Update 2010-18: Common Place
Adoption Assistance Program Out of State Warrant Replacement

Background
The Adoption Assistance Program (AAP) requires the county to send benefit payments to adoptive parents regardless of where they reside. In many instances, the adoptive parents reside out of the state and sometimes out of the country. Although efforts are always made to pay these parents via Electronic Funds Transfer (EFT), there are occasions where the adoptive parents may select to receive a warrant. Currently, there are no instructions for warrant replacement when the request comes from out of state.

Policy
The county policy and procedures that apply to lost or stolen AAP warrants issued to families within the state of California also apply to AAP families residing in other states or out of the country.

AAP Eligibility Workers (EW) will assist to find and direct the adoptive parent(s) to the nearest out of state social services agency. The “Statewide Intercounty Lost Warrant Replacement Affidavit” (DFA 874) may be faxed or e-mailed to the out of state social services agency for completion or an equivalent form used by that agency may be accepted. Once the completed form is returned, the internal process for replacing the warrant remains the same.

Refer to “AAP Out of State Warrant Replacements,” page 32-26 for details.

If the adoptive parent(s) reside out of the country, the AAP EW will send the DFA 874 by fax, e-mail or standard mail. The AAP Parent(s) must be instructed to return the complete notarized form via standard mail. It must include the clients original signature and the original notarization. Once the completed form is returned, the internal process for replacing the warrant remains the same.
Refer to “AAP Out of Country Warrant Replacements,” page 32-26 for details.

**Reminder:**
When an AAP case has an out of country address the EW must send an e-mail to Benefit Issuance to advise them to pull the check. It will be manually mailed with the correct postage for the out of country address.

**Implementation**
This policy is effective immediately upon receipt of this update.

UMESH POL, DIRECTOR  
KATHERINE BUCKOVETZ, DIRECTOR  
CalWIN Division  
Department of Employment and Benefit Services

Contact Person(s): Sergio Nicolau, Program Coordinator, (408) 491-6700.