## DEPARTMENT OF CHILDREN AND FAMILIES

## Division of Safety and Permanence

**ADOPTION OF CHILDREN WITH AN ADOPTION ASSISTANCE AGREEMENT**

**ONE TIME EXPENSE REIMBURSEMENT**

**Use of form:** Completion of this form is voluntary; however, completing it will help determine eligibility for reimbursement, and will provide assistance in obtaining reimbursement of certain one time adoption expenses. Personally identifiable information will be used only for that purpose.

**Instructions:** List adoption related expenses that you believe qualify for reimbursement and attach the documentation requested. (If more space is needed, use separate sheet.) Requests for one time reimbursement must be submitted within two years after the date of adoption. Each child must have a signed adoption agreement on file with the Department of Children and Families. Adoptive families are expected to use good judgement in incurring pre-adoptive expenses. Only expenses which are necessary pre-adoption costs can be reimbursed. Reimbursement claims must be reasonable, actual and necessary. Additional instructions are listed on page five.

Upon completion, sign and date the form and return to: Adoption Assistance

 DCF/DSP

 P.O. Box 8916

 Madison, WI 53708-8916

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| **I. PARENT / CHILD(REN) INFORMATION** |
| Name - Adoptive Parent 1 (Last, First, MI)      | Name - Adoptive Parent 2 (Last, First, MI)      |
| Mailing Address      | City      | State   | Zip Code      |
| Telephone Number - Home      | Telephone Number - Work      | Best Time to ContactAdoptive Parent 1       [ ]  A.M. [ ]  P.M.Adoptive Parent 2       [ ]  A.M. [ ]  P.M. |
| Name - Adopted Child (Last, First, MI)      | Date - Legal Adoption (mm/dd/yyyy)      |
| Name - Adopted Child (Last, First, MI)      | Date - Legal Adoption (mm/dd/yyyy)      |
| Name - Adopted Child (Last, First, MI)      | Date - Legal Adoption (mm/dd/yyyy)      |
| **II. EXPENSES INCURRED** |
| **Expense** | **Amount** | **Expense** | **Amount** |
| Attorney Original itemized bill on letterhead - Attach copy. | $       | New Birth CertificateFill in the amount paid for the birth certificate. If obtained from a state other than WI, attach copy of receipt or cancelled check. | $       |
| Adoption Agency ServicesOriginal itemized bill on letterhead - Attach copy. | $       | Court FeesOriginal itemized bill - Attach copy. | $       |

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| **II. EXPENSES INCURRED (continued)** |
| **Expense** | **Amount** | **Expense** | **Amount** |
| Medical Exam for Adoptive Family - If required. Original itemized bill - Attach copy. | $       | Long Distance Telephone Charges(s) Original itemized bill - Attach copy.  | $       |
| Lodging - One room only Original itemized bill - Attach copy. | $       |  Purpose of Calls - Specify.      |
|  | Number of persons overnight - |    |  |  |
| Relationship of above - Specify.      | Miscellaneous Expense Requested by Social Worker - Specify. | $       |
|       |  |
| **III. MILEAGE AND MEAL EXPENSES (If you need more trip entries, attach additional copies of pages 3 / 4.)**  |
| **TRIP 1** |
| Date of Trip      | Purpose      |
| **Travel Itinerary** |
| From      | To      | Time - Departure      [ ]  A.M. [ ]  P.M. | Time - Arrival      [ ]  A.M. [ ]  P.M. | Mileage - Roundtrip      |
| Additional Mileage - Document any side trips, including their purpose, made within the one round trip.      |
| **Meal Expenses** |
| Meal | Total Cost | Family Members Who Ate Meals - Check all that apply. |
| Breakfast | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
| Lunch | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
| Dinner | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
| **TRIP 2** |
| Date of Trip      | Purpose      |
| **Travel Itinerary** |
| From      | To      | Time - Departure      [ ]  A.M. [ ]  P.M. | Time - Arrival      [ ]  A.M. [ ]  P.M. | Mileage - Roundtrip      |
| Additional Mileage - Document any side trips, including their purpose, made within the one round trip.      |
| **Meal Expenses** |
| Meal | Total Cost | Family Members Who Ate Meals - Check all that apply. |
| Breakfast | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
| Lunch | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
| Dinner | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |

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| **TRIP 3** |
| Date of Trip      | Purpose      |
| **Travel Itinerary** |
| From      | To      | Time - Departure      [ ]  A.M. [ ]  P.M. | Time - Arrival      [ ]  A.M. [ ]  P.M. | Mileage - Roundtrip      |
| Additional Mileage - Document any side trips, including their purpose, made within the one round trip.      |
| **Meal Expenses** |
| Meal | Total Cost | Family Members Who Ate Meals - Check all that apply. |
| Breakfast | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
| Lunch | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
| Dinner | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
| **TRIP 4** |
| Date of Trip      | Purpose      |
| **Travel Itinerary** |
| From      | To      | Time - Departure      [ ]  A.M. [ ]  P.M. | Time - Arrival      [ ]  A.M. [ ]  P.M. | Mileage - Roundtrip      |
| Additional Mileage - Document any side trips, including their purpose, made within the one round trip.      |
| **Meal Expenses** |
| Meal | Total Cost | Family Members Who Ate Meals - Check all that apply. |
| Breakfast | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
| Lunch | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
| Dinner | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
| **TRIP 5** |
| Date of Trip      | Purpose      |
| **Travel Itinerary** |
| From      | To      | Time - Departure      [ ]  A.M. [ ]  P.M. | Time - Arrival      [ ]  A.M. [ ]  P.M. | Mileage - Roundtrip      |
| Additional Mileage - Document any side trips, including their purpose, made within the one round trip.      |

