



## ADOPTION REIMBURSEMENT FACT SHEET



Are you planning to or in the process of adopting a child? Federal law authorizes reimbursement for certain expenses associated with adoption to a maximum of \$2000 per child and not to exceed \$5000 per calendar year.

Of course, there are requirements and limitations you must be aware of. For instance, the adoption must be arranged by qualified adoption agencies or a source authorized under state or local law. Private and stepchild adoptions must be finalized in a U.S. court.

In order to qualify for the reimbursement, service members must be serving on continuous active duty for at least 180 days and the adoption must be finalized while on active duty. In addition, the claim must be submitted while on active duty and within 1 year of the date that the adoption was finalized.

Complete policy and procedures can be found in [DoD Instruction 1341.9](#) and [Volume 7A, Appendix A](#) for the DoD Financial Management Regulation. Here you can also find what expenses can be reimbursed as well as those that are excluded.

Your personnel office will assist you complete your application, ensure your submission is complete and send the package to DFAS Cleveland for adjudication. The member must submit the following documentation with the application:

- A. 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.
- B. 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.
- C. For foreign adoptions, proof of U.S. citizenship of the child.
- D. 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.

Applications must be submitted to:

Defense Finance and Accounting Service  
Cleveland Center - Code JFLAGA  
1240 East Ninth Street  
Cleveland, OH 44199-2055

For questions concerning a claim, an e-mail can be sent to the [DFAS Adoption Reimbursement mailbox at CCL-ADOPTION-REIMBURSEMENT@dfas.mil](mailto:CCL-ADOPTION-REIMBURSEMENT@dfas.mil).

NOTE: It takes approximately 4-6 weeks for a determination to be made. For claims that are approved, payment will be issued via direct deposit. If a claim is denied or additional information is necessary, the service member will be notified in writing.



Office of the Staff Judge Advocate  
Legal Assistance Office  
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Bldg 130  
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706-545-3281