



Policy 6.7	Adoption Assistance		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec:</u> None
<u>Last Amended Date:</u> 2/28/12			

ADOPTION ASSISTANCE

6.7

POLICY

It is the policy of DuPage County to provide assistance to all employees who are building families by providing eligible employees with adoption benefits including financial assistance, paid time off, and a pretax reimbursement account.

ELIGIBILITY

- All full-time employees under County Board Jurisdiction who have been continuously employed with DuPage County for one (1) year.

GUIDELINES

A. Reimbursement

1. Eligible adoption-related expenses will be reimbursed to a maximum of \$1,500 per child per year.
2. Eligible expenses include:
 - a. Agency and placement fees
 - b. Medical expenses of the birth mother
 - c. Medical expenses of the child prior to adoption
 - d. Transportation and lodging expenses
 - e. Expenses to meet the needs of a special needs child are eligible in the case of U.S. special needs adoptions

B. Adoption Leave

Adoption leave time may be used either pre or post adoption and will be considered as part of the twelve (12) weeks allowed under the Family and Medical Leave Act

(Personnel Policy 5.9: Family Medical Leave). For more information on adoption leave, please contact a Benefits Representative.

PROCEDURES

1. All reimbursements will be consistent with the provisions of Section 137 of the IRS code.
2. A portion of the reimbursement amount may be taxable for employees whose family income exceeds \$75,000 per year.
3. Within thirty (30) days of notification that a child will be placed in an employee's home, they should contact a Benefits Representative.
4. Documentation of the placement and adoption petition as well as itemized receipts for expenses incurred for reimbursement will be needed.

EXCEPTIONS

- Adopted children must be under eighteen (18) years of age to be considered for this benefit.
- This policy does not apply in the case of the adoption of a stepchild.

The [Adoption Assistance Reimbursement Request form](#) is available on the internet under the Human Resources tab.