

Coast Guard Adoption Reimbursement Claim Processing Instructions

1. The Work Life office at the Integrated Support Command can provide assistance through the Family Resource Specialist on eligibility and requirements needed to complete an application for reimbursement of adoption expenses. Commandant (CG-1112) is available to assist active duty members in completing this application for reimbursement of adoption expenses. The Adoption Program Manager will provide additional guidance and final approval of reimbursement of claims.
2. Members will provide documentation identifying the qualified adoption agency involved with the placement of the child, proof of home study, a Xerox copy of the final adoption decree, and receipts totaling the requested claim amount. Please submit copies of any certified documentation; please do not submit original certified documents, maintain them for your personal files. Members should retain copies of all documentation until the claim has been resolved.
3. Members must complete enclosure 2 (2 pages) and enclosure 3 (3 pages) of COMDTINST 1754.9 certifying the adoption, expenses and information provided are true and correct to the best of their knowledge. Commandant (GC-1112) must receive original copies of these enclosures, with member's signature to complete processing of the claim. Members in deployment status, underway or unavailable for signature should contact Commandant (CG-1112) for additional guidance to avoid delays in processing the reimbursement request.
4. If eligibility for reimbursement cannot be determined from the documents provided, the Office of Work Life will retain the claim and request the necessary information or documentation.
5. If claim is denied, a letter stating denial will be sent to the member's home delivery address. The claim will be returned to the member if claim is denied. If reimbursement is issued the claim will remain on file for 3 years and then destroyed following the guidelines for methods of destruction of privacy information.
6. If claim is approved, a letter stating approval will be sent to the member's home delivery address along with accounting documentation.
7. The Finance Center (FINCEN) will reimburse members by Electronic Fund Transfer (EFT) into the member's payroll account four to six weeks after the date of approval letter. Please be advised that adoption reimbursement expenses are reported as taxable income. Members must be on active duty to receive payment of a claim.
8. Claim request must be submitted within one calendar year (365 days) beginning with the date the adoption was finalized. All claims should be submitted to the following address to the attention of the
Ms. Yvette Wright
Adoption Program Manager
Commandant (CG-1112)
2100 2nd Street SW Rm 6320
Washington, DC 20593
9. Members may obtain more information regarding the Adoption Reimbursement Program by contacting the Adoption Program Manager at 202-267-6728 or Ywright@comdt.usgc.mil

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