Adoption Reimbursement

Information and Procedures

The Adoption Reimbursement Program provides up to $2,000 in reimbursement for adoption expenses for each child, with a maximum reimbursement of $5,000 in a calendar year. Benefits are paid after the adoption is final. Reimbursable expenses include agency fees, placement fees, legal fees, and medical expenses.

Eligibility

The following Coast Guard members are eligible for reimbursement/assistance under the Adoption Reimbursement program:

- Coast Guard active duty members and reservists on active duty for at least 180 consecutive days.

- In the case of two married CG members, only one CG member may claim expenses.

- All CG members are eligible for information and referral.

Qualifying Adoptions

Adoptions arranged by a qualifying adoption agency for which expenses may be reimbursed include:

- Adoption of a child under the age of 18.

- Adoption by a single person.

- Infant adoption.

- Inter-country adoption.

- Adoption of a child with special needs.

- Adoptions finalized after 2 November 2007 that involve stepchildren adopted by a military member.

Qualifying Expenses

Reasonable and necessary expenses directly related to the legal adoption of a child under 18, if the adoption is arranged by a qualifying adoption agency or other authorized source. Reasonable and necessary expenses include:

- Public and private agency fees, including adoption fees charged by an agency in a foreign country.

- Placement fees, including fees charged to adoptive parents for counseling.

- Legal fees, including court costs, for services unavailable through the legal assistance office.

- Medical expenses, including hospital expenses of the biological mother of the child to be adopted and of a newborn infant to be adopted.

Qualifying Adoption Agency

1. A State or local government agency, which has respons

2. ibility under State and local law for child placement through adoption.

3. A nonprofit, voluntary adoption agency, which is authorized by State or local law to place children for adoption.

4. Any other source authorized by a State to provide adoption placement if the adoption is supervised by a court under State or local law.

5. A foreign government or an agency authorized by a foreign government to place children for adoption, in any case which the adopted child is entitled to automatic citizenship or a certification of citizenship.

Reimbursement Procedures

All Coast Guard active duty and eligible reserve members applying for reimbursement of adoption expenses shall:

1. Complete Reimbursement Registration for Adoption Expenses Form CG-1794, located online at

   https://www.dcms.uscg.mil/forms/

2. Provide the following supporting documentation:

   - Documentation of the Home Study.

   - Receipts or canceled checks substantiating authorized expenses.

   - A copy of the adoption certificate, court order granting adoption, or proof of the agency's involvement, where a qualified adoption agency arranged the adoption, such as a copy of the placement agreement from the adoption agency or a letter from the adoption agency stating what services it provided.

3. Scan and email completed forms and supporting documentation to:

   HQS-SMB-FamilySupportServices@uscg.mil

Or mail forms and supporting documentation to:

COMMANDANT (CG-1112)
ATTN: OFFICE OF WORK LIFE
US COAST GUARD STOP 7907
2703 MARTIN LUTHER KING JR AVE SE
WASHINGTON, DC 20593-7907

Resources

Regional Work-Life Office

For guidance and assistance with the Adoption Reimbursement program contact the regional Family Resource Specialist (FRS) at the Work-Life office nearest you. Call toll free 1-800-USCG WLS (872-4957) and enter the appropriate extension listed below:

Alameda	(252)
Boston	(301)
Cape May	(629)
Cleveland	(309)
Honolulu	(314)
Juneau/Ketchikan	(317)
Kodiak	(563)
Miami	(307)
New Orleans	(308)
Portsmouth	(305)
LA/Long Beach	(311)
Seattle	(313)
St. Louis	(302)
Washington DC	(932)

U.S. Coast Guard Office of Work-Life

If additional assistance is needed, please contact the Headquarters Family Support Services Specialist at: HQS-SMB-FamilySupportServices@uscg.mil.

Additional information, resources, and Coast Guard policy, Reimbursement of Adoption Expenses, COMDTINST 1754.9B, can be found at:

www.uscg.mil/worklife/adoption.asp

Services and Resources Available

The following service and resource is available within the Adoption Reimbursement Program:

National Foster Care & Adoption Directory
Provides National adoption resources and adoption related information specific for each State, the District of Columbia, Puerto Rico, and the Virgin Islands.

- www.childwelfare.gov/nfcad

Related Program Information

The following websites are provided to help in your search for adoption information; however, the Coast Guard does not endorse these sites. It is important to check references and to research programs found on the web. DO NOT send monies to unidentified sources.

- **Coast Guard Mutual Assistance**
  www.cgmahq.org

- **Adoption Network**
  www.adoption.org

- **American Academy of Adoption Attorneys**
  www.adoptionattorneys.org

- **Intercountry Adoption, Bureau of Consular Affairs, Department of State**
  adoption.state.gov

- **National Adoption Center**
  www.adopt.org

- **National Military Family Association**
  www.militaryfamily.org/your-benefits/adoption

- **National Qualifying Adoption Agencies**
  www.childwelfare.gov/nfcad

- **National Resources Center on Special Needs Adoption**
  www.spaulding.org

Local Contact Information and Resources

W-L Base Seattle

May W. Chao
1519 Alaskan Way S
Seattle, WA 9813
Phone: 206-217-6786
Fax: 206-217-6444
E-mail: may.chao@uscg.mil

* *WA State Foster Adoption*   *Contact local welfare office*
https://www.dcyf.wa.gov/services/adoption

* *OR State Foster Adoption*   *Contact local welfare office*
https://www.oregon.gov/DHS/CHILDREN/ADOPTION/Pages/index.aspx

* *Every Child Oregon*   *800-331-0503*
https://everychildoregon.org/

 * *Northwest Adoption Exchange*   *800-927-9411*
  https://www.nwae.org/

Program Confidentiality: All discussions between a member using the Adoption Reimbursement Program and the program POC are confidential, with the exception of government audits, to determine appropriate use of government funding.