child's expected graduation date.**

YOU MUST PROVIDE THIS DOCUMENTATION TO YOUR SUBSIDY WORKER LISTED BELOW BY THIS DATE: _____

ANY EXTENSION OF THE SUBSIDY AGREEMENT MUST BE DETERMINED PRIOR TO THE CHILD'S 18th BIRTHDAY AND IS CONSIDERED FINAL. A SUBSIDY AGREEMENT CANNOT BE EXTENDED TO THE AGE OF 19 YEARS OR HIGH SCHOOL GRADUATION AND THEN FURTHER EXTENDED TO THE AGE OF 21 YEARS FOR A PHYSICAL OR MENTAL DISABILITY.

Please contact your subsidy worker if you have any questions about this letter or process of subsidy extension or termination.

Subsidy Worker: _____

Address: _____

Phone: _____