



Adoption Assistance Policy

The Laboratory has an adoption assistance policy which provides eligible employees financial assistance for certain expenses related to adoption of an unrelated minor child.

Employees eligible to participate include Regular employees who work 20 or more hours per week and have completed at least one year of continuous service. To be considered eligible for adoption assistance, the individual adopted must be an unrelated minor child under the age of eighteen (18). The adoptive child may not be a relative or stepchild.

Financial assistance consists of reimbursement for specific adoption related expenses as follows:

- Licensed adoption agency fees (including fees for placement and parental counseling)
- Legal costs (including attorney's fees and court costs)
- Charges for transportation to obtain physical custody of the adoptive child.
Transportation expenses include reasonable and customary travel expenses for both the adoptive parents and the adoptive child.

Eligible expenses will be covered up to a maximum of \$3,000 per adopted child. In order to be eligible for such assistance, the Human Resources Division must be notified in writing within 30 days of the time an adoption proceeding has commenced. Financial assistance reimbursement will be made only after the adoption is final.

Both the required notification and the request for reimbursement must be submitted to Denise DiMeglio, Building 400, with the itemized bills, proof of payment and a certified copy of the judicial order of adoption. Additional documentation may be requested regarding itemized bills. Written requests for reimbursement must be made within ninety (90) days after the adoption is final. Reimbursements will be made directly to the employee. They are considered taxable income and are subject to withholdings at the time of payment.

Employees who want to cover an adopted child under the BSA Medical Plan must enroll the child through the Human Resources Division, extension 2877 or 5126, within 30 days of obtaining custody of the child.

Questions regarding this policy should be directed to Denise DiMeglio, extension 2881.