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 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](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 this information in an alternate format, or need it translated to another language, please contact (608) 266-3400 or the Wisconsin Relay Service (WRS) – 711. For civil rights questions, call (608) 422-6889.

DCF-P-PFS0747 (R. 03/2019)
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 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.