

## **Adoption Reimbursement Program**

- Soldiers on continuous active duty for at least 180 days may claim reimbursement of adoption expenses if:
  - The adoption is arranged by a state or local government agency that has responsibility under state or local law for child placement through adoption or by a nonprofit, voluntary adoption agency that is authorized by state or local law to place children for adoption, and
  - The adoption is final, i.e., by court order or other legal decree.
- Limitations are:
  - The adoption must have been finalized on or after 5 December 1991.
  - The child must have been under 18 years of age at that time.
  - Qualifying adoption expenses are limited to \$2,000 per child in a calendar year with a maximum of \$5,000 to one soldier in any calendar year.
  - Only one member of a dual military couple may be reimbursed for adoption expenses of the same child.
  - Soldiers who leave active duty before the adoption is final are not entitled to reimbursement.
- Married or single persons may take advantage of this Reimbursement of Adoption Expense Program.
- Qualifying adoptions include those which are intercountry or of a child with special needs.
- The soldier's request for reimbursement:
  - will be on a Reimbursement Request for Adoption Expenses (DD Form 2675, August 1993), available from the battalion adjutant (BNS1), or equivalent;
  - may be submitted only after the adoption is final;
  - must be completed separately for each child whose adoption is final;
  - must be submitted not later than one year after the date the adoption is finalized, or a loss of benefits may result; and, in any case must be signed and submitted prior to the soldier-claimant's discharge;
  - must be supported by documentation such as receipts marked "PAID", canceled checks, and the associated receipts; reconstruction of expense records is permissible when original records are unavailable.
- The Bn-S1 or equivalent is the first point of contact, and is the source for the DD Form 2675. He or she will assist the soldier in completing the application for reimbursement, and will submit the claim to the Defense Finance and Accounting Center (DFAS), Cleveland, Ohio for decision. The POC for all services at the Defense Language Institute is the (Installation Adjutant, Bldg 614, phone 647-5177/5315.
- The soldier must provide the following documentation with the claim:
  - Documentation showing state or other authorized adoption agency involvement. A letter from the agency stipulating the dates of the home study and the placement of the child is sufficient. If the home study and placement were not done, the agency letter should describe its involvement in the adoption process with associated dates for DFAS review.
  - Final court papers
  - All substantiating receipts
  - Copies of documents from state or other authorized adoption agencies must be certified as true copies by the document custodian. In all other cases, where the original is filed with the court, a copy of the adoption order certified by the clerk of the court must be submitted.
  - Power of attorney if the spouse of the soldier signs the claim because the soldier is unable to be present due to military duty.