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| **Meal Expenses** |
| Meal | Total Cost | Family Members Who Ate Meals - Check all that apply. |
| Breakfast | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
| Lunch | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
| Dinner | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
|  |
| **TRIP 6** |
| Date of Trip      | Purpose      |
| **Travel Itinerary** |
| From      | To      | Time - Departure      [ ]  A.M. [ ]  P.M. | Time - Arrival      [ ]  A.M. [ ]  P.M. | Mileage - Roundtrip      |
| Additional Mileage - Document any side trips, including their purpose, made within the one round trip.      |
| **Meal Expenses** |
| Meal | Total Cost | Family Members Who Ate Meals - Check all that apply. |
| Breakfast | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
| Lunch | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
| Dinner | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
| **TRIP 7** |
| Date of Trip      | Purpose      |
| **Travel Itinerary** |
| From      | To      | Time - Departure      [ ]  A.M. [ ]  P.M. | Time - Arrival      [ ]  A.M. [ ]  P.M. | Mileage - Roundtrip      |
| Additional Mileage - Document any side trips, including their purpose, made within the one round trip.      |
| **Meal Expenses** |
| Meal | Total Cost | Family Members Who Ate Meals - Check all that apply. |
| Breakfast | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
| Lunch | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
| Dinner | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
| **TRIP 8** |
| Date of Trip      | Purpose      |
| **Travel Itinerary** |
| From      | To      | Time - Departure      [ ]  A.M. [ ]  P.M. | Time - Arrival      [ ]  A.M. [ ]  P.M. | Mileage - Roundtrip      |

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| Additional Mileage - Document any side trips, including their purpose, made within the one round trip.      |
| **Meal Expenses** |
| Meal | Total Cost | Family Members Who Ate Meals - Check all that apply. |
| Breakfast | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
| Lunch | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |
| Dinner | $       | [ ]  Adoptive Parent 1 [ ]  Adoptive Parent 2 [ ]  Adoptive Child |

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| **IV. SIGNATURES** |
| I verify that the expenses listed above, and on any additional pages, are reasonable and necessary adoption costs which are directly related to the legal adoption of the above named child with an adoption assistance agreement. The reported expenses were incurred by the adoptive parent(s) and are not in violation of state or federal law. No reimbursement has been made from other sources or funds. |
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|  |  |  |       |
|  | **SIGNATURE** - Adoptive Parent 1 |  | Date Signed |
|  |  |  |  |
|  |  |  |  |
|  |  |  |       |
|  | **SIGNATURE** - Adoptive Parent 2 |  | Date Signed |

**Additional Comments**

**ADDITIONAL INSTRUCTIONS**

**EXPENSES**

Attorney Fee. Provide original itemized bill on letterhead showing only the costs related to the adoption.

Adoption Agency Fee. Provide a copy of the original itemized bill on letterhead from the adoption agency.

Medical Examinations If Required. Send copy of the original itemized bill showing only expenses related to the one time adoption exam. Make sure the provider’s name and address is on the bill. Make sure the name for each person that is having an exam is listed on a separate bill. Have the provider show that it has been submitted to your insurance provider and show the amount that has been applied to your bill on the statement. If you have a deductible, show the amount applied to the deductible; the amount remaining to be paid; and any provider discounts.

Lodging Expense If Necessary. If a lodging expense is incurred, submit the original motel folio showing the number of people. We can reimburse up to the state rate, plus applicable sales tax for the adoptive parent 1, adoptive parent 2, and the to be adopted children (if there is a charge for children). Reimbursement can be made for only one motel room. Reimbursement cannot be made for movies, telephone calls, game rentals or snacks delivered to the room.

Birth Certificate. If you incur expenses obtaining birth certificate(s) from outside Wisconsin, enclose a copy of original receipt or cancelled check(s).

Court Fees. Enclose a copy of the original receipt from the court. If the charge is $10.00 or less, you may submit a copy of your check.

Long Distance Telephone Charges. Enclose a copy of your original telephone bill itemizing the charges. Add a note indicating the parties you contacted and the reason for contacting them. Highlight each phone call you are claiming.

Miscellaneous Related Expenses. Costs for registration fees for adoption related classes must include a copy of the original receipt or copy of the front and back of the cancelled check along with documentation showing the name and date of the class. We cannot reimburse for the following:

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|  | * alcohol or alcohol related beverages
 | * furniture
 |  |
|  | * lost or stolen items
 | * fines
 |  |
|  | * lost wages or lost and stolen items
 | * repairs
 |  |
|  | * cancellation charges or late checkout charges at motels
 | * towing
 |  |
|  | * personal items
 | * child care and child medical expenses
 |  |
|  | * clothing
 | * photographs and related expenses
 |  |

**MILEAGE AND MEALS**

Show the starting point and the destination for your trip that was related to this adoption. Write a brief explanation of the trip, including the time you left and the time you returned. Explain why any additional mileage was necessary and document the additional trips made within the one round trip. Reimbursement will be made at the current state rate.

Meal expense for the adoptive parent 1, adoptive parent 2, and the children being adopted is reimbursable. The trip departure and return times and the meal cost, including the tip, are subject to state guidelines. Additional snacks, fitting within the meal guidelines, are considered part of the meal expense for the day. For meal reimbursement the adoptive parent must leave home and return home within the following times: Breakfast - leave before 6:00 A.M. and return after 10:30 A.M.; lunch - leave before 10:30 A.M. and return after 2:30 P.M.; dinner - leave before 3:00 P.M. and return after 7:00 P.M.

**SIGNATURE**

Be sure to sign and date the form. By doing so, you are verifying that your expenses are related to the one time adoption of the child with an adoption assistance agreement.