

ADOPTION ASSISTANCE PROGRAM

*Human Resources presentation to
Budget, Finance & Economic Development Committee Meeting
August 30, 2022*



LEXINGTON



Background

- Program established in 2009
 - Last revised in 2012
- Annual fiscal year budget: \$6,000
 - Up to \$2,000 per qualifying adoption
- In FY2022, Human Resources received five (5) requests for this benefit.
 - One (1) was denied due to lack of funds
- State Executive Order October 22, 2019 to enhance the state employee adoption benefit program
 - Reimburse or provide stipend of up to \$7,000 for children with special needs and \$5,000 for any other children

Fiscal Year	Adoptions that Received Benefit
2015	2
2016	2
2017	2
2018	1
2019	1
2020	2
2021	1
2022	4*

*At least one of the first three adopters received less than \$2,000



CAO Policy 60: Adoption Benefit Program

- Increase reimbursement for the adoption of an eligible child from \$2,000 to \$5,000.
 - *Eligible child* means an individual who is under the age of eighteen (18). An eligible child does not include the child of an employee's spouse or qualified adult as defined by CAO Policy 46.
- Provide a total reimbursement of up to \$7,000 for the adoption of an eligible child with special needs.
 - *Eligible child with special needs* means a child that requires special accommodations that other children do not.



CAO Policy 60: Adoption Benefit Program

- Increase total amount budgeted from \$6,000 per fiscal year through FY2022 to \$8,000 for FY2023.
- LFUCG may allocate additional funds in the event funds are insufficient for reimbursement, and applicant can apply for reimbursement within six (6) months of the date the adoption was finalized.



CAO Policy 60: Adoption Benefit Program

Eligible employee (no change)

- Classified civil service employees and full-time unclassified civil service employees, officers and appointees who have been employed by LFUCG for twelve (12) continuous months and have worked a minimum of 1,250 hours during those twelve (12) months.



CAO Policy 60: Adoption Benefit Program

Eligible expenses (no change)

- Licensed adoption agency fees
- Legal fees
- Travel expenses
- Medical costs not paid by insurance, Medicaid, or other available resources
- Court costs
- Other fees or costs associated with child adoption in accordance with state and federal law



CAO Policy 60: Adoption Benefit Program

Process

- Employee submits completed application to HR and documentary evidence of:
 - Finalization of the adoption;
 - Affidavit of unreimbursed expenses with supporting documentation for payments made; and,
 - If seeking the higher reimbursement amount, an indication that the child has special needs.
- Division of Accounting will dispense funds in the amount authorized by the Director of Human Resources.

Questions?



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