



# Adoption Reimbursement

## Department of Defense Policy:

- A SM who adopts a child under 18 years of age may be reimbursed reasonable and necessary adoption expenses, up to \$2,000 per adoptive child, but no more than \$5,000 per calendar year. In the case of two married SMs, only one member may claim expenses for each adopted child and the couple is limited to the \$5,000 per calendar year maximum. In addition, members are not entitled to reimbursement expenses if they leave active duty before the adoption is final in accordance with Reference (d).
- Adoptions that qualify for reimbursement include those arranged by a qualified adoption agency, or, for adoptions that occur on or are finalized after January 6, 2006 November 2, 2007, those arranged by either a qualified adoption agency or other source authorized to place children for adoption under State or local law.
- Benefits may be paid only after the adoption is final, and only for authorized expenses incurred during the adoption process. A benefit may not be paid for any expense paid to or for a member of the Military Services under any other adoption benefits program administered by the Federal government or under any such program administered by a State or local government. Once the adopted child has been placed in the home by the adoption agency, members may avail themselves of a TRICARE Military Treatment Facility for medical care of that child.



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## Service Member (SM) Responsibilities:

- A SM must submit requests for reimbursement of qualified adoption expenses using a separate DD Form 2675 (Reimbursement Request for Adoption Expenses) for each qualifying adoption. Hard-copy forms can be obtained from the member's servicing personnel activity. The completed DD Form 2675 and substantiating documentation must be submitted for review to the member's servicing personnel activity no later than 1 year after finalization of the adoption. If the request and documentation appear to be complete, then the member's commanding officer or designee will certify the member's eligibility for reimbursement by completing block 30 of the DD Form 2675.
- If neither the member nor the spouse is able to appear personally at the servicing personnel activity, then the completed claim forms may be mailed to the personnel activity. The spouse of a SM who is unable to complete a claims package due to military duty can sign a claim form under a power of attorney. All claims signed by a spouse must include the power of attorney as a part of the claims package. Also, exceptions can be made by the Service certifying official when deployment responsibilities impact the member's ability to comply with the 1-year deadline. In these cases, the certifying official who signed the DD Form 2675 shall submit a letter stating that the member's deployment impacted the member's ability to comply with the 1-year deadline.
- SMs must substantiate all expenses with documentation, such as receipts marked "PAID" or cancelled checks. If the receipts are from a foreign entity, then they should list the U.S. currency equivalency. Reconstruction of expense records is permissible when the original records are unavailable and the SM submits a notarized affidavit stating the costs. In addition, the member is responsible for providing the appropriate documentation, which establishes that the adoption is final and that it was arranged by a qualified adoption agency. With respect to documents originating from a state or other authorized adoption agency, copies of those documents must be certified as true copies of the original by the state or adoption agency. If the original document is filed with the court, then the member must submit a copy of the adoption order certified by the clerk of courts. The member must submit a full English translation of any foreign language document, to include the translator's certification that he or she is competent to translate the foreign language to English and that his or her translation is complete and correct. These documents will not be returned to the member.
- In determining whether an adoption of a child in a foreign country is final, the member must submit a copy of the final court documents, as well as proof of U.S. citizenship for the child. The following documents are acceptable forms of proof of U.S. citizenship:
  - \* A copy of the front and back of the Permanent Resident Alien Card (green card) or visa showing the IR-3 code.
  - \* A copy of the front and back of the Permanent Resident Alien Card (green card) or visa showing the IH-3 code.
  - A copy of a U.S. court order that recognizes foreign adoption, or documents the "re-adopting" of the child in the United States.
  - A letter from the United States Citizenship and Immigration Services which states the status of the child's adoption.
  - A copy of U.S. passport (page with personal information only).
  - A copy of U.S. Certificate of Citizenship.
- The SM is responsible for maintaining a file for the reimbursement claim. This file should contain copies of all paperwork related to the claim, including the receipts, agency documentation, and courts papers associated with the adoption proceedings or court-certified copies, until the claim is paid or denied.
- The SM will submit only one reimbursement claim per adoption.



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## Authorized Reimbursable Expenses

- The DFAS-CL site will pay documented, reasonable, and necessary adoption expenses, up to \$2,000 per adoptive child. Not more than \$5,000 shall be paid per calendar year to any SM. In the case of two married SMs (including the Coast Guard when operating as a Military Service in the Navy), only one member may claim expenses for each adopted child and the couple is limited to the \$5,000 per calendar year maximum. The calendar year is determined by the date the claim is received by DFAS-CL for payment. Reasonable and necessary expenses include the following:
  - Public and private agency fees, including adoptive fees charged by an agency in a foreign country.
  - Placement fees, including fees charged adoptive parents for counseling.
  - Legal fees, including court costs, for services that are unavailable to a member for the Military services under 10 U.S.C. 1044 or 1044a.
  - Medical expenses, including hospital expenses, of the biological mother of the child to be adopted and of a newborn infant to be adopted.
  - Temporary foster care charges when payment of such charges is required to be made before the adoptive child's placement.

## Unqualified Expenses

- The term "reasonable and necessary expenses" does not include:
  - Travel costs of the adopting parent; or
  - Any costs associated with an adoption arranged in violation of federal, state, or local law.

When request is completed, the personnel activity will mail the application by certified mail to:

Defense Finance and Accounting Service  
Cleveland Site (Code JFLAGA)  
1240 East Ninth Street  
Cleveland, OH 44199-2055