

REQUESTING REIMBURSEMENT

Adoptive parents can request reimbursement by submitting a completed reimbursement form. The form "Adoption of Children with an Adoption Assistance Agreement One-Time Expense Reimbursement (DCF-F-CFS0459-E)" can be obtained:

- In the adoption paperwork provided during the adoption process;
- From the adoption worker who assisted in the adoption process;
- On the Internet:
- <https://dcf.wisconsin.gov/files/forms/doc/0459.docx>; or
- by calling the DCF toll free telephone number at 866-666-5532.

As described in the form, the following must be included when submitting the form:

- All original receipts as applicable.
- An explanation of how each expense relates to the adoption.
- Itemized attorney costs and medical costs.
- A copy of the signed Order of Adoption or Record of Adoption.

The completed form and any attachments must be submitted to the DCF:

Adoption Assistance
DCF/DSP
P.O. Box 8916
Madison, WI 53708-8916



REIMBURSEMENT PAYMENT

When DCF receives the reimbursement request, the completed form and all expenses are reviewed. After review, a determination is made for reimbursement. The adoptive parents may be contacted for additional information.

Once approved, a check for eligible reimbursement expenses will be sent to the adoptive parents. The DCF only provides a check to the adoptive parents, and does not pay service providers directly. Adoptive parents can expect to receive a check within eight weeks of DCF receiving complete documentation.

ONE-TIME EXPENSE REIMBURSEMENT HELP

If you have questions or would like more information, please contact the Department of Children and Families by:

- calling 866-666-5532 (toll free),
- sending an email to DCFAdoption@wisconsin.gov
- Writing to P.O. Box 8916, Madison, WI 53708-8916.

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call (608) 266-8787. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.

DCF-P-PFS0747 (R. 08/2019)

ONE-TIME EXPENSE REIMBURSEMENT WITH ADOPTION ASSISTANCE



Information for Families

DIVISION OF SAFETY AND PERMANENCE



WISCONSIN DEPARTMENT OF
CHILDREN AND FAMILIES

ADOPTION ASSISTANCE AND ONE TIME EXPENSE REIMBURSEMENT

Many children adopted from foster care are at a greater risk of special care needs. These needs may include mental, physical, or developmental health challenges, disruptive behavior, medical problems, or other special care needs. Adoptive families often need support to help meet their needs. Adoption assistance provides support to these adoptive families.

One benefit of adoption assistance is that the Wisconsin Department of Children and Families (DCF) will reimburse families for one-time adoption expenses. One-time adoption expenses are costs the adoptive parents had to adopt the child.

REQUIREMENTS FOR REIMBURSEMENT

- The claim for reimbursement must be requested after adoption finalization but within two years from the date of adoption.
- The costs must be related to the legal adoption of the child.
- The costs must be necessary for the adoption to occur.
- The costs must be from after the termination of parental rights.
- The costs cannot have been reimbursed by other sources such as the adoptive parent(s) employer.
- The costs cannot be in violation of any state or federal laws.
- Any travel expenses are reimbursed at the allowable reimbursement rate that was in effect at the time of the expenses. Travel expenses include lodging, meals, or mileage.

EXPENSES THAT MAY BE REIMBURSED

The following expenses must be **necessary to complete the adoption**. Documentation from the adoption worker may be required to prove the expenses were necessary.

- **Agency adoption fees.** For example, home study fees can be claimed.
- **Adoption-related attorney fees.** These fees must be from after the termination of parental rights.
- **Fee for obtaining a new birth certificate** for the adopted child.
- **Court fees for adoption finalization.**
- **Transportation expenses** such as mileage reimbursement or bus fare. These expenses can only be reimbursed if they were for attending the home study interviews or pre-placement visits with the child. Only required pre-placement visits can be reimbursed.
- **Airfare costs for the adoptive parent.** It includes only one round trip flight.
- **Meal and snack costs** for the adoptive parents and child.
- **Lodging expenses.** One room rental is allowed for reimbursement for the adoptive parents and pre-adoptive child. Additional rooms are at the family's expense. Costs for additional members and services (such as games, movie rentals, room service, etc.) are not reimbursable.
- **Health and psychological exams** for the adoptive parents or household family members. The costs cannot have already been paid by Medicaid, Medicare, or private insurance.
- **Long distance telephone calls.** The telephone bill must be submitted and the purpose of the calls identified.

EXPENSES THAT MAY BE REIMBURSED CONT.

- **Training fees.** This can include seminar or course registration fees, required course workbooks, and mileage reimbursement.
- **Miscellaneous expenses** as a result of a directive by the adoption worker. These expenses must have the adoption worker's written authorization.



EXPENSES THAT MAY NOT BE REIMBURSED

The following expenses may not be reimbursed:

- Expenses before the termination of parental rights.
- Travel costs for relatives, friends, and siblings (unless verified as required for adoption).
- Attorney costs for estate planning.
- Home remodeling or special accommodations for the child.
- Medical equipment or supplies for the child.
- Veterinary expenses for pet checkups or vaccinations.
- Immunizations for household members.
- Medical expenses and mileage for the child in foster care.
- Copies of adoptive parent birth certificates or marriage license.
- Birth mother's medical bills or trip expenses.
- Child expenses such as toys, clothes, parties, entertainment, photos, etc.