

TAKE-1  
**DoD ADOPTION  
REIMBURSEMENT PACKET**

**XVIII AIRBORNE CORPS LEGAL ASSISTANCE OFFICE**



## DoD Adoption Reimbursement Policy

It is a DoD policy that:

1. In accordance with Reference (c) (available via the internet at [www.dod.mil/comptroller/fmr](http://www.dod.mil/comptroller/fmr)), a Service member 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 a case of two married Service members, 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).
2. In accordance with Reference (c), adoptions that qualify for reimbursement include those arranged by a qualified adoption agency, or, for adoptions that are finalized after 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.
3. Benefits may be paid only after the adoption is final, and only for expenses authorized by Reference (c), 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.

### PROCEDURES

1. Under the procedures established in Reference (d), a Service member must submit a request for reimbursement using DD Form 2675, "Reimbursement Request for Adoption Expenses," to the nearest military personnel and finance office no later than 1 year after finalization of the adoption.
2. The member must obtain a receipt for his or her records from the military personnel and finance office showing the date the application was submitted. The date of the

receipt shall be used to determine if the 1-year requirement has been satisfied. 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 the member's deployment impacted the member's ability to comply with the 1-year deadline.

3. The member must submit the following documentation with the application:
  - A copy of the adoption certificate or court order granting the adoption. 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.
  - Receipts or canceled checks substantiating authorized expenses. If the receipts are from a foreign entity, they should list the U.S. currency equivalency. Reconstruction of expense records is permissible when the original records are unavailable and the Service member submits a notarized affidavit stating the costs.
  - For foreign adoptions, proof of U.S. citizenship of the child.
  - Where a qualified adoption agency arranged the adoption, proof of the agency's involvement, such as a copy of the placement agreement from the adoption agency or a letter from the adoption agency stating what services it provided.
  - For detailed procedural requirements, the member should consult Reference (d) and applicable Service regulations.

#### DEFINITION

**REASONABLE AND NECESSARY EXPENSES-** The term "reasonable and necessary expenses" includes: public and private agency fees, including adoption fees charged by an agency in a foreign country; placement fees, including fees charged adoptive parents for counseling; legal fees (including court costs) in connection with services that are unavailable to a member of the armed forces under section 1044 or 1044a of this policy; and medical expenses, including hospital expenses of the biological mother of the child to be adopted and of a newborn infant to be adopted. This also includes temporary foster care charges when payment of such charges is required to be made before the adoptive child's placement.