



ADOPTION ASSISTANCE PLAN FORM

Name of Faculty or Staff (Please Print)

Social Security Number

Address

Street

State

Zip Code

I wish to apply for reimbursement of the following adoption expenses. The date _____
(Child's Name)

_____ was placed in my home was _____
(month/day/year)

The expected legal final adoption date is/will be _____
(month/day/year)

Eligible Expenses - Eligible and non-eligible expenses are listed on the reverse side.

Date	Amount	Explanation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acceptable documentation of the adoption and for the above items above must be attached to this form. All expenses reimbursed under the Adoption Assistance Plan are subject to tax withholding.

Faculty or Staff Signature _____

Date _____

**Submit this form to: Johns Hopkins University, Benefits Service Center, Johns Hopkins at Eastern,
1101 East 33rd Street, Suite D100, Baltimore, Maryland, 21218**

Amount approved \$ _____

Approval _____

Date _____

Johns Hopkins University

ADOPTION ASSISTANCE PLAN

1. Eligibility

Full-time faculty and staff with at least two consecutive years of full-time JHU service immediately prior to adoption and employed through the date of adoption.

2. Benefit Amount

Documented expenses will be covered for a single child adoption to a maximum of \$2,500 per family for all combined expenses. For the simultaneous adoption of two children, the maximum reimbursement will be \$5,000 per family for all combined expenses.

3. Eligible expenses:

- a. Reasonable and customary public and private agency fees permitted or required under the law of the state having jurisdiction over the adoption
- b. Reasonable and customary legal and court fees
- c. Reasonable and customary fees for medical and hospital services provided to the child, the natural mother, and the adopting parents
- d. Transportation fees associated with the adoption
- e. Temporary foster care charges

4. Non-eligible expenses:

- a. Donations
- b. Costs associated with legal guardianship

5. Policies and Procedures

- a. Eligible children include any child under age 12 at the time the adoption process is initiated. Adoptions of stepchildren or children of same-sex domestic partners are not covered under the plan if natural, custodial parent is living.
- b. Request for reimbursement must be made within 60 days of the adoption.
- c. Reimbursement will be made following submission of a completed Adoption Assistance Plan form with appropriate documentation. Acceptable documentation of eligible expenses consists of itemized bills, either stamped paid or accompanied by receipts or canceled checks. Acceptable documentation of the adoption process may consist of governmental documents clearly demonstrating that the adoption has either been approved or denied or governmental documentation demonstrating you have legal custody of the child/children prior to the finalization of the adoption, including documentation as to the date the adoption will take place.
- d. Adoption expenses reimbursed by the university are considered taxable income and FICA taxes will be withheld.
- e. Reimbursement under this plan is limited to one adoption process during any two year period.
- f. Questions about the plan should be directed to Johns Hopkins University, Office of Benefits, Johns Hopkins at Eastern, 1101 East 33rd Street, Suite D100, Baltimore, Maryland 21218. Phone: 410-516-2000 or FAX: 443-997-5820.