



Request for Non-Recurring Costs Reimbursement

Enclosed please find the *Request for Non-Recurring Costs Reimbursement*. Please fill in each blank of the Request, sign and return to me. Upon receipt of the request and any other necessary information, I will send an Adoption Subsidy Agreement for you to review, sign and return.

The Adoption Subsidy Agreement **must be signed by both you and a SCDSS representative prior to finalization.** If the finalization has taken place and the Agreement is **not** signed prior to finalization, the request for reimbursement will be **denied.**

If I can be of any further assistance, please call me at (803) 898-7539.

Sincerely,

Avery O'Toole

Avery O'Toole
Adoption Subsidy Coordinator