

## Adoption Assistance: One-Time Expense Reimbursement

### Adoption Assistance (AA)

Adoption assistance (AA) is a supportive resource for children who have been adopted and their families. AA provides Foster Care Medicaid and the chance to apply for a one-time reimbursement of up to \$2,000 in adoption-related expenses. For some children, AA also includes a monthly subsidy.

AA is established by an agreement between the Wisconsin Department of Children and Families (DCF) and the adoptive parent(s). An AA agreement must be entered into before adoption finalization. AA is typically available until the child's 18th birthday or high school graduation, unless other circumstances exist.

For more information about AA, see [Adoption Assistance: General Information \(https://dcf.wisconsin.gov/files/publications/pdf/0105.pdf\)](https://dcf.wisconsin.gov/files/publications/pdf/0105.pdf).

### Adoption Assistance One-Time Expense Reimbursement

All families with a signed Adoption Assistance (AA) Agreement may apply for a one-time reimbursement of adoption-related expenses. If approved, DCF will reimburse adoptive parent(s) up to \$2,000 per child for costs that were reasonable and necessary to finalize the adoption of the child.

### Reasonable and Necessary Expenses

Expenses that qualify for reimbursement must be reasonable and necessary for the adoption to occur. If applicable, mileage and meal expenses will be reimbursed at the state rate that was in effect at the time of purchase. Additional documentation may be requested by DCF to verify that the expense(s) were reasonable and necessary for the adoption.

### Reimbursable

The following expenses may be reimbursable if they were reasonable and necessary to complete the adoption and meet all other requirements.

- Adoption agency fees
- Adoption-related attorney fees
- Birth certificate(s) fees
- Court fees
- Mileage and meal expenses
  - This includes mileage reimbursement and/or bus fare. Mileage and meal expenses are reimbursed at the state rate.
- Lodging expenses
  - This includes only one room rental. Any additional rooms or services (such as movie rentals, room service, etc.) are not reimbursable.
- Medical examinations for adoptive family (if required for adoption)
- Adoption-related training costs
  - This includes seminar or course registration fees, course workbooks, and mileage.
- Miscellaneous expenses requested by adoption professional

For more information related to reimbursable expenses, see [Request for One-Time Reimbursement for Adoption-Related Expenses for Adoption Assistance Recipients \(https://dcf.wisconsin.gov/files/forms/doc/0459.docx\)](https://dcf.wisconsin.gov/files/forms/doc/0459.docx).

### Not Reimbursable

- Travel costs for relatives, friends, and siblings (unless verified as required for adoption)
- Alcohol or alcohol-related beverages

- Attorney costs for estate planning
- Home remodeling, furniture, or repairs
- Medical expenses, other than required medical exams
- Veterinary expenses
- Lost or stolen items
- Cancellation charges or late checkout charges at hotels
- Lost wages due to adoption-related commitments
- Copies of adoptive parent(s) birth certificates(s) or marriage license
- Birth mother's medical bills or trip expenses
- Personal expenses such as toys, clothes, parties, entertainment, photos, etc.
- Childcare costs

## Applying for a One-Time Expense Reimbursement

### Requirements to Apply for a One-Time Expense Reimbursement

To apply for a one-time reimbursement of adoption-related expenses, the request and any supporting documentation must be submitted to DCF after the adoption is finalized, but within two years from the date of adoption finalization. To receive reimbursement for adoption-related expenses, **all must apply**:

- The costs must be **related to the legal adoption** of the child.
- The costs must be **reasonable and necessary for the adoption** to occur.
- The costs **cannot have been reimbursed by other sources**.
- The cost **cannot be in violation of any state or federal law**.

### How to Apply for a One-Time Expense Reimbursement

The adoptive parent(s) may apply for a one-time reimbursement of adoption-related expenses by completing the [Request for One-Time Reimbursement for Adoption-Related Expenses for Adoption Assistance Recipients \(https://dcf.wisconsin.gov/files/forms/doc/0459.docx\)](https://dcf.wisconsin.gov/files/forms/doc/0459.docx). A paper copy of this form may be provided by the adoption agency; it can also be accessed online at [DCF Adoption Assistance Program \(dcf.wi.gov/adoption/assistance\)](https://dcf.wi.gov/adoption/assistance). An adoption professional may assist the adoptive parent(s) to complete the form.

Submit **both** of the following to the DCF Adoption Assistance Program:

- The completed [Request for One-Time Reimbursement for Adoption-Related Expenses for Adoption Assistance Recipients \(https://dcf.wisconsin.gov/files/forms/doc/0459.docx\)](https://dcf.wisconsin.gov/files/forms/doc/0459.docx) form and
- All requested supporting document(s), including applicable original, itemized receipts or bills.

The completed form and supporting document(s) can be emailed to [DCFAdoptionAssistance@wi.gov](mailto:DCFAdoptionAssistance@wi.gov) or mailed to:

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

## Receiving Reimbursement

Once DCF receives the completed form and all supporting document(s), the request will be reviewed and a determination for reimbursement is completed within 8 weeks. Once approved, the reimbursable amount (up to \$2,000 per child) will be sent to the adoptive parent(s) as a check or direct deposit.

Checks will be mailed to the current address on file for the adoptive parent(s). To update this address, set up direct deposit, or update direct deposit information, call (866) 666-5532.

Please note that expense reimbursement may only be paid to the adoptive parent(s) and cannot be paid directly to any service provider(s).

For more information, questions or to apply for a one-time reimbursement of adoption-related expenses, contact the Wisconsin Department of Children and Families, Adoption Assistance Program.

**Email:** [DCFAdoptionAssistance@wi.gov](mailto:DCFAdoptionAssistance@wi.gov)

**Phone:** (866) 666-5532

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 the Division of Safety and Permanence at (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.