



Adoption Assistance Program



WHAT IS AN ADOPTION ASSISTANCE PROGRAM?

In today's environment, many people look to expand their families through adoption. The Adoption Assistance Program is offered by your employer to help you with adoption related expenses as you expand your family.

Your employer recognizes the value of you as their employee and wants to help support you during this wonderful time in your life!

ADOPTION COSTS

Each Adoption Assistance Program is unique and defined by your employer. In general, the Adoption Assistance Program may cover agency placement fees, court costs and reasonable travel expenses incurred when receiving a child for placement. All these expenses do not include the possibility of lost wages. You may lose pay if you need time off to complete the adoption or stay home with the child immediately after the adoption. Your employer will provide you with the details on what expenses are covered.

See back side for frequently asked questions about your Adoption Assistance Program.

ADOPTION ASSISTANCE PROGRAM FREQUENTLY ASKED QUESTIONS

1. How can I view my available benefit amount?

You can access your available benefit amount on [NetBenefits](#). Select Flexible spending and reimbursement accounts to view your benefit amount and view the last 30 days of activity.

2. How do I find out what is covered under the Adoption Assistance Program?

Your employer will provide you with the details on what expenses are covered.

3. How can I submit a request for reimbursement?

Log on to [NetBenefits](#) and select Flexible spending and reimbursement accounts. Then choose **Reimburse yourself** to submit supporting documentation approved by your employer.

4. How long will it take to be reimbursed for a claim?

Claims processing takes approximately six to eight weeks from the date of submission. You will receive reimbursement through the normal payroll distribution process.

5. What is the maximum reimbursement amount from my Adoption Assistance Program?

Your benefit amount is determined by your employer. Refer to the plan documents provided by your employer for specific information.

6. Are adoption assistance reimbursements subject to federal income tax?

You should check with your tax advisor to learn about the tax implications associated with adoption assistance benefits.

7. Who can I contact for assistance with the Adoption Assistance Program?

Log on to [NetBenefits](#) or call 833-299-5809 Monday to Friday from 8 a.m. to 8 p.m. ET.

